

**SAN ANTONIO PUBLIC LIBRARY  
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
September 27, 2017**

The San Antonio Public Library Board of Trustees met in regular session on Wednesday, September 27, 2017 at 4:30 p.m. in the Auditorium of the Central Library. The meeting was called to order at 4:44 p.m. by Paul Stahl, Chair.

**TRUSTEES PRESENT**

Jean Brady, Judy Cruz, Margarita DeLeon, Lora Devlon Eckler, Juspreet Kaur, Gloria Malone, Linda Nairn, Lupe Ochoa and Paul Stahl

**TRUSTEES ABSENT**

Marcie Ince (excused) and Andrea Sanchez (excused)

**EX OFFICIO LIAISONS PRESENT**

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

**Silent Meditation**

Board Chair Paul Stahl asked the Board to observe a moment of silence in honor of Robert Anguiano, long-time community advocate and founding member of the Friends of the Mission Branch Library who passed away on September 23, 2017.

**CITIZENS TO BE HEARD**

No citizens signed up to speak.

**ANNOUNCEMENTS**

Library Director Ramiro Salazar announced the 70<sup>th</sup> anniversary of the Landa Branch Library scheduled for October 14, 2017 at 10 a.m. He stated State Senator Jose Menéndez (D26) and State Representative Diego Bernal (D123) will present a Joint Resolution in recognition of Landa Branch Library's 70<sup>th</sup> anniversary during the celebration. He also stated Councilman Roberto Trevino (D1) is scheduled to attend the event and deliver remarks.

**APPROVAL OF MINUTES**

Board Chair Paul Stahl brought forth for consideration minutes of the meeting on August 23, 2017. Trustee Linda Nairn moved to approve the motion. Trustee Gloria Malone seconded the motion. None opposed the motion and the motion passed.

## **CHAIR'S REPORT**

Board Chair Stahl reported attending the grand opening for the Latino Collection and Resource Center on September 19, 2017. He also participated in a Staff Meet and Greet at the Maverick Branch Library. Finally, Mr. Stahl stated he attended the dedication event for the naming of the Brook Hollow Branch Library Meeting Room.

## **TRUSTEES REPORT**

Trustee Lora Devlon Eckler reported attending one community meeting as well as participating in a photo opportunity at the Potranco Branch Library with District 6 Councilman Greg Brockhouse featuring the LibBox self-service dispenser.

Trustee Gloria Malone reported on a visit to the Schaefer Branch Library and highlighted the public programming available such as GED Classes and Chess Club. She acknowledged donations to the Schaefer Branch Library.

Trustee Jean Brady reported attending the grand opening of the Latino Collection and Resource Center. She congratulated Library Staff on the accomplishment and the Library Foundation successful fundraising. She also reported attending the Library Foundation's White Nights event on the grounds of the Landa Branch Library. Trustee Brady also reported attending the board meeting for the Briscoe National Western Art Museum.

Trustee Judy Cruz reported attending the Grand Opening for the Latino Collection and Resource Center and commented on the great space. She reported attending the San Antonio Public Library Foundation Board Meeting and expressed appreciation for the Library Staff presentations about the Little Read Wagon program and the Library's efforts to assist Hurricane Harvey evacuees. She also reported attending the San Antonio Public Library Foundation's White Nights event.

## **NEW BUSINESS**

### **Review and consider approval of the Landa Garden Irrigation Conservation Plan**

Assistant Director Kathy Donellan introduced Jill Torbert, representing the Landa Gardens Conservancy, who delivered a presentation on the proposed design of the Landa Garden Irrigation Conservation Plan. Ms. Torbert reported on the proposal to transition the current irrigation system to a drip system for flower beds and other areas where appropriate. She stated the lawn grass will continue to receive spray irrigation. She acknowledged the project was made possible through a donation.

Trustee Jean Brady made a motion to accept the Landa Garden Irrigation Conservation Plan as proposed. Trustee Margarita DeLeon seconded the motion. None opposed the motion. The motion passed.

## **REPORT OF THE LIBRARY DIRECTOR**

Library Director Ramiro Salazar reported on the State of the District 3 address and a pledge by Toyota Motors and Manufacturing San Antonio to donate \$40,000 to benefit libraries in District 3 with the focus of technology. He reported on the grand opening celebration for the new Latino Collection and Resource Center on September 19, 2017 and added that the Center just held a well-attended program about the Chili Queen of San Antonio. Mr. Salazar noted the Library Board Meeting Schedule will be brought before the Library Board in October 2017 because the September 2017 Board Agenda had a number of action items on the agenda.

Mr. Salazar shared information about the IT Roadmap Project the Library is undertaking in partnership with the City's Information and Technology Services Department (ITSD). He stated the goal of the project is to position the San Antonio Public Library for the future and allow us to be more intentional and strategic with the integration of emerging technologies and trends. Mr. Salazar stated the Library and ITSD have contracted with Gartner Group, a leading industry expert for technology consulting. The timeline for the initiative is September 2017 to March 2018 and will include community and stakeholder feedback.

## **BUDGET REPORT**

Department Fiscal Administrator Gabrielle Rauschuber presented the August 2017 Budget Report.

As of the end of July 2017, Library spending was at 81% and on schedule.

Ms. Rauschuber reported savings in different areas which will be redirected towards Library collections. She stated other expenditures are on target.

Ms. Rauschuber highlighted the 'capital outlay' line item as being 71% spent and noted this line includes funding for Library Computer Replacement cycle. A request was made by the Information and Technology Services Department (ITSD), the administrator of the Library's Computer Replacement initiative, to carry forward the funds to Fiscal Year 2018.

Mr. Salazar and Ms. Rauschuber responded to inquiries from Library Trustees about the line item balances for the Library's budget as well as the process to carry forward funds from one Fiscal Year to another. Mr. Salazar stated his preference to limit carry forward requests to the City Manager and clarified the carry forward requests for Fiscal Year 2017 to Fiscal Year 2018 are joint requests with ITSD. The Chair reminded the Board the Budget Report is through August 2017 and there is full month left in the Fiscal Year to report on the Library's budget. Mr. Salazar stated he expects minimal savings, in the amount of \$90,000, for the Fiscal Year 2017 budget.

## **COMMITTEE REPORTS**

### **Executive Committee**

Board Chair Paul Stahl reported that the Executive Committee met on September 19, 2017 to set the agenda for the Board Meeting.

### **Budget Committee**

Budget Committee Chair Margarita DeLeon reported the budget committee did not meet this reporting period.

### **Facilities Committee**

Rich Walker, Project Control Manager reported the Facilities Committee met on September 13, 2017 and reported on ongoing capital projects and including renovations at the Landa Branch Library, improvements to the Courtyard at the Potranco Branch Library; and the 2012 Bond Program. Mr. Walker and Public Services Administrator Cheryl Sheehan responded to questions from the Board regarding the Landa Branch Library improvements.

### **Naming Committee**

Naming Committee Chair Linda Nairn reported the Naming Committee met on September 12, 2017 and discussed and reached a consensus on the naming opportunities related to the Library's 2017 Bond Projects.

### **Public Relations Committee**

Committee Chair Jean Brady reported the Public Relations Committee did not meet this reporting period; however, a meeting is planned for October 2017 to review the Board's advocacy efforts related to the Fiscal Year 2018 budget development process

## **SPECIAL REPORTS**

### **Friends of the San Antonio Public Library**

Nancy Gandara, President of the Friends of the San Antonio Public Library, shared the schedule of upcoming Friends of the Library Book Sales and the Arts and Letters Award event. She reported the Friends of the Library have started their annual Membership Drive and encouraged Trustees to renew their membership. Board Chair Stahl thanked the Friends of the San Antonio Public Library for everything they do for the Library.

### **San Antonio Public Library Foundation**

Tracey Bennett, President of the San Antonio Public Library Foundation (SAPLF) reported the White Nights fundraiser went well. She shared the Library Foundation's annual report with Trustees. Ms. Bennett stated the invitations for the Catrina Ball are forthcoming. She acknowledged the improvements at the Landa Branch Library, adjacent to the offices of the San Antonio Public Library Foundation.

## **STAFF REPORT**

### **Staff report regarding SMART Library self-services available at the Potranco Branch Library**

Public Services Administrator Cheryl Sheehan reported on the Smart Library Technology at the Potranco Branch Library to include LibBox, Holds Lockers and the Laptop Dispenser. The Library Board viewed a video created by the City of San Antonio featuring Library staff and the self-service devices available. Assistant Library Director Kathy Donellan and Ms. Sheehan responded to questions from Library Trustees. Library Trustees discussed the possibility of expanding the availability of self-service technologies as well as user feedback.

### **Election of the San Antonio Public Library Board of Trustees Officers for Fiscal Year 2018 in accordance with the Library Board of Trustees By-laws**

Nominating Committee Chair Lora Devlon Eckler presented the slate of officers as recommendations by the Nominating Committee:

Chair	Paul Stahl
Vice Chair	Linda Nairn
Secretary	Margarita DeLeon
Treasurer	Judy Cruz

Immediate Past Chair      Jean Brady

Board Chair, Paul Stahl asked if there were any nominations from the floor for each Officer position. There were none. Mr. Stahl called for a vote of the slate of Officers as presented. The Board voted unanimously to accept the slate of Officers as presented.

### **Review and consider approval of Library Holiday Schedule for Fiscal Year 2018**

Assistant Director Kathy Donellan presented the proposed Library holiday schedule for Fiscal Year 2018: closed on November 10, 2017; November 23, 2017; November 24, 2017; December 24; December 25, 2017; December 26, 2017; December 30, 2017; December 31, 2017; January 1, 2018; January 15, 2018; April 1, 2018; April 27, 2018; May 28, 2018; July 4 2018; and September 3, 2018 and close at 6 p.m. on November 22, 2017. Trustee Lora Devlon Eckler made a motion to accept the Library holiday schedule as proposed. Trustee Gloria Malone seconded the motion. None opposed the motion. The motion passed.

**Authorize the San Antonio Public Library Foundation to commence a fund-raising campaign in support of 2017 Bond funded Library projects, providing details regarding naming opportunities and minimum donation amounts in accordance with the Library Facilities Naming Policy**

Assistant Director Dale McNeill delivered the presentation on behalf of the Naming Committee. He stated the fund-raising campaign opportunities were presented to the Naming Committee for consideration as well as the Facilities Committee. Additionally, he stated the Library Administration also worked with the San Antonio Public Library Foundation in the development of the campaign opportunities. Mr. McNeill explained there is not an expectation for the San Antonio Public Library Foundation to undertake each 2017 Bond project fundraising campaign opportunity; rather, the projects included in the campaign provide the Library Foundation a full portfolio from which to solicit donations/gifts/grants.

On behalf of the Naming Committee, Linda Nairn, made a motion for the Board of Trustees to authorize the San Antonio Public Library Foundation to commence a fund-raising campaign related to the 2017 bond funded projects, providing details regarding naming opportunities and minimum donation amounts as attached, in accordance with the Library Facilities Naming Policy, V. B. 1, with a date for final donation acceptance for Texana (entire floor), Forest Hills (entire branch), and Las Palmas (entire branch) to be provided after selection of architectural consultants for those projects. Trustee Juspreet Kaur seconded the motion. None opposed. The motion passed.

**Consideration of dedicating existing office space and a conference room in the Igo Branch Library for the co-location of the City Council District 8 Field Office**

Assistant Library Director Dale McNeill delivered a presentation regarding the proposed co-location of City Council District 8 Field Office in the Igo Branch Library. He introduced Christopher Callanen, Assistant to City Council, who serves as the City's liaison to City Council Offices. Mr. McNeill shared information about the office space and the conference room space proposed for the District 8 Field Office. He stated the Library is putting a plan in place to allow the District 8 Staff the ability to enter the proposed District 8 Field Office space when the Igo Branch Library is closed. Mr. McNeill and Mr. Callanen responded to questions from Library Trustees.

Trustee Lora Devlon Eckler made a motion to dedicate existing office space and a conference room in the Igo Branch Library for the colocation of the City Council District 8 Field Office. Gloria Malone seconded the motion. None opposed the motion. The motion passed.

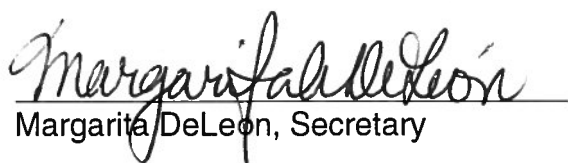
**Consider the closure of the San Antonio Public Library System on February 19, 2017 (President's Day) to conduct an all staff development day**

Assistant Library Director Kathy Donellan presented information regarding the Library's

plan for an all staff development day. She stated Library Staff Development Day is an all-day training opportunity and the Library is proposing President's Day as many businesses close in observance of the holiday while the City and the Library continue operations. Ms. Donellan responded to questions from Library Trustees related to Staff Development Day and shared that Library Trustees will be invited the Staff Development Day.

### **Adjournment**

Trustee Juspreet Kaur moved to adjourn the meeting. Trustee Judy Cruz seconded the motion. None opposed and the meeting was adjourned at 6:42 p.m.

  
Margarita DeLeon, Secretary