

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

The San Antonio Public Library Board of Trustees met in regular session on Wednesday, August 26, 2020 at 4:30 p.m. in a videoconference, San Antonio, TX. The meeting was called to order at 4:35 p.m. by Paul Stahl, Chair.

**TRUSTEES PRESENT**

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

**TRUSTEES ABSENT**

Lora Devlon Eckler, Judy Cruz(excused)

**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**

There were no public comments.

**ANNOUNCEMENTS**

There were no announcements.

**APPROVAL OF MINUTES**

Board Chair Paul Stahl brought forth the meeting minutes for July 22, 2020 for consideration. Trustee Jean Brady moved to approve the minutes. Trustee Linda Nairn seconded the motion. A roll call vote was conducted. Trustees Juspreet Kaur and Josie Uriegas Martinez were not present at this time. None opposed the motion. The motion passed.

**CHAIR'S REPORT**

Chair Paul Stahl reported meeting with Maria Villagomez, Deputy City Manager and Lori Houston, Assistant City Manager, regarding the FY2021 Proposed budget for the Library on August 5,2020. Mr. Stahl expressed his condolences for the passing of former Library Trustee Loyce Ince on August 11, 2020. Mrs. Ince was on the Library Board sixteen (16) years and served eleven (11) years on the Executive Committee. Mr. Stahl shared that the Ince family has asked that In lieu of flowers to please make memorial donations to the charity or non-profit of your choice.

## **TRUSTEES REPORT**

Trustee Linda Nairn reported attending District 10 budget meeting, visiting the three District 10 library locations, writing a Thank You note to District 10 Councilman Clayton Perry and attending virtual Author Event featuring former City Manager Sherly Sculley.

## **REPORT OF THE LIBRARY DIRECTOR**

Library Director Ramiro S. Salazar reported that City Manager Erik Walsh has stated the San Antonio Public Library will not be moving on to Phase 3 at this time. Mr. Salazar noted the City will look towards the independent school districts when reviewing Phase 3 plans. Mr. Salazar thanked Library Staff for great job during Phase 2.

Mr. Salazar reported that the Integrated Library System (ILS) migration is now live and asked Library Trustees to please take an opportunity to check out the new system. Mr. Salazar congratulated Ron Suszek, Library Services Administrator and Staff on the launching of Integrated Library System on August 25, 2020. Ron Suszek provided an overview on Integrated Library System. He noted the Library will metrics through the new system to improve customer service and to enhance circulation. Kathy Donellan, Assistant Library Director reported on a City of San Antonio network outage that occurred at almost the same time as the launch of the ILS. She noted there was impact to the public Internet computers, public WiFi and Contact Free Pickup. Related to the outage, Mr. Stahl inquired about comments from the community about the outage. Chief of Staff Jessica Zurita responded the Library had received emails and messages from members of the community.

Mr. Salazar also reported the Library supports voting and sixteen (16) library locations will serve as an Early Voting site and nineteen (19) Election Day voting sites for the November 2020 election.

Mr. Salazar 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 July 2020. She reported 83% of the fiscal year has lapsed and the Library is at 83% spent, 81% without encumbrances.

## **COMMITTEE REPORTS**

### **Executive Committee**

Board Chair Paul Stahl reported that the Executive Committee met on Tuesday, August 18, 2020 to set the agenda for the August 2020 Board Meeting. He thanked Vice Chair Linda Nairn for presiding over the meeting in his absence.

## **Budget Committee**

On behalf of Budget Committee Chair Juspreet Kaur, Assistant Library Director Kathy Donellan reported the Budget Committee met on August 10, 2020. Ms. Donellan delivered a slide presentation regarding the City's FY2021 proposed budget. She noted the Library is not expected to present before City Council as part of the budget development. Trustee Juspreet Kaur inquired about the schedule of City Departments to present before City Council and thanked Kathy Donellan and Staff for the updates and keeping Library Trustees connected during the budget process. Board Chair, Paul Stahl expressed being proud of Library Team.

## **Facilities Committee**

On behalf of Facilities Committee Chair Andrea Sanchez, Project Control Manager Rich Walker reported on the Facilities Committee meeting on August 12, 2020. Mr. Walker reported that two action items will be presented later in the agenda and delivered a slide presentation on project updates at Schaefer and San Pedro Branch Libraries.

## **Naming Committee**

Committee Chair Linda Nairn reported that the Naming Committee did not meet this reporting period.

## **Public Relations Committee**

Committee Chair Jean Brady reported that the Public Relations Committee 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, expressed her appreciation for all the work being done at the libraries and how great it is to see library projects moving forward. Ms. Graham reported on membership and budget planning starting for Friends of the San Antonio Public Library. She reminded Library Trustees of nominations for the virtual Arts & Letters Award Ceremony on November 1, 2020 at 2pm and of the next Friends of the San Antonio Public Library board meeting on Sunday, September 20, 2020 at 2pm.

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

Amy Hone, Executive Director for the San Antonio Public Library Foundation reported on grants coming in to include; \$120,000 from the Semmes Family Foundation for digital collection; \$10,000 for programming; \$25,000 for the Forest Hills Branch Library children's area; and \$300,000 in pending grants. Ms. Hone also reported on a "no show gala" for Catrina Ball 2020 and on the annual report ready on the first week of September 2020. Ms. Hone responded to comments and questions from Library Trustees.

## **STAFF REPORT**

### **Report on the Public Library CONNECT Partnership Initiative**

Library Director Ramiro Salazar introduced the Public Library CONNECT Partnership Initiative to the Library Trustees and reported on the initiative's positive comments and reviews. Performance and Innovation Manager David Cooksey delivered a slide presentation on the Public Library CONNECT Partnership Initiative using the SORA mobile app. He explained the project is a partnership with the Library's digital platform, OverDrive and area independent school districts that allows students to access both the Library's and their School Library digital collection via the SORA mobile app. Mr. Cooksey stated the pilot project that began in San Antonio has been replicated across the country. He responded to comments and questions from Library Trustees.

### **Report from the Great Northwest Branch Library**

Public Services Administrator Jake Odland introduced Great Northwest Branch Manager Catherine Prazak who delivered a slide presentation on Great Northwest Branch Library. Ms. Prazak shared information about the branch, staff and library services during COVID-19 pandemic.

## **NEW BUSINESS**

### **Consider the temporary closure of the Forest Hills Branch Library from September 29, 2020 to reopen January 12, 2021 for building improvements associated with the 2017 Bond Program**

Assistant Library Director Kathy Donellan delivered a presentation providing information about the temporary closure of the Forest Hills Branch Library from September 29, 2020 to reopen January 12, 2021 for building improvements associated with the 2017 Bond Program. Ms. Donellan responded to comments and questions from Library Trustees.

Trustee Jean Brady made a motion to approve the temporary closure of the Forest Hills Branch Library from September 29, 2020 to reopen January 12, 2021 for building improvements associated with the 2017 Bond Program. Trustee Juspreet Kaur seconded the motion. A roll call vote was conducted. None opposed the motion. The motion passed.

### **Consider the temporary closure of the McCreless Branch Library from September 30, 2020 to reopen January 27, 2021 for building improvements associated with the 2017 Bond Program**

Assistant Library Director Kathy Donellan delivered a presentation providing information about the temporary closure of the McCreless Branch Library from September 30, 2020 to reopen January 27, 2021 for building improvements associated with the 2017 Bond Program. Ms. Donellan responded to comments and questions from Library Trustees.

Trustee Juspreet Kaur made a motion to approve the temporary closure of the McCreless Branch Library from September 30, 2020 to reopen January 27, 2021 for building improvements associated with the 2017 Bond Program. Trustee Andrea

Sanchez seconded the motion. A roll call vote was conducted. 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. None opposed. Meeting adjourned at 6:20 p.m.

  
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Juspreet Kaur  
Secretary