

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

The San Antonio Public Library Board of Trustees met in regular session on Wednesday, July 22, 2020 at 4:30 p.m. in a videoconference, San Antonio, TX. The meeting was called to order at 4:38 p.m. by Paul Stahl, Chair.

TRUSTEES PRESENT

Jean Brady, Judy Cruz, Jo Ann Harris, Marcie Ince, Juspreet Kaur, 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 – Mr. Garcia stated he is President of the Memorial Heights Neighborhood Association and had questions regarding the meeting held on July 21, 2020 with the Westside Neighborhood Associations Coalitions. He thanked Ramiro Salazar and Paul Stahl for taking time out of their schedule. He expressed a desire for a digital marquee not just at the Las Palmas Branch Library location but also at the Memorial Branch Library as well. He stated he challenged the library to be creative with delivering library services during COVID-19.

Rosie Garcia via voice recording – Mrs. Garcia provided comment on crocheting classes at the Memorial Branch Library. Ms. Garcia said she misses this class and the instructor was very good. She hopes once we go back to normal that the instructor comes back to teach the class once again.

Mel Harris written comment – Ms. Harris provided comment about library staff working during the Library's Phase 2 of services. Additionally, Ms. Harris inquired about staff updates in the Library system.

Delia Ramirez Trimble written comment – Ms. Ramirez Trimble provided comment about the City of San Antonio's Digital Inclusion Project and inquired about access to the Library.

Chair Paul Stahl thanked the community members who took the time to provide public comment and noted the Director's office will respond as appropriate.

ANNOUNCEMENTS

There were no announcements.

APPROVAL OF MINUTES

Board Chair Paul Stahl brought forth the meeting minutes for June 24, 2020 for consideration. Trustee Andrea Sanchez moved to approve the minutes. Trustee JoAnn Harris seconded the motion. Chair Paul Stahl took a roll call vote. Lupe Ochoa was not present at this time. None opposed the motion. The motion passed.

CHAIR'S REPORT

Chair Paul Stahl reported attending the videoconference meeting with the Westside Neighborhood Coalition on July 14, 2020. He acknowledged Library Director Ramiro Salazar for leading the meeting and addressing any misunderstandings. Mr. Stahl noted an upcoming meeting with the Eric Walsh City Manager, Maria Villagómez Deputy City Manager and Lori Houston Assistant City Manager to discuss the proposed budget for the Library Department.

TRUSTEES REPORT

Trustee Juspreet Kaur reported she attended the virtual Friend of the San Antonio Public Library Board Meeting on Sunday, July 19, 2020. Library Director Ramiro Salazar and Trustee Marcie Ince also attended the meeting. Trustee Kaur also reported visiting the Igo and Cody Branch Libraries and reported on how great the contactless pickup was going. Trustee Kaur also reported receiving a lot of feedback about the curbside pickup and the great service they are providing. Ms. Kaur also stated she would like to see how we continue to expand our services and think about how to adapt in different type of scenarios.

Trustee Linda Nairn reported she attended the videoconference meeting with the Westside Neighborhood Coalition. She noted the passion of the community group about the neighborhood area. Trustee Narin reported that she is looking forward to meeting with them personally someday.

Trustee Josie Uriegas Martinez reported attending the Friends of McCreless Branch Library Meeting (virtually) and was amazed how the group is very active as they continue to brainstorm with ideas on how to do some fundraising. She also reported that they are very excited about the outcome of the upcoming capital improvement project at the McCreless Branch Library. Ms. Martinez also visited the Mission Branch Library and had an opportunity to witness the curbside service and thanked Library staff for doing a great job.

REPORT OF THE LIBRARY DIRECTOR

Library Director Ramiro S. Salazar thanked Library Trustees for the acknowledgement of library staff who continue to provide service in this COVID-19 environment. He

reported that since June 16, 2020, the Library has been in Phase 2, which includes Contact Free Pickup service and nine locations with computer access by appointment. Mr. Salazar stated that almost 115,000 items have been checked out with approximately 30,000 curbside pickups. The nine library locations offering computer access by appointment have had 1,697 sessions. Mr. Salazar reported the Library is also serving as a Cooling Center for the City of San Antonio and nine locations were designated as a cooling center and provided a cool place for 130 individuals during a recent heatwave.

Mr. Salazar reported that the Westside Neighborhood Coalition Meeting on July 14, 2020 was a productive meeting and followed up with additional information at the meeting.

Mr. Salazar stated Library Staff would address the comments from the public as appropriate.

Mr. Salazar also reported an issue at Westfall Branch Library that District 1 Councilman Roberto Trevino contact him about. The issue is related to individuals who appear to be camping outside in the proximity of the Westfall Branch Library and the District 1 Field Office, which is located adjacent to the branch. Mr. Salazar reported that Councilman Trevino suggested to possibly adjusting the end time of the WiFi daily; however, this was not technically possible without impacting the entire Library system WiFi hours of availability. Mr. Salazar reported a solution was to deploy an overnight security guard to dissuade undesired activity in the area. He also reported Councilman Trevino has established an area coalition to address issues in the area. Mr. Salazar also reported Councilman Trevino expressed concern about the ability for members of the community to take photos on the grounds of the Landa Branch Library. Mr. Salazar indicated that the Landa Branch Library is a very popular location for photos celebrating graduations, students, and weddings; however, the intent is to discourage activities where people congregate together due to COVID-19. Mr. Salazar said the Library would also be sure the Library's stakeholders are aware of photography on the ground of the Library.

Mr. Salazar also reported he attended the virtual Friend of the San Antonio Public Library Board Meeting on Sunday, July 19, 2020.

Mr. Salazar reported the several library locations served as Election Day and Early Voting sites for the Run-Off election in July 2020.

Mr. Salazar reported on the City of San Antonio's plans to utilize Federal CARES Act funding to target 50 westside neighborhoods and establish highspeed Internet connection. He stated two libraries may be equipped with antennas to help emit the

Internet signal. The pilot project is underway and additional information is forthcoming.

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 June 2020. She reported 75% of the fiscal year has lapsed and the Library is at 75% spent, including encumbrances. Spending is on track. 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, July 14, 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 July 1, 2020. Ms. Donellan provided an update about the FY2021 Budget development process and noted the City Manager is not planning to meet with every City department due to the current environment. She reported the City Manager's Fiscal Year 2021 proposed budget will be presented to City Council on August 6, 2020. Ms. Donellan responded to comments and questions from Library Trustees.

Facilities Committee

On behalf of Facilities Committee Chair Andrea Sanchez, Design and Development Assistant Mark Loiselle reported on the Facilities Committee meeting that took place on July 8, 2020. Mark delivered a presentation regarding project updates related to Encino Branch Library playground and exercise area; Schaefer Branch Library trail installation project; Landa Branch Library Heating Ventilation Air Conditioning (HVAC) capital improvement project; Igo Branch Library renovation project; Westfall Branch Library HVAC replacement project; Brook Hollow Branch Library roof replacement project; San Pedro Branch Library renovations; 2017-2022 Branch Bond Projects for Forest Hills Branch Library, Memorial Branch Library, Las Palmas Branch Library, Central Library and Texana. He noted a written report, outlining updates on all the library construction projects, is included in the Board meeting packet. Mr. Loiselle responded to comments and questions from Library Trustees.

Naming Committee

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

reporting period.

Public Relations Committee

On behalf of Public Relations Committee Chair Jean Brady, Chief of Staff Jessica Zurita reported the Public Relations Committee developed a Thank You card for Trustees to send out to the Mayor and their City Councilmember. She stated the Library will send out the cards, addresses and stamps to Trustees via US Mail. Ms. Zurita responded to comments and questions from Library Trustees.

SPECIAL REPORTS

San Antonio Public Library Foundation

Amy Hone, Executive Director for the San Antonio Public Library Foundation reported the Library Foundation is working a Catrina Ball virtual event for 2020. She reported on the July 15, 2020, Board Builder virtual luncheon featuring Bill Shown of Silver Ventures, as guest speaker. Ms. Hone stated the Foundation is pursuing a partnership for the Literacy Caravan with San Antonio Independent School District as well as a partnership with Pre-K for SA. She also reported Google contributed \$4,000 to help with the Library collective research project. Ms. Hone responded to comments and questions from Library Trustees.

Friends of the San Antonio Public Library

Beth Graham, President of the Friends of the San Antonio Public Library, expressed her personal thanks to staff on continuing to offer services to the public. She reported the Friends of San Antonio Public Library Board Meeting on July 19, 2020 via Zoom was a success. Ms. Graham thanked the San Antonio Public Library Foundation for the invitation to attend the Board Builder Luncheon. She also reported the Arts and Letters Awards is scheduled for November 1, 2020 and will be a virtual conference. Ms. Graham reported that some members of the BookCellar worked with Design & Development Assistant Mark Loiselle and Chief of Staff Jessica Zurita regarding information on protective equipment for the volunteers once the BookCellar is able to reopen. Ms. Graham responded to comments and questions from Library Trustees.

Ms. Graham reported a long-time member of the Friends of the Library, Yolanda Kirkpatrick, passed away in June 2020. She noted Ms. Kirkpatrick was a valued member and supporter of the Friends of the San Antonio Public Library.

Board Trustee Jean Brady mentioned that Beth Graham was awarded a Lifetime Achievement Award from Public Relations Society of America (PRSA) – San Antonio Chapter. Ms. Brady reported that Ms. Graham previously worked for the San Antonio Public Library.

Beth Graham mentioned that the PRSA first award was also presented to Mayor Ron Nirenberg and Bexar County Judge Nelson Wolff for their efforts for the community during

COVID-19.

Board Chair Paul Stahl thanked and congratulated Beth Graham on her award.

STAFF REPORT

Update regarding the implementation to a new integrated library system for the San Antonio Public Library

Library Services Administrator Ron Suszek delivered a presentation on the Library's migration to a new integrated library system (ILS) in August 2020. Mr. Suszek reported the original "Go Live" planned for April 2020 was suspended due to the COVID-19 pandemic closure. However, preparation for migration continued which included staff training for the new ILS. The vendor has also pivoted to digital experience in training and implementation. The maintenance contract for the current system is expiring soon which necessitated the plans to recontinue with the migration to the new system.

Mr. Suszek reported services will be impacted with the migration period (August 11 through August 24, 2020) include online account access, placing/managing holds, automated phone system and, account access within MYSAPL mobile app. Additionally, Contract Free Pickup will be suspended from August 21 through August 22. Services that will be available throughout the migrations is browse and search the catalog, download e-books and e-audiobooks, create digital library card in Libby, use of digital resources, computer appointments at 9 locations. He reported a communication has been developed and will be executed to inform Library patrons and stakeholders of the migration. Mr. Suszek responded to comments and questions from Library Trustees regarding the migration and the communication plan.

Report from the Memorial Branch Library.

Jake Odland, Public Services Administrator introduced Memorial Branch Manager Maria Gonzales who delivered a report on Memorial Branch Library. Ms. Gonzales shared information about the branch, staff and library services. She responded to comments and questions from Library Trustees.

NEW BUSINESS

Review and consider Schematic Design approval for the McCreless Branch Library, a 2017 City of San Antonio Bond Project.

Kathy Donellan, Assistant Library Director provided information about the design for the McCreless Branch Library and introduced the architecture team supporting the project, Victoria Piwonka, Barry Sturrock, of Piwonka Sturrock Architects, LLC. Stacy Gonzales, City of San Antonio Public Works Department, delivered a presentation on the schematic design for McCreless Branch Library, a 2017 City of San Antonio Bond Project. The construction closure will be from September to December 2020 with a reopening planned for early 2021. Ms. Donellan reported the Library presented the schematic design to District 3 Councilwoman Rebeca Viagran. Ms. Donellan responded to comments and questions from Library Trustees.

Trustee Josie Uriegas Martinez made a motion to approve the schematic design. Trustee Lupe Ochoa seconded the motion. Chair Paul Stahl took a roll call vote. None opposed the motion. The motion passed.

Consider amendment to the Library Board naming opportunities for the 2017 Bond Program to include McCreless Branch Library Adult Learning Area.

Assistant Director Dale McNeill delivered a presentation regarding adding a naming opportunity for McCreless Branch Library Adult Learning Area as part of the 2017 Bond Project in the amount of \$100,000.

Trustee Jean Brady made the motion to consider the amendment to the Library Board naming opportunities to include McCreless Branch Library Adult Learning area. Trustee Juspreet Kaur seconded the motion. Chair Paul Stahl took a roll call vote. None opposed the motion. The motion passed

Appoint of a three-person Nominating Committee to identify a slate of officers for Chair, Vice Chair, Secretary, and Treasurer to be elected during the September 2020 annual meeting.

Board Chair Paul Stahl proposed Trustee Jean Brady as the Chair of the Nominating Committee along with Trustee Andrea Sanchez and Trustee Marcie Ince.

Trustee Lupe Ochoa made the motion to approve this request. Trustee Judy Cruz seconded the motion. Chair Paul Stahl took 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 6:57 p.m.



Juspreet Kaur
Secretary