

**SAN ANTONIO PUBLIC LIBRARY**  
**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
**February 27, 2019**

The San Antonio Public Library Board of Trustees met in regular session on Wednesday, February 27, at 4:30 p.m. at the Brook Hollow Branch Library, 530 Heimer Road, San Antonio, TX 78232. The meeting was called to order at 4:43 p.m. by Paul Stahl, Chair.

**TRUSTEES PRESENT**

Jean Brady, Josie Martinez, Juspreet Kaur, Paul Stahl, Lora Devlon Eckler, Marcie Ince, Judy Cruz, Linda Nairn

**TRUSTEES ABSENT**

Andrea Sanchez (excused), Lupe Ochoa (excused), Gloria Malone (excused)

**EX OFFICIO LIAISONS PRESENT**

Beth Graham, 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**

None

**ANNOUNCEMENTS**

Library Director Ramiro Salazar announced the following Library events:

- Las Palmas Branch Library 50th Anniversary Celebration, Saturday, March 23, 2019 at 1 p.m.
- MiniMaker Faire, Central Library, Saturday, March 23, 2019, 11 a.m. to 3 p.m.
- Lowbrary Car Show, Saturday, March 16, 2019, 11 a.m. to 4 p.m., Central Library Garage

Director Salazar thanked the Friends of the Brook Hollow Branch Library for contributing to the refreshments for the meeting and he also welcomed Beth Graham, new President of the Friends of the San Antonio Public Library.

**APPROVAL OF MINUTES**

Board Chair Paul Stahl brought forth the meeting minutes for January 23, 2019 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 reported attending the Community Input meeting for the Las Palmas Branch Library on February 16, 2019 and commended Director Salazar and Library Staff on handling issues with related to bond project schedules. Mr. Stahl also reported attending Forest Hills Community meeting virtually via Facebook live stream.

### **TRUSTEES REPORT**

Trustee Jean Brady reported attending the Community Input meeting for the Las Palmas Branch Library and also attended District 1 Councilman Roberto Trevino's campaign kickoff.

Trustee Marcie Ince reported attending the Community Input meeting for the Las Palmas Branch Library Bond Project and shared an observation that the exterior of the Branch could use some attention. She also reported attending PopCon at Central Library.

Trustee Linda Nairn reported attending Friends of the Library book sales at Landa Branch Library and Semmes Branch Library. She also reported attending the Friends of the San Antonio Public Library annual meeting, Tobin Branch Friends meeting, the Community Input meeting for the Las Palmas Branch Library, and PopCon at Central Library.

Trustee Juspreet Kaur reported visiting the New York City Public Library and a public library in London. She also expressed how the San Antonio Public Library's Valentine's Day cards were a huge hit.

Trustee Josie Uriegas Martinez reported meeting with staff at District 3 Libraries. She also gave a report on Mission Friends and expressed that the renovation at Pan American Branch Library is impressive.

Trustee Judy Cruz reported attending the Community Input meeting for the Las Palmas Branch Library and PopCon at Central Library via facebook live.

Trustee Lora Devlon Eckler reported attending Community Bond Meetings at Las Palmas Branch Library via Facebook live and Forest Hills Branch Library. She shared that she distributed her Valentine's Day cards to State Representative, City Council 6 candidates, and at the Neighborhood Association meeting. She also expressed that the Las Palmas Branch community previously felt forgotten and overlooked and are now excited about the Bond Program and the attention.

### **REPORT OF THE LIBRARY DIRECTOR**

Library Director Ramiro S. Salazar commended Staff on Valentine's Day cards and provided an update on the following items:

Mr. Salazar reported attending the American Library Association Capitol Hill Fly-in on February 25 and 26, 2019. He met with Senate and House Members including Representative Will Hurd who was very engaged on how to help to promote reading in San Antonio.

Regarding a Trustee inquiry about the Interlocal Agreement with Bexar County for Library Service, Mr. Salazar reported Assistant City Manager, Lori Houston, expects a future Executive Session briefing to Mayor and Council. Library Trustees inquired about a possible meeting with the Board and City Manager, Erik Walsh.

Caitlin Cowart, Community and Public Relations Manager, reported on an update about a new City Directive Regarding Social Media and the First Amendment. Ms. Cowart responded to questions from Library Trustees.

Mr. Salazar reported on Semmes Branch Library HVAC issues. Additionally, Mr. Salazar elaborated on use of Library meeting space by organizations who pay a fee for the space.

Lastly, Mr. Salazar introduced Ron Suszek as the new Library Services Administrator. Mr. Suszek's first day in his new position in as Public Library Administrator was February 16 and he will provide oversight for the Technical Services, Collection Strategy and Digital Services areas. Mr. Suszek reported on Website Chat Service and BiblioCore Public Information Phase. Mr. Suszek responded to questions from Library Trustees.

## **BUDGET REPORT**

Gabriella Rauschuber, Department Fiscal Administrator, delivered a budget report covering the month of January 2019. She reported that the budget is running tight and ahead of schedule and that expenditures are being monitored. Ms. Rauschuber responded to questions from Library Trustees.

## **COMMITTEE REPORTS**

### **Executive Committee**

Board Chair Paul Stahl reported that the Executive Committee met on Tuesday, February 19, 2019.

### **Budget Committee**

Juspreet Kaur reported that the Budget Committee met on Wednesday, February 6, 2019. Assistant Library Director, Kathy Donellan, reported on the Fiscal Year 2020 budget development process. Ms. Donellan responded to Library Trustees questions regarding outside contracts.

### **Facilities Committee**

Facilities Committee Chair Andrea Sanchez reported the Facilities Committee met on Wednesday, February 13, 2019 and asked Project Control Manager, Rich Walker, to deliver project updates. Mr. Walker shared the following project updates:

- Maverick Branch Library roof
- Thousand Oaks Branch Library electrical replaced
- Landa, Semmes, and Tobin Branch Libraries Heating, Ventilation and Air Conditioning projects
- San Pedro Branch Library Renovations

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 that the Public Relations Committee did not meet this reporting period.

## **SPECIAL REPORTS**

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

Tracey Bennett, President of San Antonio Public Library Foundation, reported that Katie Kinder DeBauche was hired as Director of Development for the San Antonio Public Library Foundation. She also reported on an upcoming meeting regarding a proposed separation of staff between San Antonio Book Festival and San Antonio Public Library Foundation. She reported the Library Foundation will attend the Texana Stakeholder meeting will be on March 20, 2019.

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

Beth Graham, President of the Friends of the San Antonio Public Library, presented to the Board of Trustees handouts on events. She reported on a \$60,000 gift to the San Antonio Public Library in addition to \$62,000 raised by the individual Friends groups, which totals a gift of \$112,000. She also reported on the upcoming Friends of the San Antonio Public Library Board Meeting, the Las Palmas 50<sup>th</sup> Anniversary and book sales at several branch libraries. She also reminded Library Trustees of Friends of the Library membership dues.

## **STAFF REPORTS**

### **Brook Hollow Branch Library Report.**

Jake Odland, Public Service Administrator, introduced Brook Hollow Branch Manager, Heidi Novotny. Ms. Novotny delivered a presentation regarding the Brook Hollow Branch Library.

### **Update on strategic planning initiative for the San Antonio Public Library**

Library Director, Ramiro Salazar, presented on the efforts to update the Library's strategic plan. He stated the Library now has an opportunity to update and expand upon the Library's planning efforts related to the plan for the future. The plan was originally envisioned to be updated at a high-level; however, current plans are to engage in a more robust planning effort. Mr. Salazar responded to question from Library Trustees. Trustee Eckler challenged Library Trustees to volunteer for city-wide committees such as the community bond committee.

### **NEW BUSINESS**

#### **Consider request from the San Antonio Public Library Foundation to close the Central Library early on Saturday, October 26, 2019 associated with the 2019 Catrina Ball, a fundraising event.**

Library Director Ramiro Salazar reviewed the request from the San Antonio Public Library Foundation to close the Central Library early on October 26, 2019 related to the Catrina Ball. He explained Library Administration reviewed the request and recommends closing the Library at 1 p.m. Assistant Library Director, Dale McNeill presented on the possible impact of closing early would have on the Library. Mr. Salazar and Mr. McNeill responded to the questions from Trustees.

Trustee Marcie Ince moved to close Central Library at 1 p.m. on October, 26, 2019 to allow the setup Catrina Ball. Trustee Juspreet Kaur seconded the motion. None opposed the motion. The motion passed.

#### **Consider the temporary closure of the Great Northwest Branch Library and the Semmes Branch Library for building improvements and take appropriate action.**

Assistant Library Director, Kathy Donellan, presented on the following temporary closures:

- A. Great Northwest Branch Library, April 15, 2019 - May 5, 2019
- B. Semmes Branch Library, May 1, 2019 - May 26, 2019

Trustee Jean Brady moved to approve the temporary closures. Trustee Marcie Ince seconded the motion. None opposed the motion. The motion passed.

#### **Review and consider endorsing Library Staff's proposed spending plan for the Hugh Haynes Bequest to benefit the San Antonio Public Library.**

Library Director, Ramiro Salazar presented on the bequest from the estate of Hugh Haynes, Jr. and a proposed spending plan to utilize the funds. Mr. Salazar reported that he would provide updates on any changes in the amount of the bequest as the estate is still being finalized. Mr. Salazar responded to questions from Library Trustees.

A moment of silence was observed for Mr. Haynes.

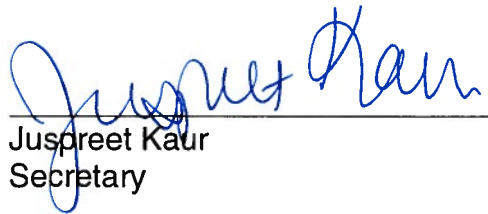
Trustee Juspreet Kaur moved to accept the proposed spending plan of the bequest. Trustee Judy Cruz seconded the motion. None opposed. The motion passed.

### **OLD BUSINESS**

None

### **Adjournment**

Trustee Marcie Ince moved to adjourn the meeting. Trustee Jean Brady seconded the motion. None opposed. The motion passed. Meeting adjourned at 7:44 p.m.



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Juspreet Kaur  
Secretary