

**SAN ANTONIO PUBLIC LIBRARY**  
**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
**June 24, 2020**

The San Antonio Public Library Board of Trustees met in regular session on Wednesday, June 24, 2020 at 4:30 p.m. in a videoconference, San Antonio, TX. Paul Stahl, Chair, called the meeting to order at 4:40 p.m.

**TRUSTEES PRESENT**

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

**TRUSTEES ABSENT**

Lora Devlon Eckler

**EX OFFICIO LIAISONS PRESENT**

Beth Graham, President, Friends of the San Antonio Public Library  
Amy Hone, 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 and keep healthcare workers in their thoughts.

**PUBLIC COMMENT**

Richard Garcia via voice recording - He is President of the Memorial Heights Neighborhood Association and requested an update on agenda item #13 on library projects. His question was regarding Memorial Branch Library. Mr. Garcia was interested in when will construction would start in November 2020. He also indicated the importance of communication.

Velma Pena via voice recording - She is with the Westside Neighborhood Associations Coalition. Ms. Pena spoke on agenda item #15 related to the public meeting related to the name of the Las Palmas Library. Ms. Pena requested that whenever the Public Meeting is schedule she would like a courtesy notice sent to the Westside Neighborhood Associations Coalition leadership.

Chair Paul Stahl noted that both Richard Garcia and Velma Pena comments have been address internally from San Antonio Public Library Director's office.

**ANNOUNCEMENTS**

Director Ramiro Salazar reported that on July 3 and July 4, 2020 the San Antonio Public Library would be close in observance of Independence Day.

Director Salazar also mentioned that the San Antonio Public Library received Honorable Mention for the Library of the Year award by Library Journal. Ramiro said this a significant recognition and gave kudos to all staff, who make the San Antonio Public Library a great organization.

### **APPROVAL OF MINUTES**

Board Chair Paul Stahl brought forth the meeting minutes for May 27, 2020 for consideration. Trustee Jean Brady moved to approve the minutes. Trustee Andrea Sanchez seconded the motion. None opposed the motion. The motion passed.

### **CHAIR'S REPORT**

In interest of time, the Chair did not deliver a report.

### **TRUSTEES REPORT**

Trustee Linda Nairn reported she visited Semmes Branch Library and expressed positive feedback the new makeover. She said colors chosen are great and went well with the mural on the wall. She is looking forward when the public can go back into the Semmes Branch Library. Ms. Nairn did report concern regarding the longevity of the plantings inside the library building.

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

Library Director Ramiro S. Salazar reported on the rollout of Phase 2 of Library Services and noted Public Service Administrator Haley Holmes will provide a report. Mrs. Salazar reported the Library's digital circulation increased by thirty four percent (34%), the Wi-Fi signal in library parking lots was boosted, an eighty six percent (86%) increase in social media impressions and a decrease of seventy eight (78%) in hours of computer and Wi-Fi use. He acknowledged the San Antonio Public Library Foundation for underwriting ads in the San Antonio Express News to promote both Phase 1 and Phase 2 Library Services.

Ms. Holmes reported June 16, 2020 was the first day for Phase 2 which included Contact Free Pickup service at all twenty nine (29) locations, computer sessions by appointment at nine (9) locations. Services are available Tuesday through Saturday. She indicated the Library Team has developed guiding principles to reintroduce services in a safe way, utilize workspace redesign and remote work. Ms. Holmes reported in the first week over 3,800 patrons picked up with materials available through holds and checked out more than 12,000 items. She reported increased usage in the second week of Phase 2. Ms. Holmes provided an overview of the computer reservation: 4-5 computers per location. She noted the Johnston and Westfall Branch Libraries experienced capacity for computer reservations; however, there are some 'no shows'. She reported Library staff have developed assistance guides in English and Spanish to maintain social distancing. Ms. Holmes referenced an Institute of Museum Library Services (IMLS) study that notes three days for quarantine. Ms. Holmes

responded to questions from Trustees.

Mr. Salazar reported meeting with District 3 Councilmember Rebecca Viagran regarding the proposed schematic design for McCreless Branch Library and provided a project update. Councilwoman Viagran provided feedback to include increasing the curb appeal. Mr. Salazar reported working with the project architect incorporate the Councilwoman's feedback. He reported the schematic design would be presented to the Library Board of Trustees for consideration in a future meeting after the updated design is shared with Councilwoman Viagran.

Mr. Salazar reported meeting with District 7 Councilmember Ana Sandoval regarding the proposed schematic design for Forrest Hills Branch Library. He noted she was pleased with the design. Additionally, Mr. Salazar reported Councilwoman Sandoval expressed appreciation to the San Antonio Public Library Foundation for adding the proposed conference room to their fundraising portfolio.

Mr. Salazar reported twenty (20) Library Locations will serve as an Early Voting and/or Election Day voting site for the July 2020 Primary Runoff Election. Early voting is expected to begin on June 29 through July 2 and Election Day is July 14, 2020. Mr. Salazar reported the Library is working closely with the Bexar County Elections Office regards voting in a COVID-19 environment. He noted per State guidance, voters could not be screened or asked to wear a face-covering mask.

Mr. Salazar concluded acknowledging Public Services Administrator Haley Holmes for accepting the assignment of organizing the Library's phased in approach to service as well as the Staff Team assembled.

Mr. Salazar reported responding to Mr. Richard Garcia's inquiry about the timeline for the Memorial Branch Library bond project. He noted the plan to work with District 5 Councilmember Shirley Gonzales to share updated on the Bond Projects in District 5 with constituents. Mr. Salazar acknowledged Ms. Velma Pena's concerns and reported sharing today's Board agenda as well as explaining the new business agenda item on today's agenda (June 25, 2020).

Mr. Salazar responded to questions from Library Trustees.

## **BUDGET REPORT**

Gabriella Rauschuber, Department Fiscal Administrator, delivered the Library's budget report covering the month of May 2020. She reported that 67% of the fiscal year has lapsed at which 69% spent including encumbrances. Ms. Rauschuber reported to the only significant change from the previous report is the Library's revised budget has been

reduced by \$139,000 which is due to the temporary deployment of Library employees to other City Department during COVID-19 pandemic. Ms. Rauschuber reported the Library is on-track and expenditures are in line with the revised budget.

## **COMMITTEE REPORTS**

### **Executive Committee**

Board Chair Paul Stahl reported that the Executive Committee met on Tuesday, June 16, 2020 to set the agenda for the July 2020 Board Meeting.

### **Budget Committee**

On behalf of Budget Committee Chair Juspreet Kaur, Assistant Library Director Kathy Donellan reported that the Budget Committee met on June 3, 2020, an action item would be forthcoming in the agenda later regarding the Review Fiscal Year 2021 Budget Development.

### **Facilities Committee**

On behalf of Facilities Committee Chair Andrea Sanchez, Assistant Library Director Kathy Donellan reported that the Facilities Committee met on June 10, 2020. Ms. Donellan indicated that an action item would be included in July 2020 Board Meeting regarding the McCreless Branch Library schematic design. She noted a written report outlining updates on all the library construction projects is included in the Board meeting packet.

### **Naming Committee**

Committee Chair Linda Nairn began her report by stating the Library Board, through its policy and the Naming Committee, takes variously seriously its charge to name libraries and especially to hear from the community before taking action. Trustee Nairn reported receiving a naming request to add a personal name to the Las Palmas Branch Library name. She stated normally a public meeting would be held at the Las Palmas Branch Library; however, due to COVID-19; an in-public meeting is not an option currently.

Trustee Nairn referenced an action item is on the agenda during this meeting for the Board to consider an exception to the Board's Naming Policy's requirement to hold a public meeting from ninety (90) days once it deemed safe to hold in-person public meetings. She noted the agenda item is prompted due to public gathering restrictions associated with the COVID-19 crisis. Trustee Nairn reported once a public meeting can be schedule, notice of the meeting would be communicated with at least thirty-days notice and via multiple avenues to maximize community engagement via in person, written responses or virtual comments. Additionally there would be ways and times for the community to be involved in responding to the suggested name. Trustee Nairn stressed that no action would be taken without the opportunity to first hear from the Las

Palmas community in multiple ways such as in person or written or virtual comments. The Library Trustee Nairn stated she has made note to notify Ms. Velma Pena with the Westside Neighborhood Associations Coalition about the public comment meeting when it is scheduled.

Board Chair Paul Stahl expressed appreciation to Ms. Pena on her passion for the community and appreciated her feedback. He acknowledged Naming Committee Chair Linda Nairn for the committee's efforts to ensure everyone's voice is heard on this matter.

### **Public Relations Committee**

Chief of Staff Jessica Zurita reported that the Public Relations committee met on June 17, 2020, which they reviewed current campaigns that the library marketing office has undertaken which included promotion of Phase 1 library services, and the launch of Phase 2. In addition, she reported the Marketing Unit also promoted voter registration as well as the mail in ballot application deadline. Ms. Zurita also reported the Committee discussed budget development in terms of public awareness for Library Trustees and Stakeholders to advocate for library during the development of the 2021 budget.

### **SPECIAL REPORTS**

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

Amy Hone, Executive Director for the San Antonio Public Library Foundation reported the Library Foundation is working on communicating about the upcoming budget. Ms. Hone reported sending an email blast to 5,000 on a distribution list with the link to the City's budget survey and emphasizing the importance of funding for the Library. She reported said the Foundation, under the leadership of new Director of Development Jessica Rivera, have submitted forty-one (41) grant requests for a total of \$121,000. Ms. Hone reported the current plans for the Catrina Ball is to host a virtual event due to COVID-19 crisis.

Board Chair Stahl expressed his appreciation to the San Antonio Public Library Foundation.

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

Beth Graham, President of the Friends of the San Antonio Public Library, expressed her personal thanks and congratulations to the Library's Team and reopening of the library services. She reported the next Friends of San Antonio Public Library board meeting scheduled for July 19, 2020 at 2:00pm by Zoom as a virtual meeting. Ms. Graham said she and Bookcellar Manager Andrea Mason participated in the United for Libraries webinar regarding alternative fundraising method for libraries and will be brainstorming some possibilities at the Friends Executive committee meeting on Saturday.

Board Chair Stahl thanked Beth Graham for the support of the Friends of the Library

## **STAFF REPORT**

### **Update on Library Projects**

Library Director Ramiro Salazar reported several projects have been paused due to the COVID-19 crisis.

- **Strategic Plan**

Mr. Salazar stated the development of a new strategic plan for the San Antonio Public Library is on-hold due to the changing of the library environment as a result of the COVID-19 pandemic. Other related projects tied to the strategic plan are also to be reevaluated which the talent moderation project. This will provide an opportunity to rethink and reevaluate next steps because the future will be disrupted and will change to a 'new normal'.

- **Awareness Campaign**

Mr. Salazar reported the planned Public Awareness campaign is also on hold due to the COVID-19 crisis. The project, which involved a different tactics to promote Library services and resources, will be reevaluated and possibility adjusted or possibility redesigned. There is a great need to rethink this project.

- **Community Needs Assessment**

Mr. Salazar reported some work has taken place for the Community Needs Assessment, pre-COVID-19 crisis. As a result he is engaged to inquire about the relevance of data collected previously and discuss next steps.

Senior Management Analyst David Cooksey delivered a report on the Community Needs Assessment and stated prior to COVID-19, the several items related to the assessment had been undertaken to include: stakeholder Interviews, market opportunity assessment, staff survey, and Board focus group. General themes that rose from this work include a general inequity in the community (educational inequity, emotional inequity, digital inequity, economic inequity). Another them is Library spaces and driving community building rose as a theme as well.

Mr. Cooksey reported results of a survey conducted during Phase 1 of Library Services which included 5,000 responses. This survey is a part of a national survey. The survey asked respondents to provide feedback on services the Library is providing during Phase 1 closure of all in-person services. He acknowledged the Library's Marketing Team's success in promoting the Library's virtual services and resources. Regarding the next steps for the Community Needs Assessment involve a regroup meeting with the consultant, OrangeBoy.

- **Integrated Library System**

Library Services Administrator delivered a report on the transition to a new integrated

library system. He provided a brief overview of an integrated library system and the status of the implementation of the new integrated library system. He noted the new integrated library system is a project of the Library's IT Roadmap. The new integrated library system is a \$1.7 million project and will interface with several existing platforms utilized by the Library currently. Due to the COVID-19 pandemic, the project was paused because the staff training component was compromised due to the transition to remote work environment. However, currently the transition to the new integrated library system is ninety percent (90%) complete.

Library Director Salazar reported the new integrated library system will provide the ability to add a photo to the library card which could help vulnerable communities to have a library card with a photo. He stressed the library card with a photo is not a substitute for an identification card and noted the San Antonio Police Department has stated a library card with a photo identification will not be considered as identification. This enhanced library card is also on hold due to COVID-19 pandemic.

Mr. Salazar and Mr. Suszek responded to questions from Trustees.

## **NEW BUSINESS**

### **Review Fiscal Year 2021 Budget Development and take appropriate action**

Kathy Donellan, Assistant Library Director presented on Fiscal Year 2021 Budget Development. She reviewed the City's budget development calendar and highlighted the scheduled City Council goal setting session. Additionally, the City Council District Town Hall Budget Meeting schedule was discussed. The City's five year financial forecast was also shared. Ms. Donellan responded to comments and questions from Trustees. She shared the goals of the City Manager include mainlining public services, minimizing layoffs and continuing financial discipline. Library Director Salazar referred to a proposed letter from the Library Board of Trustees to the City Manager regarding the Library's budget which could be sent prior the City Council's Goal Setting session.

The Library Board engaged in a discussion regarding a proposed letter to the City Manager. Library Staff responded to questions from Trustees.

Trustee Jean Brady made a motion for the Library Board to send a letter to the City Manager with a copy to Deputy City Manager Maria Villagomez to emphasize on the importance of the Library to the community. Trustee Marcie Ince seconded the motion. Chair Paul Stahl conducted a roll call. None opposed the motion. The motion passed

**Request approval for an exception to the Naming Policy's requirement to hold a public meeting (after a name has been received from 90 days to a future point when it is deemed safe to hold in-person public meetings. This request is being made because of the public gathering restrictions associated with the COVID-19 crisis.**

Dale McNeill, Assistant Library Director delivered a presentation regarding the exception recommended by the Naming Committee to the Library Board of Trustees.

Additionally, Mr. McNeill spoke about the Board's process once a name is submitted for consideration, per the Naming of a Library Facility policy. He responded to comments and questions from Trustees.

Trustee Lupe Ochoa made a motion to approve the exception as presented. Trustee Josie Martinez seconded the motion. Chair Paul Stahl conducted a roll call vote. None opposed the motion. The motion passed

### **OLD BUSINESS**

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

### **Adjournment**

Trustee Marcie Ince moved to adjourn the meeting. Trustee Linda Nairn seconded the motion. None opposed. The motion passed. Meeting adjourned at 7:04 p.m.



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Jispreet Kaur  
Secretary