

**SAN ANTONIO PUBLIC LIBRARY
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
October 28, 2020**

The San Antonio Public Library Board of Trustees met in regular session on Wednesday October 28, 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, JoAnn Harris, Marcie Ince, Juspreet Kaur, Josie Martinez, Lupe Ochoa, and Paul Stahl

TRUSTEES ABSENT

Lora Devlon Eckler, Linda Nairn, Andrea Sanchez (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 September 23, 2020 for consideration. Trustee Marcie Ince moved to approve the minutes. Trustee Jean Brady seconded the motion. A roll call vote was conducted. Trustees JoAnn Harris and Josie Uriegas Martinez were not present at this time. None opposed the motion. The motion passed.

CHAIR'S REPORT

Board Chair Paul Stahl reported that Ms. Sydney Knowles was nominated by District 6 Councilwoman Havarda to serve on the Library Board of Trustees. Ms. Knowles is expected to be appointed during the November 12, 2020 City Council Meeting. Mr. Stahl expressed his gratitude to Lora Eckler for her thirteen (13) years of service on the Library Board and looking forward to celebrating tenure on the Library Board when in-person meetings resume due to the COVID-19 emergency.

TRUSTEES REPORT

San Antonio Public Library Board of Trustees Meeting Minutes
Page 1 of 6

Trustee Jean Brady reported receiving on an email from League of Women Voters commending San Antonio Public Library Staff for serving as voting sites and providing information.

Trustee Juspreet Kaur expressed her excitement for a new Trustee being appointed to represent District 6. Ms. Kaur also recognized Lora Eckler for her contributions to the Board and noted she learned a lot from Trustee Eckler.

REPORT OF THE LIBRARY DIRECTOR

Library Director Ramiro S. Salazar reported that on November 4, 2020 the Library will roll out Phase 3 of the City of San Antonio's Back to Work services which includes:

- Public Computer Reservations at all locations (except Forest Hills and McCreless because of renovation projects)
- Standardized hours for Contact Free Pickup at all locations
- Enhanced Library Card available at Learn at SAPL sites (Westfall, Bazan, Carver and Johnston Branch Libraries)

Mr. Salazar also reported the Library is serving as a voting site for the General Election on November 3, 2020:

- 19 library locations as sites during Early Voting
- 21 library locations as sites for Election Day
- So far, over 222,000 votes cast at library locations (45% total votes)

Mr. Salazar reported on request from City's Office of Emergency Management to identify three or four libraries to serve as 'response centers' sites after any possible active threat event.

Mr. Salazar announced the passing of Irma Nicolas. The Cortez Branch Library is named in honor of Mrs. Nicolas' last father, Raul A. Cortez who was a Spanish language radio pioneer. Mrs. Nicolas' son, Guillermo, is a former Chair of the San Antonio Public Library Foundation.

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 September 2020. She reported fiscal year 2020 ended on September 30 and the "unaudited report" shows the Library ending the year with a 2% budget balance. Ms. Rauschuber reported savings due to civilian hiring freeze and slowdown in spending due to Library locations being closed during Phase 2. Ms. Rauschuber also reported the reduction of the gift from the Friends of San Antonio Public Library is reflected in the report.

COMMITTEE REPORTS

Executive Committee

Board Chair Paul Stahl reported that in his absence Trustee Juspreet Kaur lead the Executive Committee met on Tuesday, October 20, 2020. The Committee met to set the agenda for the October 2020 Board Meeting.

Budget Committee

Committee Chair Juspreet Kaur, reported that the Budget Committee did not meet this reporting period.

Facilities Committee

On behalf of Facilities Committee Chair Andrea Sanchez, Project Control Manager Rich Walker reported on the Facilities Committee meeting on October 21, 2020. Mr. Walker delivered a presentation on Capital Improvement Projects for Forest Hills Branch Library, Encino Branch Library Playground, and Schaefer Branch Library Trail Project. Mr. Walker also reported on current status of Library Bond Projects. Mr. Walker added that there will be several action items later in the agenda. The next Committee meeting is on November 12, 2020.

Naming Committee

Board Chair Paul Stahl reported that the Naming Committee met on October 13, 2020 and there is an action item later in the agenda.

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, reported on Friends of the Library Board meeting. Ms. Graham also reported receiving \$3,900 matching donation with still a month to go to reach \$5,000 grant challenge from anonymous donor. She is also working to set up the Friends of SAPL Facebook account to accept donations.

San Antonio Public Library Foundation

Amy Hone, Executive Director for the San Antonio Public Library Foundation reported on good news as a result of votes at the last Foundation Executive Committee Board Meeting:

- Five (5) Library projects were selected for additional funding in the amount of \$274,000
- The annual endowment gift is \$247,000 for 2021.

Ms. Hone also reported on the Board receiving emails regarding "Catrina No Ball At All"

being a week long social event including a week long auction.

STAFF REPORT

Report on Story Walk at Cortez Branch Library

Library Services Manager Cresencia Huff delivered a presentation on Story Walk ® installed at the Cortez Branch Library. Ms. Huff responded to comments and questions from Library Trustees.

NEW BUSINESS

Briefing and possible action regarding the installation of hardware to support Long Term Evolution (LTE) at Collins Garden and Bazan Branch Libraries as part of a City of San Antonio digital connectivity initiative

Assistant Director Kathy Donellan introduced Information Technology Services Department Assistant Director John Rodriguez. Mr. Rodriguez delivered a presentation regarding the installation of hardware to support Long Term Evolution (LTE) at Collins Garden and Bazan Branch Libraries as part of a City of San Antonio digital connectivity initiative to bridge the digital divide. Mr. Rodriguez responded to comments and questions from the Library Trustees.

Trustee Marcie Ince made a motion to approve the Long Term Evolution (LTE) at Collins Garden and Bazan Branch Libraries as presented. Trustee Lupe Ochoa seconded the motion. A roll call vote was conducted. None opposed the motion. The motion passed.

Consider revising closure dates of the McCreless Branch Library from November 4, 2020 to March 2, 2021 to accommodate the 2017 Bond renovation

Assistant Director Kathy Donellan delivered a presentation on the revised closure schedule for McCreless Branch Library from November 4, 2020 to March 2, 2021 to accommodate the 2017 Bond renovation. The branch closure was delayed to allow the Library to serve as a voting site for the November 2020 election. Ms. Donellan reported that upon Board approval, the Library will launch communication plan on October 29, 2020.

Trustee Jean Brady made a motion to approve the revised closure dates of the McCreless Branch Library from November 4, 2020 to March 2, 2021. Trustee JoAnn Harris seconded the motion. A roll call vote was conducted. None opposed the motion. The motion passed.

Review and approval of Design Plan for Memorial Branch Library Bond Renovation Project, a 2017-2022 Bond Project

Assistant Director Kathy Donellan delivered a presentation on the Design Plan for

Memorial Branch Library Bond Renovation Project.

Trustee Lupe Ochoa made a motion to approve the Design Plan for Memorial Branch Library Bond Renovation Project. Trustee Juspreet Kaur seconded the motion. A roll call vote was conducted. None opposed the motion. The motion passed.

EXECUTIVE SESSION

The Board of Trustees of the San Antonio Public Library entered into Executive Session pursuant to Government Code Section 551.074, Personnel Matters on the 28th day of October 2020 at 6:04 P.M. to discuss the following:

Personnel Matters (Library Director's Performance Evaluation) pursuant to Local Government Code 551.074

The Board of Trustees of the San Antonio Public Library completed its Executive Session at 6:32 P.M. No action was taken.

Consider closure dates for San Pedro Branch Library Bond project to close December 1, 2020 and reopen March 23, 2021

Assistant Director Kathy Donellan delivered a presentation on closure dates for San Pedro Branch Library Bond project to close December 1, 2020 and reopen March 23, 2021. Ms. Donnellan responded to questions from the Library Trustees.

Trustee Jean Brady made a motion to approve the closure dates for San Pedro Branch Library Bond project to close December 1, 2020 and reopen March 23, 2021. Trustee Lupe Ochoa seconded the motion. A roll call vote was conducted. None opposed the motion. The motion passed.

Consider action to amend the Library Board of Trustees' approved naming opportunities

Assistant Director Dale McNeill delivered a presentation amending the Library Board of Trustees' approved naming opportunities:

- Cody Branch Library- Meeting Room
- Encino Branch Library-rescind naming opportunity for Children's Playground
- Igo Branch Library-Meeting Room
- McCreless Branch Library- Meeting Room (amend)
- Memorial Branch Library- Adult Learning Area
- Memorial Branch Library Meeting Room (amend)
- Thousand Oaks Branch Library- Meeting Room
- Tobin Branch Library- Meeting Room
- Westfall Branch Library- Meeting Room
- Forest Hills Branch Library-rescind naming opportunity for branch

Trustee Juspreet Kaur made a motion to accept the naming opportunities as proposed. Trustee Judy Cruz seconded the motion. A roll call vote was conducted. None opposed the motion. The motion passed.

Review and consider Library Board Committee Appointments and Liaison assignments for Fiscal Year 2021

Board Chair Paul Stahl asked the Board of any change requests to the current Library Board Committee Appointments and Liaison assignments. With no changes presented at this time, Mr. Stahl expressed being pleased with the current assignments.

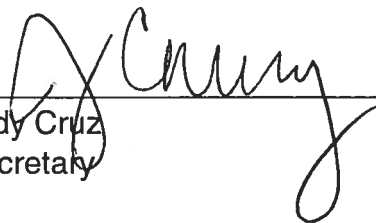
Trustee Marcie Ince made a motion to continue with the existing slate of Library Board Committee Appointments and Liaison assignments for Fiscal Year 2021. Trustee Judy Cruz seconded the motion. A roll call vote was conducted. None opposed the motion. The motion passed.

OLD BUSINESS

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

Adjournment

Trustee Marcie Ince moved to adjourn the meeting. Board Chair Paul Stahl seconded the motion. None opposed. Meeting adjourned at 6:47 p.m.



Judy Cruz
Secretary