

**SAN ANTONIO PUBLIC LIBRARY
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
September 23, 2020**

The San Antonio Public Library Board of Trustees met in regular session on Wednesday September 23, 2020 at 4:30 p.m. in a videoconference, San Antonio, TX. The meeting was called to order at 4:36 p.m. by Paul Stahl, Chair.

TRUSTEES PRESENT

Jean Brady, Judy Cruz, JoAnn Harris, Marcie Ince, Juspreet Kaur, Linda Nairn, Andrea Sanchez, and Paul Stahl

TRUSTEES ABSENT

Lora Devlon Eckler, Josie Martinez, Lupe Ochoa (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

Library Director Ramiro S. Salazar reported on looking forward to the Maker Faire SA Online, Saturday, September 26, 2020 (11 a.m. - 1 p.m.) via SAPL Facebook. Jennifer Velasquez, Coordinator of Teen Services, spoke about the event.

APPROVAL OF MINUTES

Board Chair Paul Stahl brought forth the meeting minutes for August 26, 2020 for consideration. Trustee Judy Cruz moved to approve the minutes. Trustee Juspreet Kaur seconded the motion. A roll call vote was conducted. None opposed the motion. The motion passed.

CHAIR'S REPORT

Board Chair Paul Stahl reported on letter sent to Mayor Ron Nirenberg and the San Antonio City Council in support of the proposed Fiscal Year 2021 budget for the Library.

TRUSTEES REPORT

Trustee Juspreet Kaur expressed her appreciation for Library Staff assisting patron with Contact Free Pickup who did not have a smartphone. Ms. Kaur reported attending Friends of San Antonio Public Library Board Meeting.

budget includes one-time additions to the Library's capital outlay and capital budgets for several projects.

Mr. Salazar reminded the Board of Trustees of Library Director's Evaluation planned for October 2020 Board meeting and that the Library Board may enter into Executive Session during Virtual Meetings. Chief of Staff Jessica Zurita will provide details about the process for future reference and is available to provide assistance.

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 August 2020. She reported 92% of the fiscal year has lapsed and the Library is at 90% spent, 88% without encumbrances. Ms. Rauschuber reported seeing savings due to civilian hiring freeze and the temporary deployment of Library staff members to other City Departments.

COMMITTEE REPORTS

Executive Committee

Board Chair Paul Stahl reported that the Executive Committee met on Tuesday, September 15, 2020 to set the agenda for the September 2020 Board Meeting.

Budget Committee

Committee Chair Juspreet Kaur, reported that the Budget Committee did not meet this reporting period. Library Director Ramiro Salazar acknowledged and apologized for an error on the posted agenda incorrectly naming Jean Brady as the Chair of the Budget Committee instead of Juspreet Kaur.

Facilities Committee

On behalf of Facilities Committee Chair Andrea Sanchez, Assistant Library Director Kathy Donellan reported on the Facilities Committee meeting on September 9, 2020. Ms. Donellan delivered a presentation on Capitol Improvement Projects for Landa Branch Library, Encino Branch Playground, and Schaefer Trail Project.

Naming Committee

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

Nominating Committee

Committee Chair Jean Brady reported that the Nominating Committee met on September 10, 2020 and a New Business action item will be presented later in the meeting.

Public Relations Committee

asked for feedback from the Board: virtual ceremony soon or in person ceremony in the future. Trustee Jean Brady expressed a desire to wait and hold an in-person ceremony in the future. She asked that Gloria Malone's family be informed that the plaque has been installed.

NEW BUSINESS

Briefing and possible action on the proposed World Heritage facility adjacent to the Mission Branch Library

Library Director Ramiro Salazar provided the Board with background regarding the proposed World Heritage Office facility adjacent to the Mission Branch Library. He introduced Colleen Swain, Director World Heritage Office and Gopinath Akalkotkar, City Architect who delivered a presentation on the conceptual design. Mr. Salazar noted the Library has a masterplan for the Mission Branch Library. Board Chair Stahl stressed the importance of community outreach. Mr. Salazar, Ms. Swain and Mr. Akalkotkar responded to comments and questions from the Library Trustees.

Trustee Andrea Sanchez made a motion to endorse the master plan for the World Heritage facility adjacent to the Mission Branch Library in conceptual form to help secure funding in the next City of San Antonio Bond Program and pursue other funding opportunities. Trustee Jean Brady seconded the motion. A roll call vote was conducted. Seven Board Members approved the motion (Jean Brady, Judy Cruz, Marcie Ince, Juspreet Kaur, Linda Nairn, Andrea Sanchez, and Paul Stahl). One Board Member abstained (JoAnn Harris). None opposed the motion. The motion passed.

Review and consider approval of the San Antonio Public Library's holiday schedule for Fiscal Year 2021

Assistant Library Director Dale McNeill delivered a slide presentation with the proposed holiday schedule for the San Antonio Public Library for Fiscal Year 2021.

Proposed Library holiday schedule for Fiscal Year 2021:

closed on November 11, 2020; November 26, 2020; November 27, 2020; December 24, 2020; December 25, 2020; December 31, 2020; January 1, 2021; January 18, 2021; April 2, 2021; April 23, 2021; May 31, 2021; June 18, 2021; June 19, 2021; July 4, 2021; July 5, 2021; and September 6, 2021

Trustee Juspreet Kaur made a motion to accept the proposed San Antonio Public Library's holiday schedule for Fiscal Year 2021. Trustee JoAnn Harris seconded the motion. A roll call vote was conducted. Trustee Marcie Ince was not present at this time. None opposed the motion. The motion passed.

Review and consider approval of the Fiscal Year 2021 meeting schedule for the Library Board of Trustees

Chief of Staff Jessica Zurita delivered a slide presentation on the proposed meeting

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CHAIR'S REPORT

Board Chair Paul Stahl reported on letter sent to Mayor Ron Nirenberg and the San Antonio City Council in support of the proposed Fiscal Year 2021 budget for the Library.

TRUSTEES REPORT

Trustee Juspreet Kaur expressed her appreciation for Library Staff assisting patron with Contact Free Pickup who did not have a smartphone. Ms. Kaur reported attending Friends of San Antonio Public Library Board Meeting.

Trustee Linda Nairn reported attending virtual San Antonio Public Library Foundation meeting and visiting all Branch locations in District 10.

Trustee Judy Cruz reported attending virtual San Antonio Public Library Foundation meeting and commended them for progress with fundraisers and grants as well as the Literacy Caravan and Born to Read programs. Ms. Cruz reported on utilizing Contact Free Pickup at Cody Branch Library and being pleased with the service.

Trustee Marcie Ince reported attending Friends of San Antonio Public Library Board Meeting. She also attended a Library public program on how to read food labels.

REPORT OF THE LIBRARY DIRECTOR

Library Director Ramiro S. Salazar reported meeting with Councilwoman Gonzales on September 23, 2020 regarding the Memorial Branch Library Bond Project and plans for a virtual community input meeting.

Mr. Salazar reported that McCreless Branch Library will serve as a voting site for November 2020 Election and that the renovation project will be postponed until after the November 2020 Election. Mr. Salazar also reported that in October, Library Staff will bring the new dates for the McCreless Branch renovation dates to the Board for action. Mr. Salazar acknowledged the Library Team for all their hard work.

Mr. Salazar reported that the City of San Antonio is moving to Phase 3 of the City's Return to Work plan. The Library's Phase 3 of reopening includes:

- Expanding Public Computer Appointments to all library locations
- Expand Contact Free Pick-up Hours at locations serving as Computer Appointments to standardize hours across the system
- Issuance of Enhanced Library Card (photo on library card) by appointment (date TBD) at the for LEARN at SAPL sites (Carver, Westfall, Bazan and Johnston Branch Libraries)

He also noted the Library is taking into consideration serving as voting sites while planning for the Phase 3. Additionally, Mr. Salazar stated playgrounds, walking trails and adult fitness stations located on library properties are now open. Related to this, the Parks and Recreation Department is working to remove the barriers erected earlier in the year. He reported the playground at the Landa Branch Library would remain closed due to damage found on the anchor posts which poses a safety issue.

Assistant Library Director Kathy Donellan provided update on adopted Fiscal Year 2021 Budget. She referenced the electronic message sent to the Library Board of Trustees regarding the adopted budget and stated the San Antonio City Council adopted the Fiscal Year 2021 City of San Antonio budget on September 17, 2020. The adopted budget is consistent with City Manager's proposed budget for the Library. She stated the Library's approved budget does not include any reductions related to library service cuts for FY 2021. Additionally, the City has instituted a hiring freeze, lowered employee medical premiums by 10% and has not laid-off any staff members. She noted the youth fine free policy will continue in Fiscal Year 20201 and there is an additional \$150,000 to the Library's base budget for contractual price increases in the operating budget. Ms. Donellan reported receiving gap funding for the McCreless and Forest Hills Branch Library Bond Projects. She also stated the

budget includes one-time additions to the Library's capital outlay and capital budgets for several projects.

Mr. Salazar reminded the Board of Trustees of Library Director's Evaluation planned for October 2020 Board meeting and that the Library Board may enter into Executive Session during Virtual Meetings. Chief of Staff Jessica Zurita will provide details about the process for future reference and is available to provide assistance.

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

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Nominating Committee

Committee Chair Jean Brady reported that the Nominating Committee met on September 10, 2020 and a New Business action item will be presented later in the meeting.

Public Relations Committee

Committee Chair Jean Brady reported that the Public Relations Committee met on September 16, 2020. Community and Public Relations Manager Caitlin Cowart delivered a presentation on:

- Promoting Voting and Libraries as voting sites
- Bond Program Communications
- Promotion of the Public Library Connect/SORA initiative
- Update on the Excellence in Library Leadership Awards (ELLA) Awards

SPECIAL REPORTS

San Antonio Public Library Foundation

Amy Hone, Executive Director for the San Antonio Public Library Foundation reported on the Virtual Board of Directors meeting and the no show gala "Catrina No Ball at All". Ms. Hone reported that 100 grants were submitted in 2020 which resulted in \$250,000 in cash gifts and \$128,000 in in-kind gifts. She provided an update on the endowments held by the Library Foundation. Library Director Ramiro Salazar commended Ms. Hone and the Library Foundation Team for their work to support the Library. Board Chair Paul Stahl thanked Ms. Hone and the Foundation.

Friends of the San Antonio Public Library

Beth Graham, President of the Friends of the San Antonio Public Library, reported on Friends Board meeting. Ms. Graham also reported on reduced fundraising, major cuts in revenue, and revised 2020 budget. Therefore, the Friends of the Library Board voted to revise the 2020 budget whereby reducing the gift allocation to the Library by \$12,100 to \$37,900. Ms. Graham reported on a \$5,000 grant challenge from anonymous donor that will kick off the membership drive which will continue thru December 31, 2020. Ms. Graham also reported that the Arts & Letter Award ceremony will be conducted this year using yard signs, filming video, and presenting a gift box to recipients.

STAFF REPORT

Report on the San Antonio Public Library locations serving as voting sites for the November 2020 Election

Public Services Administrator Jake Odland delivered a presentation on San Antonio Public Library locations serving as voting sites for the November 2020 Election including 3 weeks of early voting. Mr. Odland responded to comments and questions from Library Trustees.

Report from the Schaefer Branch Library

Public Services Administrator Jake Odland introduced Schaefer Library Branch Manager Jorge Chavez who delivered a slide presentation on Schaefer Branch Library. Mr. Chavez shared information about the branch, staff and library services during COVID-19 pandemic. Mr. Chavez responded to comments and questions from Library Trustees.

Library Director Ramiro Salazar shared with the Board that the wall plaque in the Teen Area at Schaefer Branch Library honoring Gloria Malone has been installed. Mr. Salazar

asked for feedback from the Board: virtual ceremony soon or in person ceremony in the future. Trustee Jean Brady expressed a desire to wait and hold an in-person ceremony in the future. She asked that Gloria Malone's family be informed that the plaque has been installed.

NEW BUSINESS

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Review and consider approval of the Fiscal Year 2021 meeting schedule for the Library Board of Trustees

Chief of Staff Jessica Zurita delivered a slide presentation on the proposed meeting

schedule for the Fiscal Year 2021 Board Meetings.

Trustee Linda Nairn made a motion to accept the Fiscal Year 2021 meeting schedule as proposed. Trustee Andrea Sanchez seconded the motion. A roll call vote was conducted. Trustee Marcie Ince was not present at this time. None opposed the motion. The motion passed.

Election of the San Antonio Public Library Board of Trustees Officers for Fiscal Year 2021 in accordance with the Library Board of Trustees By-laws

Nominating Committee Chair Jean Brady presented the slate of officers as recommendations by the Nominating Committee:

Chair, Paul Stahl
Vice Chair, Juspreet Kaur
Secretary, Judy Cruz
Treasurer, Linda Nairn

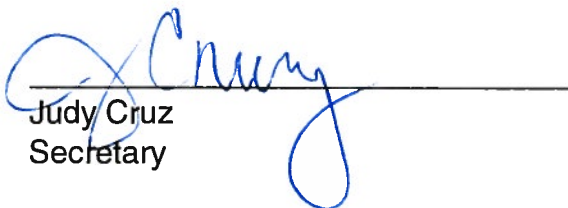
Board Chair, Paul Stahl asked if there were any nominations from the floor for each Officer position. There were none. A roll call vote was conducted for the slate of Officers as presented. Trustee Marcie Ince was not present at this time. The Board voted unanimously to accept the slate of Officers as presented.

OLD BUSINESS

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

Adjournment

Trustee Linda Nairn moved to adjourn the meeting. None opposed. Meeting adjourned at 7:06 p.m.


Judy Cruz
Secretary