

**SAN ANTONIO PUBLIC LIBRARY
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
December 4, 2019**

The San Antonio Public Library Board of Trustees met in regular session on Wednesday, December 4, 2019 at 4:30 p.m. at the Central Library, 600 Soledad, San Antonio, TX 78205. The meeting was called to order at 4:40 p.m. by Paul Stahl, Chair.

TRUSTEES PRESENT

Jean Brady, Judy Cruz, Lora Devlon Eckler, Jo Ann Harris, Juspreet Kaur, Josie Uriegas Martinez, Lupe Ochoa, and Paul Stahl

TRUSTEES ABSENT

Marcie Ince (excused), Linda Nairn (excused), Andrea Sanchez (excused)

EX OFFICIO LIAISONS PRESENT

Beth Graham, Friends of the San Antonio Public Library

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

None

APPROVAL OF MINUTES

Board Chair Paul Stahl brought forth the meeting minutes for October 23, 2019 for consideration. Trustee Juspreet Kaur moved to approve the minutes. Trustee Jo Ann Harris seconded the motion. None opposed the motion. The motion passed.

CHAIR'S REPORT

Board Chair Paul Stahl reported to Library Trustees that the San Antonio Public Library holiday cards were provided with their Board packets along with an envelope to send to community partners and to please contact Interim Chief of Staff Veronica Anderson if additional cards are needed.

NEW BUSINESS

Provide feedback regarding the Strategic Plan of the San Antonio Public Library Foundation. Board Chair Paul Stahl introduced Anne Messbarger-Eguia an independent strategic planning consultant with over twenty-five years of experience in comprehensive strategic planning, workshop facilitation and process design. Ms. Messbarger-Eguia delivered a presentation and led Library Trustees through an

exercise regarding the Strategic Plan for the San Antonio Public Library Foundation. She responded to questions from Library Trustees.

TRUSTEES REPORT

Trustee Lora Devlon Eckler reported attending the 25th Anniversary of the Great Northwest Branch Library. Ms. Eckler announced that today, December 4, 2019, will be her last meeting as will be stepping down from serving as Library Board Trustee and thanked fellow Trustees and Library Staff.

Trustee Jo Ann Harris thanked Trustee Lora Devlon Eckler for all of her support when she joined the Board. Ms. Harris reported attending Friends of San Antonio Public Library Arts and Letters Awards event at Central Library, the Pruitt Library at Roosevelt High School 10th Anniversary, District 2 family reunion picnic and holiday event, and an Author/Poet program at Carver Branch Library.

Trustee Lupe Ochoa expressed how much she will miss Trustee Lora Devlon Eckler. Ms. Ochoa reported on the success of the 2020 Census Job Fair.

Trustee Juspreet Kaur bid a farewell to Trustee Lora Devlon Eckler and reported visiting several Branch Libraries and excited about Library Staff change at Cody Branch Library. Ms. Kaur reported attending DIYU at Pruitt Library at the Roosevelt High School and visiting Texana at Central Library. She shared a great experience as a patron and a mom by a Children's Librarian at Central Library.

Trustee Josie Martinez reported attending farewell reception for Tracey Bennett, departing San Antonio Public Library Foundation Executive Director, a District 3 meeting, Friends of San Antonio Public Library Arts and Letters Awards event at Central Library, and visiting several Branch Libraries. Ms. Martinez expressed that she was looking forward to meeting the new librarian at the McCreless Branch Library.

Trustee Judy Cruz expressed thanks to Trustee Lora Devlon Eckler and reported visiting Westfall Branch Library every Sunday for the past couple of months.

Trustee Jean Brady recommended the book *The Library Book* by Susan Orlean. Ms. Brady expressed thanks to Library Staff including Veronica Anderson, Interim Chief of Staff and Shaun Thornhill, Executive Secretary for filling in for Jessica Zurita, Chief of Staff while on parental leave and Assistant Directors Dale McNeill and Kathy Donellan for stepping up for Director Salazar while traveling on City and Library business. She also thanked the Friends of the San Antonio Public Library, San Antonio Public Library Foundation, and Trustee Lora Devlon Eckler.

REPORT OF THE LIBRARY DIRECTOR

Library Director Ramiro S. Salazar reported for October 14, 2019 through November 14, 2019:

Library Director Ramiro Salazar recognized Trustee Lora Devlon Eckler and on behalf of Library Staff expressed his deep gratitude for her years of service and also expressed how much she will be missed.

Mr. Salazar provided an update on stakeholder input for the Library Strategic Planning Process

Mr. Salazar reported on the following Media Interviews since last Board meeting

- *Washington Post* regarding libraries in shopping malls (10/25/2019)
- *The Rivard Report*-Tracey Bennett's retirement (10/25/2019)
- *Chicago Tribune*- elimination of library fines (10/28/2019)
- *Smithsonian Magazine*-innovations and doubling of users at Memphis Public Library (10/29/2019)
- Participated in interview with NPR regarding the Fine-Free movement (11/06/2019)
- *The Charlotte Observer* published an article focusing on Charlotte's new plan for their Central Library. He shared his input in the importance of libraries creating flexible spaces. (11/12/2019)
- *Minneapolis' StarTribune* newspaper on the importance of libraries providing non-traditional programs and events. He shared how libraries serve as a community's "third space" where community members can feel connected (11/18/2019)
- Tech Reporter, Daniel Dern, Grabcab Blog post about technology available at libraries (3D Printer and more) (11/20/2019)
- *American Libraries*-Census 2020 and libraries (12/4/2019)

BUDGET REPORT

Gabriella Rauschuber, Department Fiscal Administrator, delivered the Library's budget report covering the month of October 2019, the first month of the 2020 Fiscal Year. She reported that 8% of the fiscal year has lapsed with 16% spent. Ms. Rauschuber noted 7% of the identified funds spent are encumbrances, which are funds set aside to meet financial liability requirements/contracts such as cleaning services, landscape and irrigation. Additionally 1% of the funds spent are comprised of annual payments for computer and software maintenance and some databases. Ms. Rauschuber also referenced the personnel turn-over target line item. Lastly, she shared the Library was near 100% spending in major gift funds from the San Antonio Public Library Foundation and the Friends of the San Antonio Public Library. Ms. Rauschuber responded to comments and questions from Library Trustees.

COMMITTEE REPORTS

Executive Committee

Board Chair Paul Stahl reported that the Executive Committee met on Tuesday, November 12, 2019 to set the agenda for the December 2019 Board Meeting.

Budget Committee

Budget Committee Chair Juspreet Kaur reported that the Budget Committee did not meet this reporting period.

Facilities Committee

Project Control Manager Rich Walker reported that the Facilities Committee met on November 13, 2019 with no major projects updates to report and the next meeting will be January 8, 2020. Assistant Director Kathy Donellan will present an action item later in the agenda.

Naming Committee

Board Chair Paul Stahl reported that the Naming Committee did not meet this reporting period.

Public Relations Committee

Public Relations Committee Chair Jean Brady reported that the Public Relations did not meet this reporting period.

SPECIAL REPORTS

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 upcoming events. She reported on Holiday Craft Events at Landa and Collins Branch Libraries, the Annual Friends of the San Antonio Public Library Board Meeting scheduled for January 26, 2020, the Arts and Letters Awards Event having close to 80 attendees, and on the annual membership drive. Ms. Graham also thanked the Library Board and Library Staff for all they do.

San Antonio Public Library Foundation

No report given from San Antonio Public Library Foundation. Library Director Ramiro S. Salazar reported on the search for Executive Director for San Antonio Public Library Foundation and that he will keep the Library Board updated.

NEW BUSINESS

Review and consider Library Board Committee Appointments and Liaison Assignments for Fiscal Year 2020.

Board Chair Paul Stahl informed the Board that the current Library Board Committee Appointments and Liaison Assignments will remain in place for now and this item will be moved to a future Board of Trustees meeting.

Review and consider approval for the temporary closure of the Landa Branch Library from January 13, 2020 to April 20, 2020 for building improvements

Assistant Director Kathy Donellan delivered presentation on the temporary closure of the Landa Branch Library from January 13, 2020 to April 20, 2020 for building improvements. Ms. Donellan responded to comments and questions from Library Trustees.

Trustee Jean Brady moved to approve the temporary closure of the Landa Branch Library from January 13, 2020 to April 20, 2020 for building improvements. Trustee Lora Devlon Eckler seconded the motion. None opposed the motion. The motion passed.

OLD BUSINESS

There was no old business brought before the Library Board of Trustees.

Adjournment

Trustee Judy Cruz moved to adjourn the meeting. Trustee Lupe Ochoa seconded the motion. None opposed. The motion passed. Meeting adjourned at 6:10 p.m.


Juspreet Kaur
Secretary