

**SAN ANTONIO PUBLIC LIBRARY
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
January 22, 2020**

The San Antonio Public Library Board of Trustees met in regular session on Wednesday, January 22, 2020 at 4:30 p.m. at the Central Library, 600 Soledad, San Antonio, TX 78205. The meeting was called to order at 4:37 p.m. by Paul Stahl, Chair.

TRUSTEES PRESENT

Jean Brady, Judy Cruz, Jo Ann Harris, Marcie Ince, Juspreet Kaur, Josie Uriegas Martinez, Linda Nairn, Andrea Sanchez, and Paul Stahl

TRUSTEES ABSENT

Lora Devlon Eckler and Lupe Ochoa (excused)

EX OFFICIO LIAISONS PRESENT

Beth Graham, President, Friends of the San Antonio Public Library
Tim Plant, Interim Executive Director, 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.

PUBLIC COMMENT

Jack Finger spoke regarding advertisement for films shown in Library locations and the need to add the film's rating on the flyers and other advertisement. Board Chair Paul Stahl responded that the ratings would be included on flyers promoting future films shown at Library locations.

ANNOUNCEMENTS

Library Director Ramiro S. Salazar announced the following initiatives and referred Trustees to associated flyers in their Board Meeting packet:

- 8th annual Holocaust Learn & Remember-Women in the Holocaust Closing Ceremony, Thursday, January 30, 2020, 6:00 pm, Central Library Auditorium
- 3rd Annual San Antonio Pop Con, Saturday, February 29, 2020, 9:00 am - 4:00 pm, Central Library
- American Library Association: United for Libraries - Live Free Webinar, Saturday, January 25 2020, 1:00-4:00 pm ET

APPROVAL OF MINUTES

Board Chair Paul Stahl brought forth the meeting minutes for December 4, 2019 for consideration. Trustee Linda Nairn 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 the 2019 Financial Disclosure Report for Library Trustees will be due on March 31, 2020. He noted Library Chief of Staff Jessica Zurita would send log-in information to each Trustee and she will remain available should any questions arise.

TRUSTEES REPORT

Trustee Jo Ann Harris reported attending a gathering of the Indian Hill Neighborhood Association; visiting the Schaefer Branch Library, Carver Branch Library and the Pruitt Library at Roosevelt High School. Additionally, she reported attending a Kwanza event at the Carver Branch Library; the launch for the 2020 The Holocaust: Learn and Remember program series, a children's program at the Schaefer Branch Library and marching in the 2020 Martin Luther King, Jr. March.

Trustee Andrea Sanchez reported on plans to attend events at the Cortez Branch Library and the Johnston Branch Library.

Trustees Juspreet Kaur did not have a report.

Trustee Josie Uriegas Martinez reported attending a General Stretch Yoga program at the Pan American Branch Library and a San Antonio Symphony program at the Mission Branch Library.

Trustee Judy Cruz reported attending the launch for the 2020 The Holocaust: Learn and Remember program series and watching a promotional segment on a local television show to promote the Low Vision Reading Room at the Central Library. She reported plans to attend the closing reception for the 2020 The Holocaust: Learn and Remember program series.

Trustee Linda Nairn reported attending the launch for the 2020 The Holocaust: Learn and Remember program series, visiting the Central Library Gallery to view the exhibit, attending the January 2020 Board Meeting of the San Antonio Public Library Foundation; and visiting the Semmes Branch Library, Tobin Library at Oakwell and the Thousand Oaks Branch Library.

Trustee Marcie Ince reported on a meeting she and Trustee Juspreet Kaur held with District 9 Councilman John Courage regarding the possible expansion of the Brook Hollow Branch Library via a future bond program; attending the Board Meeting (and Officer elections) for the Friends of Brook Hollow Branch Library and attending the launch for the 2020 The Holocaust: Learn and Remember program series. She shared feedback from a San Antonio Conservation Society member regarding the Central Library Parking Garage and planned repairs of the garage elevator.

Trustee Jean Brady reported attending the launch for the 2020 The Holocaust: Learn and Remember program series and participating in a strategic vision exercise with the San Antonio Public Library Foundation.

REPORT OF THE LIBRARY DIRECTOR

Library Director Ramiro S. Salazar reported for November 15, 2019 through January 12, 2020:

Library Director Ramiro Salazar acknowledged the work of Veronica Anderson while serving as interim Chief of Staff and commended her for excellent work while serving in this position. He welcomed back Jessica Zurita, Chief of Staff.

Assistant Director for Public Services Dale McNeill delivered a presentation regarding the dedication piece planned for the Schaefer Branch Library, Teen Area to honor former Library Trustee Gloria M. Malone. Mr. McNeill introduced Morgan Yoshimura, newly promoted Library Services Manager- Services to Adults and recognized Megan Stanley, interim Branch Manager for the McCreless Branch Library.

Library Services Administrator Ron Suszek introduced Troy Hoyles newly promoted Library Services Manager, Collection Strategist.

Library Director Salazar announced plans to deliver Staff Reports during the February 2020 Board Meeting on the following topics: US 2020 Census and Complete Count Committee and Libraries as voting sites. Additionally, he noted Assistant Director for Support Services Kathy Donellan would deliver a presentation to the Friends of the San Antonio Public Library Board during their annual meeting on January 26, 2020 to discuss a Library initiative focused on modernizing the of the Friends of the San Antonio Public Library.

Assistant to the Director Heidi Kluber provided an update on the Community Needs Assessment for the Library. The next phase is for key stakeholder input and release of a survey tool. Library Director Salazar stated the Library's consultant will engage the Board in a focus group setting to gather feedback on from the Board in February 2020. Library Trustees provided feedback to include the focus group discussion during the February 2020 Board Meeting as opposed to holding a 'special-call' Board Meeting. Mr. Salazar and Ms. Kluber responded to questions from Library Trustees.

BUDGET REPORT

Gabriella Rauschuber, Department Fiscal Administrator, delivered the Library's budget report covering the month of December 2019. She reported that 25% of the fiscal year has lapsed with 32% encumbered of which 26% is spent. Ms. Rauschuber highlighted the personnel and contractual line items. She noted the Fiscal Office will strategize to manage the Library's budget. 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.

Library Director Salazar emphasized the Library's budget is tight and currently has a \$400,000 overage. He stated Library Staff are developing options related to the Library's budget: Reductions and/or a request for a mid-year budget amendment. Mr. Salazar reported briefing Assistant City Manager Lori Houston regarding the Library's

budget. 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, January 14, 20120 to set the agenda for the January 2020 Board Meeting.

Budget Committee

Budget Committee Chair Juspreet Kaur reported that the Budget Committee did not meet this reporting period a meeting is planned for February 2020.

Facilities Committee

Project Control Manager Rich Walker reported that the Facilities Committee met on January 8, 2020. He delivered a presentation regarding project updates related to Igo Branch Library deferred maintenance project; move of Learn at SAPL from Cortez Branch Library to Johnston Branch Library; Brook Hollow Branch Library ADA sidewalk; Landa Branch Library capital improvement project and the Westfall Branch Library HVAC work.

Trustee Kaur expressed concern regarding the proposed duration of the closure for the Igo Branch Library and inquired about the interim service plan.

Library Director Salazar and Mr. Walker responded to questions from Library Trustees.

Naming Committee

Committee Chair Linda Nairn 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 Committee met on January 15, 2020. Community and Public Relations Manager Caitlin Cowart delivered a presentation regarding the Committee meeting which included Media recap, Spring promotions, Library Anniversaries, and a community awareness campaign. Library Director Salazar noted the community awareness campaign is in the conceptual stage with the next steps including meeting with the San Antonio Public Library Foundation Public Relations Committee to identify areas for collaboration. Ms. Cowart responded to questions from Library Trustees.

SPECIAL REPORTS

San Antonio Public Library Foundation

Library Director Salazar introduced Tim Plant, Interim Executive Director for the San Antonio Public Library Foundation. Mr. Plant has over twenty-five year experience as CEO/Executive Director in a variety of human services and health care settings.

Mr. Plant expressed his appreciation for a warm welcome and shared his experience is focused on transitioning organizations from long term leaders to new leadership. He

expects to serve in the interim role for approximately four to six months. He reported the 2019 Catrina Ball, a fundraiser organized by the San Antonio Public Library Foundation, garnered a net of \$106,000 and a \$50,000 allocated to benefit the San Antonio Public Library – Texana. For 2020 Catrina Ball, the goal is \$120,000 net raised.

NEW BUSINESS

Consider request from the San Antonio Public Library Foundation to close the Central Library early at 1:00 pm on Saturday, October 24, 2020, associated with the 2020 Catrina Ball, a fundraising event

Library Director Ramiro Salazar stated the request for early closure of the Central Library in association with the Catrina Ball is needed to facilitate staging for the Catrina event. He noted Library Staff is in support of the request from the San Antonio Public Library Foundation. Mr. Salazar responded to questions from Trustees.

Trustee Jean Brady made a motion to approve the request from the San Antonio Public Library Foundation to close the Central Library early at 1 p.m. on Saturday, October 24, 2020 in association with the 2020 Catrina Ball. Trustee Marcie Ince seconded the motion. None opposed the motion. The motion passed.

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 a handout announcing upcoming events. She reported on Friends of the Library's Annual Meeting planned for January 26; noted a new Secretary was elected; announced the Friends of the Carver Branch Library were planning an African American Book Festival and reminded Trustees to renew their membership in the Friends of the Library.

STAFF REPORT

Report on Library's Fiscal Year 2019 Performance Measures

David Cooksey, Performance and Innovation Manager, delivered a report on the Library's 2019 Performance Measures. He responded to questions from Library Trustees.

NEW BUSINESS

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

Board Chair Paul Stahl proposed the following changes to the 2019 committee make-up:

- Facilities Committee
 - o Remove Paul Stahl

- Add JoAnn Harris
- Public Relations Committee
 - Add JoAnn Harris
- Budget Committee
 - Add JoAnn Harris

Additionally, Chair Stahl recommended an Ad-Hoc Committee focused on 2022 Bond Development comprised of Trustee Brady, Chair; Trustee Ince and Trustee Kaur. Mr. Stahl noted he would be open to adding additional members in the future.

Trustee Juspreet Kaur made a motion to update the Board Committee roster with the changes outlined by Chair Stahl. Linda Nairn seconded the motion. None opposed the motion. The motion passed.

Review and consider adoption of 2020 Work Plan for the San Antonio Public Library Board of Trustees

Board Chair Paul Stahl referenced the 2019 Library Board of Trustees Work Plan in the meeting packet.

Trustee Juspreet Kaur made a motion to make the following changes to the Work Plan document: update dates throughout the document where appropriate; remove all bullets under item #1, Interlocal Agreement with Bexar County for Library Services, and add "Monitor and act on any developments related to the Interlocal Agreement" and under item #4, Strengthening Collaborative Efforts with Key Library Stakeholders, add the appropriate verbiage to indicate the Public Relations Committees of the Library Board and the San Antonio Public Library Foundation will work together. Trustee Andrea Sanchez seconded the motion. None opposed the motion. The motion passed.

Consider the closure of the Pruitt Library at Roosevelt High School, a public/public partnership with the North East Independent School District (NEISD), on May 29, 2020 to allow Pruitt Library staff to attend training for all North East Independent School District library personnel

Library Director Ramiro Salazar introduced Theresa Sanchez, Director of Library Services, North East Independent School District. Ms. Sanchez reported the proposed one-day closure, May 29, 2020, is paired with a school work-day closure to minimize service impact to Roosevelt High School students. Mr. Salazar reported Library Staff is supportive of the request and will provide ample communication to patrons and stakeholders.

Trustee Jean Brady made a motion to approve the closure of the Pruitt Library at the Roosevelt High School on May 29, 2020 to allow Pruitt Library staff to attend training. Josie Uriegas Martinez seconded the motion. Non opposed the motion. The motion passed.

Review and consider approval of an amendment for the agreement with the Landa

Gardens Conservancy related to the care and maintenance of the Landa Gardens at the Landa Branch Library

Library Director Ramiro Salazar introduced Library Public Services Administrator Cheryl Sheehan who delivered a presentation regarding the agreement with Landa Gardens Conservancy. Ms. Sheehan reported Library Administration met with Landa Gardens Conservancy leadership on September 13, 2019 to discuss the proposed changes to the agreement. Mr. Salazar and Ms. Sheehan responded to questions from Library Trustees.


Trustee Brady made a motion to amend the agreement with the Landa Gardens Conservancy as presented by Library Staff to include adding a 'Whereas' statement; adding 'trees' in Section 7; the City's fiscal year in Section 11; increasing term eight(8) five(5)-year terms in Section 22; adding language in Section 29 regarding rental of the grounds to third-parties and changing timeframe to budget funds to two years and add language in Section 29 related to fees in accordance with City of San Antonio fees adopted by City Council. Trustee Ince 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 Andrea Sanchez moved to adjourn the meeting. Trustee Juspreet Kaur seconded the motion. None opposed. The motion passed. Meeting adjourned at 7:45 p.m.



Juspreet Kaur
Secretary