

SAN ANTONIO PUBLIC LIBRARY
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
August 22, 2018

The San Antonio Public Library Board of Trustees met in regular session on Wednesday, August 22, 2018 at 4:30 p.m. at the Encino Branch Library, 2515 East Evans Road, San Antonio, TX 78259. The meeting was called to order at 4:44 p.m. by Paul Stahl, Chair.

TRUSTEES PRESENT

Jean Brady, Judy Cruz , Margarita DeLeon, Marcie Ince, Juspreet Kaur, Linda Nairn, Lupe Ochoa, Andrea Sanchez, Paul Stahl

TRUSTEES ABSENT

Lora Devlon Eckler (Excused), Gloria Malone (Excused)

EX OFFICIO LIAISONS PRESENT

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

Silent Meditation

Board Chair Paul Stahl asked the Trustees to observe a few moments of silence to bring their attention to the work before them this evening.

CITIZENS TO BE HEARD

Gao Li spoke regarding energy conservation in Library locations.

ANNOUNCEMENTS

Library Director Ramiro Salazar announced the following Library events:

Mayor's Book Club: District 6 edition, Saturday, August 25, 2018, Potranco Branch Library

Mayor's Book Club: District 7 edition, Saturday, September 8, 2018, Forest Hills Branch Library

APPROVAL OF MINUTES

Board Chair Paul Stahl brought forth the meeting minutes for July 25, 2018 for consideration. Trustee Jean Brady moved to approve the minutes. Trustee Marcie Ince seconded the motion. None opposed the motion. The motion passed.

CHAIR'S REPORT

Board Chair Paul Stahl provided a reminder to Trustees whose term expires in 2018 about the reappointment process. Mr. Stahl thanked Trustee Jean Brady for attending the Library's Budget Presentation to City Council on August 21, 2018.

TRUSTEES REPORT

Trustee Margarita DeLeon reported attending the City's 'Speak Up' public meeting regarding the Fiscal Year 2019 Budget Development at Morgan's Wonderland. She also attended the Mayor's Book Club event at the Collins Garden Branch Library and Cowboy Day at the Briscoe Museum. Ms. DeLeon also visited the McCreless Branch Library.

Trustee Jean Brady reported attending the City's 'Speak Up' public meeting regarding the Fiscal Year 2019 Budget Development at Morgan's Wonderland as well as the Library Department's Budget Presentation to City Council. She encouraged Trustees to attend the Library Department's Budget Presentation to City Council to show support of the Library.

Trustee Marcie Ince reported attending the end of Summer Reading Harry Potter themed party at the Encino Branch Library and the Parman Branch Library event as well. She commented that Parman Branch Library is very busy and might need an expansion soon. Ms. Ince attended the Book Rich Environment media event at the Bazan Branch Library. She was interested in attending the Friends of the Parman Branch Library meeting; however, the meeting was cancelled. Ms. Ince encouraged everyone to support the Friends of the Library. She also attended the City's 'Speak Up' public meeting regarding the Fiscal Year 2019 Budget Development at Hardberger Park.

Trustee Linda Nairn reported attending the City's 'Speak Up' public meeting regarding the Fiscal Year 2019 Budget Development at Morgan's Wonderland. She also attended end of Summer Reading Program parties at each of the District 10 Library locations (Thousand Oaks Branch Library, Semmes Branch Library and Tobin Library at Oakwell).

Trustee Lupe Ochoa expressed gratitude to Trustees DeLeon and Ince for representing the Library Board at events in City Council District 5.

Trustee Judy Cruz reported attending the Book Rich Environment media event at the Bazan Branch Library.

Trustee Juspreet Kaur reported visiting the San Jose Public (CA) Library as well as the Dallas (TX) Public Library while traveling.

REPORT OF THE LIBRARY DIRECTOR

Library Director Ramiro Salazar referenced the written document in the packet and provided an oral report on the following:

- On August 21, 2018, the Library Director delivered a presentation to City Council as part of the Fiscal Year 2019 Budget Development process. He acknowledged Trustee Jean Brady for attending the Library Department's Budget presentation to City Council and for staying the duration of the day as the presentation time for the Library was uncertain. Mr. Salazar also thanked Tracey Bennett, President of the San Antonio Public Library Foundation for attending the Library's Budget presentation to City Council.
- Reported District 9 City Councilman John Courage expressed an interest in attend that evening's Board Meeting
- Referenced the City's Speak Up events taking place, in particular the event at Palo Alto College
- Reminded the Board about the upcoming Catrina Ball, hosted by the San Antonio Public Library Foundation, and each Trustee has two tickets available to them.
- Thanked the Friends of the Encino Branch Library for providing refreshments for the Board Meeting

Mr. Salazar responded to questions from Library Trustees.

BUDGET REPORT

Assistant Library Director Kathy Donellan reported the Library's budget as of July 31, 2018. She stated the Library is on-track with spending for Fiscal Year 2018. With eighty-three percent of the fiscal year elapsed, the Library had expended eighty-three percent of the budget for the fiscal year. Ms. Donellan elaborated the maintenance and building line item and responded to questions from Library Trustees.

COMMITTEE REPORTS

Executive Committee

Board Chair reported that the Executive Committee met on August 14, 2018 to set the agenda for the Board Meeting.

Budget Committee

Budget Committee Chair Margarita DeLeon reported the Budget Committee met in a joint meeting with the Public Relations Committee on August 10, 2018 and asked Assistant Library Director Kathy Donellan to deliver the report on behalf of Committee.

Ms. Donellan provided an update regarding the City's Fiscal Year 2019 Budget Development process to include the release of the City Manager's Proposed FY2019 Budget and outlined the proposed budget enhancements for the Library Department. She provided an updated Budget Calendar and noted Library Staff continue to work on the Barriers to Access initiative.

Ms. Donellan responded to questions from Library Trustees.

Facilities Committee

Facilities Committee Chair Andrea Sanchez reported the Facilities Committee met on August 8, 2018 and asked Project Control Manager Rich Walker to deliver project updates. Mr. Walker shared the following project updates:

- Potranco Branch Library Courtyard enhancements
- Central Library Doors Replacement
- Tobin Library at Oakwell Capital Improvement Project
- Semmes Branch Library Capital Improvement Project
- Landa Branch Library Heating, Ventilation and Air Conditioning project
- Request by third-party neighbor to enter easement at Parman Branch Library for study and analysis for possible future project with possible impact to the easement
- Update on 2017-2022 Bond Projects and plan to expedite the branch projects to be complete by 2020

Mr. Walker responded to questions from Library Trustees.

Naming Committee

Naming Committee Chair Linda Nairn reported the Naming Committee did not meet this reporting period.

Public Relations Committee

Public Relations Committee Chair Jean Brady reported the Public Relations Committee met in a joint meeting with the Budget Committee on August 10, 2018. Ms. Brady asked Community and Public Relations Manager Caitlin Cowart to deliver a report from the Committee. Ms. Cowart updated Trustees on the Board's public awareness initiative related to the Library's FY2019 Budget to include a letter from Board Chair Paul Stahl to the City Manager with copies to City Council and the remaining SpeakUp community events.

Library Director Ramiro Salazar shared interest of several members of the San Antonio Public Library Foundation Board to advance the Library's initiative to remove barriers to access.

Mr. Salazar and Ms. Cowart responded to questions from Library Trustees.

SPECIAL REPORTS

Friends of the San Antonio Public Library

Nancy Gandara, President of the Friends of the San Antonio Public Library, shared information about upcoming Friends of the Library events, meetings and book sales. She shared information about the success of the BookCellar's recent Back to School book sale. Ms. Gandara noted several Friends of the Library Branch support groups have book sales planned in the coming weeks. She reported the Arts and Letter's Award ceremony is scheduled for October 14, 2108 at the Central Library.

San Antonio Public Library Foundation

Tracey Bennett, President of the San Antonio Public Library Foundation, expressed

San Antonio Public Library Board of Trustees Meeting Minutes

appreciation to the Friends of the San Antonio Public Library's BookCellar for assisting with book donations to the Brooke Army Medical Center. She announced the date for the Catrina Ball, October 27, 2018. Ms. Bennett also reported on a bequest from the estate of Peggy Norris Lee to benefit the Library and the Library Foundation. She reported the Foundation's Budget Committee approved an increase to the endowment gift from 4% to 5% of the corpus. Ms. Bennett also announced the White Glove event on Monday, September 24, 2018 to benefit the Texana Collection.

STAFF REPORT

Report on the Encino Branch Library

Public Services Administrator Elma Nieto Rodriguez introduced Michelle Ricondo Encino Branch Manager, who shared information about the Branch Library, programs and staff. She acknowledged the support of the Friends of the Encino Branch Library. Ms. Ricondo responded to questions from Library Trustees.

NEW BUSINESS

Review and consider approval of the Fiscal Year 2019 meeting locations for the Library Board of Trustees

Jessica Zurita, Chief of Staff, reported on the proposed schedule of meeting locations for the Fiscal Year 2019 Board Meetings and the methodology to determine the meeting locations. Trustee Jean Brady moved to accept the Fiscal Year 2019 meeting locations as proposed. Trustee Marcie Ince seconded the motion. None opposed the motion. The motion passed.

Consider Temporary Closure of the Pan American Branch Library from September 24, 2018 through September 30, 2018 for building improvements

Assistant Library Director Kathy Donellan delivered a presentation regarding the scope of work for the building improvement project, timeline and funding. She responded to questions from Library Trustees.

Trustee Andrea Sanchez moved to support the temporary closure of the Pan American Branch Library as proposed. Trustee Margarita DeLeon seconded the motion. None opposed the motion. The motion passed.

Update regarding Fiscal Year 2019 Budget Development process and associated contracts.

Library Trustees were presented with a draft copy of the Board Chair's letter to the City Manager regarding the proposed Fiscal Year 2019 budget for the Library. Trustee Juspreet Kaur moved to approve the draft letter, with necessary formatting and typographic edits as presented. Trustee Lupe Ochoa seconded the motion. None opposed the motion. The motion passed.

The San Antonio Public Library Board of Trustees entered into Executive Session pursuant to Government Code Section 551.071, Consultation with Attorney and

purchase, exchange, the lease or value of real property pursuant to Texas Government Code Section 551.072, Real Property at 6:09 p.m. to:

- Discuss associated contracts related to the Fiscal Year 2019 Budget Development
- Discuss the purchase, exchange, the lease or value of real property

No action was taken.

The San Antonio Public Library Board of Trustees completed its Executive Session at 8:24 p.m.

OLD BUSINESS

None

Adjournment

Having no further business before the Board, the meeting adjourned at 8:36 p.m.



Margarita DeLeon
Secretary