

**SAN ANTONIO PUBLIC LIBRARY
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
February 26, 2020**

The San Antonio Public Library Board of Trustees met in regular session on Wednesday, February 26, 2020 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. A quorum was not present and no action was taken during this time.

TRUSTEES PRESENT

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

TRUSTEES ABSENT

Lora Devlon Eckler and Judy Cruz (excused)

EX OFFICIO LIAISONS PRESENT

Nancy Gandara, Immediate Past 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

None

ANNOUNCEMENTS

Assistant Director Dale McNeill announced the following events:

- Maker Faire SA, Central Library, Saturday, March 21, 2020, 11 a.m. - 3 p.m.
- PopCon, Central Library, Saturday, February 29, 2020, 9 a.m. – 4 p.m.

APPROVAL OF MINUTES

Board Chair Paul Stahl announced that due to lack of a quorum the approval of the minutes would be postponed until later in the meeting.

CHAIR'S REPORT

Board Chair Paul Stahl reported on attending the Bond Oversight Committee Meeting. He also reported that the 2019 Financial Disclosure Report for Library Trustees due on March 31, 2020 with 8 Trustees remaining to complete the report. Mr. Stahl reminded the Trustees of the upcoming lengthy item on agenda: Facilitated Discussion with Consulting Team regarding Community Needs Assessment related to the Library's Strategic Plan

TRUSTEES REPORT

Trustee Jo Ann Harris reported attending the 1st Annual African American Book Festival at Carver Branch Library where she met members of the Flynn Family of San Antonio Public Library Foundation.

At this time, with a quorum present, the board moved to the approval of the minutes.

APPROVAL OF MINUTES

Board Chair Paul Stahl brought forth the meeting minutes for January 22, 2020 for consideration. Trustee Jean Brady moved to approve the minutes. Trustee Juspreet Kaur seconded the motion. None opposed the motion. The motion passed

REPORT OF THE LIBRARY DIRECTOR

Assistant Director for Public Services Dale McNeill reported for January 13-31, 2020:

Assistant Director Dale McNeill reported that Library Director Ramiro Salazar is attending the Public Library Association Conference

Mr. McNeill also provided an update on the Fine Free pilot program. On March 1, 2020, the Library Department will change the following policies related to circulation of Library materials:

- Increase the number of CDs, Books on CD and Read-Alongs checked out from 10 items to 40 items
- Increase the threshold before accounts will be blocked to \$50 from \$15
- Increase the threshold to \$60 (from \$25) before account is referred to the materials recovery service
- No fee for the fax/scan services (roll-out of service in progress)

The policy changes are in an effort to mitigate barriers to access of Library resources and services. The pilot of no fines for Juvenile materials will remain in effect through September 30, 2020.

Mr. McNeill responded to comments and questions from Library Trustees.

BUDGET REPORT

Gabriella Rauschuber, Department Fiscal Administrator, delivered the Library's budget report covering the month of January 2020. Ms. Rauschuber reported that 33% of the fiscal year has lapsed with 40% encumbered of which 35% is spent. Ms. Rauschuber reported the budget to be slightly ahead on spending will continue to monitor spending. She also reported that City Management was committed to providing assistance on the Library's general fund budget and the Library will maintain thirty-seven vacancies. She shared the Library's gift section has been updated 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, February 18, 2020 to set the agenda for the February 2020 Board Meeting.

Budget Committee

Budget Committee Chair Juspreet Kaur reported that the Budget Committee met on February 5, 2020 to review budget calendar and set future meeting dates.

Facilities Committee

Project Control Manager Rich Walker reported that the Facilities Committee met on February 12, 2020. He delivered a presentation regarding project updates related to Brook Hollow Branch Library roof replacement project; Landa Branch Library HVAC Capital Improvement project; and Semmes Branch Library meeting room project.

Mr. Walker responded to questions from Library Trustees.

Naming Committee

Committee Chair Linda Nairn reported that the Naming Committee met on February 11, 2020 and that an action item will be presented later in the agenda regarding Encino Branch Library playground.

Public Relations Committee

Public Relations Committee Chair Jean Brady reported that the Public Relations Committee did not meet this reporting period. Organizational Health Manager Roberta Sparks responded to question from Trustee Juspreet Kaur regarding service hours at the Library for minors.

Ad-Hoc 2022 Bond Committee

Ad-Hoc 2022 Bond Committee Chair Jean Brady reported that the Ad-Hoc 2022 Bond Committee met on February 19, 2020 for the preliminary meeting with the next meeting scheduled for April 2020. Ms. Brady responded to questions and comments from Library Trustees.

SPECIAL REPORTS

Friends of the San Antonio Public Library

Nancy Gandara, Immediate Past President of the Friends of the San Antonio Public Library, presented to the Board of Trustees a handout announcing upcoming events. She reported on 2019 highlights including; Friends of Texana paying for the digitalization of 800 African American funeral programs, Friends of Potranco and Pan American Branches were reactivated, Arts & Letters Awards, Friends of the San Antonio Public Library workshop recruitment, and a BookCellar update. She reported that Friends of the San Antonio Public Library gifted \$50,000 to Library System and, collectively, the Friends of San Antonio branch groups provided \$87,000 in in-kind and gift funding to the Library. Ms. Gandara reminded the Board to renew Friends

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membership.

San Antonio Public Library Foundation

Tim Plant, Interim Executive Director for the San Antonio Public Library Foundation reported that the recruiter has had a strong response to candidates for Executive Director with fifty resumes and with candidate interviews taking place thru mid-March. He reported that the Foundation will be working closely with Library Board of Trustees and Director Salazar on projects, maintaining strong operations, and to meet funding deadlines. Mr. Plant reported on Annual Big Give Day as well as engagement in a strategic planning effort. Mr. Plant responded to questions and comments from Trustees.

STAFF REPORT

Assistant Director for Public Services Dale McNeill reminded Trustees of ELLA (Exceptional Library Leaders and Advocates) Award nomination due on March 6, 2020.

Staff update on the rollout of the new Integrated Library System (ILS) for the Library System.

Ron Suszek, Library Services Administrator delivered an update on the rollout of the new Integrated Library System (ILS) for the Library System and responded to comments and questions from Trustees.

Report regarding Library locations serving as voting sites as well as a Voter Registration Agency

Jacob Odland, Public Services Administrator, delivered a Report regarding Library locations serving as voting sites as well as a Voter Registration Agency and responded to comments and questions from Trustees.

Report regarding the Library's efforts related to the US 2020 Census

Elma Nieto-Rodriguez, Public Services Administrator delivered a presentation on the Library's efforts related to the US 2020 Census. Trustee Lupe Ochoa reported on invitation letter expected in the mail in March 2020, accessibility to complete Census, and on upcoming important dates. Ms. Nieto-Rodriguez responded to comments and questions from Trustees.

NEW BUSINESS

Consider approval of the temporary closure of the Igo Branch Library, 13330 Kyle Seale Parkway, from March 30 through May 10, 2020 for a capital improvement project.

Kathy Donellan, Assistant Library Director delivered a presentation on the temporary

closure of the Igo Branch Library, 13330 Kyle Seale Parkway, from March 30 through May 10, 2020 for a capital improvement project and responded to comments and question from Trustees.

Trustee Juspreet Kaur made a motion to approve the temporary closure of the Igo Branch Library, 13330 Kyle Seale Parkway, from March 30 through May 10, 2020 for a capital improvement project. Jean Brady seconded the motion. None opposed the motion. The motion passed.

Amend the minimum donation for a naming opportunity for a proposed playground at the Encino Branch Library, in accordance with the San Antonio Public Library Facility Naming Policy.

Dale McNeill, Assistant Library Director delivered presentation on amending the minimum donation for a naming opportunity for a proposed playground at the Encino Branch Library, in accordance with the San Antonio Public Library Facility Naming Policy and responded to comments and questions from Trustees.

Trustee Linda Nairn made a motion to amend the minimum donation for a naming opportunity for a proposed playground at the Encino Branch Library, in accordance with the San Antonio Public Library Facility. Marcie Ince seconded the motion. None opposed the motion. The motion passed.

Facilitated discussion for the Library's Community Needs Assessment


Heidi Kluber, Assistant to the Library Director introduced consultants from Orange Boy firm: Clark Swanson and Sandy Swanson. Clark and Sandy Swanson facilitated discussion with Trustees for the Library's Community Needs Assessment. No action was taken.

OLD BUSINESS

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

Adjournment

Trustee Linda Nairn moved to adjourn the meeting. Trustee Josie Uriegas Martinez seconded the motion. None opposed. The motion passed. Meeting adjourned at 7:28 p.m.



Juspreet Kaur
Secretary