

SAN ANTONIO PUBLIC LIBRARY
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
June 28, 2017

The San Antonio Public Library Board of Trustees met in regular session on Wednesday, June 28, 2017 at 4:30 p.m. in the Meeting Room of the McCreless Branch Library. The meeting was called to order at 4:32 p.m. by Linda Nairn, Vice Chair.

TRUSTEES PRESENT

Jean Brady, Judy Cruz, Lora Devlon Eckler, Marcie Ince, Gloria Malone, Linda Nairn, Andrea Sanchez, and Paul Stahl.

TRUSTEES ABSENT

Margarita DeLeon, (excused), Juspreet Kaur, (excused).

EX OFFICIO LIAISONS PRESENT

Nancy Gandara, President, Friends of the San Antonio Public Library and Tracey Bennett, President, San Antonio Public Library Foundation

CITIZENS TO BE HEARD

Mr. Guo Li spoke regarding light bulbs used throughout the San Antonio Library system.

ANNOUNCEMENTS

Vice Chair Linda Nairn announced that there are a series of Financial Wellness Programs geared towards helping meet short and long-term goals. These are being held at different area libraries and began June 8 and will continue through August 24, 2017.

APPROVAL OF MINUTES

Vice Chair Linda Nairn brought forth for consideration the minutes of the meeting on May 24, 2017. Jean Brady moved to approve the motion. Lora Devlon Eckler seconded the motion. None opposed the motion and the motion passed.

CHAIR'S REPORT

Vice Chair Linda Nairn reported Board Chair Paul Stahl handwrote notecards for the new Mayor and City Council, welcoming them to City Council. He also met with new District 7 Council Representative Ana Sandoval and attended the reception hosted by area Chambers of Commerce on June 27, 2017 for the new City Council members.

TRUSTEES REPORT

Trustee Lora Devlon Eckler reported that she attended three community meetings this period. She also went to the election night party for District 6 Councilman Brockhouse. She attended an event hosted by Senator Menendez and was able to also speak with her Councilman as well. She attended the reception for the City Council Leaders hosted by area Chambers of Commerce on June 27. She attended a Meet and Greet event with staff at Great Northwest Library and she is scheduled to meet with the new District 6 Councilman on July 6.

Trustee Gloria Malone attended a Friends of the Library organizational meeting at the Schaefer Branch Library. She also attended the Board's Facilities Committee Meeting on June 14.

Trustee Marcie Ince attended the new Council Leader's reception hosted by area Chambers of Commerce on June 27. She also visited the Encino Branch Library and attended a Meet and Greet with staff.

Trustee Judy Cruz attended the reception for new Council members hosted by area Chambers of Commerce on June 27, 2017. She attended a Meet and Greet event at the Landa Branch Library.

Trustee Andrea Sanchez attended a Meet and Greet event at the Johnston Branch Library.

Trustee Linda Nairn met with her City Councilman Clayton Perry and attended the meeting for all District 10 leadership. She also met with the staff at the Thousand Oaks and Semmes branch libraries. She attended the kick-off party for the Summer Reading Programs at Tobin, Semmes and Thousand Oaks branch libraries.

Ramiro Salazar, Library Director, arrived from City Council Budget Goal-Setting Meeting.

REPORT OF THE LIBRARY DIRECTOR

Library Director Ramiro Salazar reported attending the City Council Goal-setting Meeting on June 28, 2017. He reported a lot of the conversation focused on public safety, streets and infrastructure, along with some neighborhood services.

COMMITTEE REPORTS

Executive Committee

Vice Chair Linda Nairn reported that the Executive Committee met on June 20, 2017 to set the agenda. Additionally, the Library Board met on Thursday, June 22 for a special Work Session.

Vice Chair Linda Nairn tabled the Budget Report until Chairman Paul Stahl arrives.

Facilities Committee

Committee Chair Andrea Sanchez reported that the Facilities Committee met on June 14, 2017 and asked Project Control Manager Rich Walker to deliver the report.

Mr. Walker reported construction and renovations are ongoing at the Landa, Carver, and Mission Branch Libraries and the Latino Collection and Resource Center at Central Library. He provided an update on the YMCA Project adjacent to the Mission Branch Library.

Naming Committee

Vice Chair Linda Nairn reported that the Naming Committee did not meet this month and the Committee is expected to meet in July.

Public Relations Committee

Committee Chair Jean Brady reported that the Public Relations Committee did meet on Wednesday, June 21, 2017 and asked Community & Public Relations Manager Caitlin Cowart to deliver the Public Relations Committee report. Ms. Cowart reported that the Board sent a letter to the City Manager introducing the Board's budget priorities and discussing the Interlocal Agreement with Bexar County for Library services.

Welcome baskets were delivered to City Hall addressed to Mayor and City Council during their first week of office which included hand-written notes from the Board Chair, President of the Friends of the Library and the President of the San Antonio Public Library Foundation.

Ms. Cowart reported the use of a new consolidation tool to analyze and develop reports for social media.

Ms. Cowart reported on the new Library mascot. Library Staff plan to create an effective transition from Libro the Lion to the new SAPL mascot, which does not yet have an official name. She also reported on the new San Antonio Public Library podcast, which will highlight the many features and programs offered at the Library. Topics discussed will feature important subjects in the library world in the style of an

NPR radio broadcast.

BUDGET REPORT

Department Fiscal Administrator Gabrielle Rauschuber presented the May 2017 Budget Report. As of the end of May, library spending was slightly under the 67% projected amount at 64%.

Ms. Rauschuber also reported on the contractual items, some of which were covered in the May Minutes. She pointed out that Library spending is at 100% or over, some of the accounts are typically over budget, but due to savings in other areas we are able to absorb that overage.

NEW BUSINESS

Review request from the San Antonio Public Library Foundation to close the Central Library early on Saturday, October 28, 2017 to prepare for the San Antonio Public Library Foundation's Catrina Ball.

Director Salazar reported on the capital project to create a dedicate space for the Latino Collection and Resource Center. As has been previously reported, the Library plans to open the space to the public in September 2017. As part of the fundraising efforts to support this initiative, the San Antonio Public Library Foundation has planned a fundraising event for Saturday, October 28. Tracey Bennett, President of the San Antonio Public Library Foundation, made a request to the Library Board of Trustees to close the Central Library early on Saturday, October 28, 2017, allowing the event organizers to access the space and set up for the event.

Library Foundation President Tracey Bennett added the goal for the event is to complete fundraising for the \$50,000 needed to complete the Library Foundation's fundraising commitment the project. The staff needs the time to prepare for the San Antonio Public Library's Catrina Ball to raise funds for the Latino Collection and Resource Center.

Trustee Jean Brady made a motion to close the Central Library at 3:00 p.m. on Saturday, October 28, 2017 in order for the San Antonio Public Library Foundation to set up for the fundraising event that night. Trustee Gloria Malone seconded the motion. None opposed the motion and the motion passed.

SPECIAL REPORTS

San Antonio Public Library Foundation

President Bennett reported that the Book Festival 2018 will be held Saturday, April 7, 2018. The San Antonio Public Library is also participating in the City's Tricentennial celebration. Ms. Bennett also reported the Foundation received a gift of \$50,000 from the Brown Foundation to support Texana.

Ms. Bennett also thanked the Library for the port-a-potty available for visitors to the playground at Landa Branch Library while the branch is closed for renovations. Board Chair Paul Stahl assumed role presiding over the meeting.

Friends of the San Antonio Public Library

Nancy Gandara, President of the Friends of the San Antonio Public Library (FOSAPL) reported that the BookCellar is having a big sale specifically focused on teachers and homeschoolers.

Ms. Gandara reported that two upcoming meetings are scheduled: Saturday, July 29 to try to organize a Friends of the Potranco Branch group and Saturday, September 9 to organize a Friends of the Schaefer Branch Library group.

COMMITTEE REPORTS

Budget Committee

Director Ramiro Salazar stated that as part of the City's budget development process, each City Department submits for potential reduction options for consideration by the City Manager in order to balance the City's budget. Director Ramiro Salazar emphasized that the information being shared has not yet been presented to the City Manager. The Library's budget meeting with the City Manager is scheduled for Thursday, July 6, 2017, and the information will be given to her at that time. The information presented to the Board is preliminary and presented as information at the present time.

Assistant Library Director Kathy Donellan, reported that the Budget Committee met on June 13. The Committee reviewed the Library's submission in response to the City's 3% reduction exercise. The Library's budget is almost \$40 million and the 3% target exercise equaled almost \$1.2 million. She reported the Library submitted three possible reductions, in order of priority in response to the exercise.

Assistant Library Director Kathy Donellan reported that the first proposed reduction was to discontinue the partnership with North East Independent School District (NEISD) for the Pruitt Branch Library for a reduction of \$683,000. This action would discontinue the relationship for use as a public library. The school district would continue to use the location as a school library. This was considered as a first priority because there are other branches within a radius of that library branch and the contract with NEISD does not affect any City employee positions. The invoice amount from NEISD has been increasing each year at an average amount of 3% per year for each of the last three years.

Assistant Library Director Kathy Donellan reported that the second proposed reduction was to reduce the hours of operation at the Central Public Library by fourteen (14) for a

savings of \$299,000. The operational hours would be from 60 hours per week to 56 hours.

Assistant Director Kathy Donellan reported that the third proposed reduction would be a reduction of hours at eleven (11) branch libraries for a savings of \$224,000. The proposed reduction of operational hours would be from 56 to 48 hours per week for eleven branches. She described the methodology in developing the reduction and responded to question about impact to staffing.

Library Director Ramiro Salazar, Assistant Library Director Kathy Donellan responded to questions from Library Trustees. Library Director Salazar noted the Book Budget was not considered for inclusion in the exercise due to prior reductions and direction from the Library Board of Trustees.

Immediate Past Chair Jean Brady asked that the minutes reflect that the book budget is suffering due to a reduction of \$600,000 over the last two years as a result of the Interlocal Agreement with Bexar County for Library service. She wants to clarify that because the Library's book budget was cut previously without additional funds for books and materials provided by Bexar County per the Interlocal Agreement, the Board and the Library have arrived at possible reductions to Library services.

Assistant City Manager Lori Houston stated the reduction options presented are in response to a budget exercise undertaken by every City Department. She spoke to the process to develop of the City's budget, confirmed the City Manager received the letter from Board Chair Paul Stahl regarding the Library Board's priorities and spoke to communication efforts should any reductions be taken.

Assistant Director Kathy Donellan also reported the Library has submitted Capital Outlay Requests for the Central 4th floor staff augmentation, Central 5th floor furniture replacement, Cody Branch Library furniture and carpet replacement, Pan American Branch Library modification and furniture replacement and Thousand Oaks Branch Library modification and furniture replacement for a total of \$484,500.

STAFF REPORT

Report on the McCreless Branch Library

Public Service Administrator Cheryl Sheehan introduced Morgan Hansen, Branch Manager, who presented a report on the McCreless Library. Ms. Hansen delivered a presentation and answered questions about the McCreless Branch Library and its community.

Report on the Digital Inclusion Month Programs and Activities

Public Services Administrator Dale McNeill introduced Emma Hernandez, Digital Inclusion Fellow. Ms. Hernandez delivered a report on the Library's Digital Inclusion

Month programming. She noted the month of May 2017 was Digital Inclusion Month, and the program exceeded the goal of 100 participants and had a total of 232 participants in 42 classes with 22 staff instructors at 18 branches and 4 mobile labs.

Adjournment

Trustee Andrea Sanchez moved to adjourn the meeting. Trustee Linda Nairn seconded the motion. None opposed and the meeting was adjourned at 6:21 p.m.



Margarita DeLeon, Secretary