

**SAN ANTONIO PUBLIC LIBRARY
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
January 27, 2021**

The San Antonio Public Library Board of Trustees met in regular session on Wednesday January 27, 2021 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, Josie Martinez, Linda Nairn Lupe Ochoa, Andrea Sanchez, and Paul Stahl

TRUSTEES ABSENT

None

EX OFFICIO LIAISONS PRESENT

John Costello, 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 Salazar reported on the 2021 The Holocaust Learn and Remember: Isolation to include several media mentions/stories, garnering a lot of interest in the virtual programs, and garnered International attendees. He invited Trustees to the closing event this evening, January 27, 2021.

Mr. Salazar expressed being very proud of how the program has grown and recognized Morgan Yoshimura, Coordinator of Adult Services as lead of this program.

APPROVAL OF MINUTES

Board Chair Paul Stahl brought forth the meeting minutes for December 2, 2020 for consideration. Trustee Andrea Sanchez moved to approve the minutes. Trustee Marcie Ince seconded the motion. A roll call vote was conducted. Trustee Josie Uriegas Martinez and Lupe Ochoa were not present at this time. None opposed the motion. The motion passed.

CHAIR'S REPORT

Board Chair Paul Stahl acknowledged the resignation of Sydney Knowles, Trustee

representing District 6. She has been appointed to the City of San Antonio's Ethics Commission. Mr. Stahl reported that the Board of Trustee position for District 6 is still vacant.

Mr. Stahl reminded Trustees of the 2020 Financial Disclosure Reports due on March 31, 2021 and that the login information was emailed to each Trustee. Jessica Zurita, Chief of Staff, can provide assistance if needed.

TRUSTEES REPORT

Trustee Andrea Sanchez expressed how much work goes into programs like the 2021 The Holocaust Learn and Remember. Ms. Sanchez also expressed loving everything the Library is doing to provide access to the Library during COVID-19.

Trustee JoAnn Harris reported on seeing Library staff from Cody and Brook Hollow Branch libraries serving the public at the Alamodome for COVID-19 vaccines. Ms. Harris expressed being very impressed and happy to see Library Staff there.

Trustee Judy Cruz expressed how much work goes into programs like the 2021 The Holocaust Learn and Remember and how the topic of *Isolation* was a good topic for the current times. Ms. Cruz reported attending the San Antonio Public Library Foundation Virtual Meeting on January 20, 2021 and on the new board members passion for the Library.

REPORT OF THE LIBRARY DIRECTOR

Library Director Ramiro S. Salazar reported on the following:

Library Administration continues to monitor environment and responding as needed to the COVID-19 emergency. In the area of Organizational Health, Mr. Salazar reported on the concerted efforts to connect with staff. He noted four areas of focus:

- Mental Wellness (Meditation and Stress Relief hour)
- Social Wellness (Coffee and Catch-up)
- Physical Wellness (Nutrition in a nutshell)
- Professional Development (Mentorship program)

Mr. Salazar expressed being very proud of Library staff for developing public programs during COVID-19. Mr. Salazar responded to comments and questions from the Library Trustees.

BUDGET REPORT

Gabriella Rauschuber, Department Fiscal Administrator, delivered the Library's budget report covering the month of December 2020. She reported 25% of the fiscal year has lapsed and the Library is at 27% spent, 25% without encumbrances. Ms. Rauschuber reported being slightly ahead in some categories but expects the gap to close in months to come.

COMMITTEE REPORTS



Executive Committee

Board Chair Paul Stahl reported that the Executive Committee met on Tuesday, January 19, 2021 to set the agenda for January 2021 Board Meeting, discuss the meeting schedule, receive an update on the 2022 Bond Process and review the draft Board Workplan 2021.

Budget Committee

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

Facilities Committee

Committee Chair Andrea Sanchez reported that the Facilities Committee met on January 13, 2021. Rich Walker, Project Control Manager, delivered report on updates for:

- Forest Hill Branch Library 2017 Bond Project
- McCreless Branch Library Bond Project
- Schaefer Branch Library Trail Project

Naming Committee

Committee Chair Linda Nairn reported that the Naming Committee met on January 19, 2021 to discuss Naming opportunities for Texana at Central Library and Las Palmas Branch Library which are both action items in the New Business portion of the agenda.

Public Relations Committee

Committee Chair Jean Brady reported that the Public Relations Committee met on January 20, 2021. Caitlin Cowart, Community and Public Relations Manager, delivered a report on:

- Fiesta Medal Design 2021, anticipating a Fiesta in 2021
- Upcoming promotions and communications
- 2021 Branch Anniversaries
- San Antonio Book Festival update

Ms. Cowart responded to comments and questions from the Library Trustees.

Ad Hoc 2022 Bond Committee

Assistant Director Kathy Donellan reported the Ad Hoc 2022 Bond Committee has met several times and at the last meeting, key items were finalized to direct Staff Team to present recommended project package at the next committee meeting on February 4, 2021 which will include a service-gap map and a listing of guiding principles.

SPECIAL REPORTS**Friends of the San Antonio Public Library**

Library Director Ramiro Salazar introduced new president of Friends of the San Antonio



Public Library, John Costello, who was elected on January 24, 2021. Mr. Salazar acknowledged Beth Graham, past president of Friends of the San Antonio Public Library, for her leadership and hard work.

John Costello, President of Friends of the San Antonio Public Library, expressed being excited to join the Library. Mr. Costello reported on the Annual Friends of the San Antonio Public Library meeting held on January 24, 2021 with new officers elected. He also reported on the initiative of online book sale, adopted budget of \$30,000 to San Antonio Public Library, and on the Book Cellar reopening in September 2021. Mr. Costello responded to comments and questions from the Library Trustees.

San Antonio Public Library Foundation

Amy Hone, Executive Director for the San Antonio Public Library Foundation reported on highlights from 2020 to include:

- Donating old Literary Caravan to Library
- Partnership with Library and *Snack Pak 4 Kids*
- Annual gift to the Library of \$247,000 with additional funding for Library projects of \$274,000
- (2) internal programs - *Born to Read* program gave away 11,000 books to infants born in Bexar County and *Literacy Caravan* produced virtual programs for Storytime until school is back in session.

Ms. Hone also reported that everything with San Antonio Public Library Foundation will be virtual until the end of June 2021. The annual Literacy Luncheon is cancelled for 2021 and expected to resume on June 12, 2022. Finally, the Catrina Ball scheduled for October 30, 2021. Ms. Hone responded to comments and questions from the Library Trustees.

STAFF REPORT

Update on the San Antonio Public Library's public programs during the COVID-19 emergency

Assistant Director Dale McNeill introduced Cresencia Huff, Coordinator of Children's Services and Jennifer Velasquez, Coordinator of Teen Services, who delivered a presentation on the San Antonio Public Library's public programs for all ages during the COVID-19 emergency. Ms. Huff and Ms. Velasquez responded to comments and questions from the Library Trustees.

NEW BUSINESS

Consider the naming of the following spaces in Las Palmas Branch Library in recognition of a donor in accordance with the San Antonio Public Library Board's approved naming opportunities and Board policy and take appropriate action

- Peggy Norriss Lee Memorial Children's Area
- Peggy Norriss Lee Memorial Teen Area
- Peggy Norriss Lee Memorial Meeting Room



Assistant Director Dale McNeill delivered a presentation on naming the above spaces in Las Palmas Branch Library in recognition of a donor in accordance with the San Antonio Public Library Board's approved naming opportunities and Board policy. He delivered a presentation on Ms. Norriss Lee's biography. Mr. McNeill responded to comments and questions from the Library Trustees. It was reaffirmed this proposed action is to name spaces within the Las Palmas Branch Library only.

Trustee Jean Brady made a motion to approve naming the above spaces in the Las Palmas Branch Library in recognition of a \$100,000 donation in accordance with the Library Board's approved naming policy. Trustee Linda Nairn seconded the motion. A roll call vote was conducted. None opposed the motion. The motion passed.

Consider the naming of the following space in Central Library (Texana) in recognition of a donor in accordance with the San Antonio Public Library Board's approved naming opportunities and Board policy and take appropriate action:

- Amy Shelton and Vachel H. McNutt Family History Area

Assistant Director Dale McNeill delivered a presentation on the naming the above space in Central Library (Texana) in recognition of a donor in accordance with the San Antonio Public Library Board's approved naming opportunities and Board policy. The presentation included a brief biography.

Trustee Jean Brady made a motion to approve naming the Family History Area in the Central Library's Texana Collection "Amy Shelton and Vachel H. McNutt Family History Area" in recognition of a \$60,000 donation in accordance with the Library Board's approved naming policy. Trustee Juspreet Kaur seconded the motion. A roll call vote was conducted. None opposed the motion. The motion passed.

Review proposed Design Plans for the First and Third floors of the Central Library as part of the 2017-2022 Bond Program and take appropriate action

Library Director Ramiro Salazar reported that Library Staff is pulling the escalator item from this action item and will present it at the February 2021 meeting.

Assistant Director Kathy Donellan delivered a presentation on the proposed Design Plans for the First and Third floors of the Central Library as part of the 2017-2022 Bond Program. Ms. Donellan responded to comments and questions from the Library Trustees.

Trustee Lupe Ochoa made a motion to approve the design plan as presented for Central Library First and Third floors, with the exception of the escalator scope which will be presented in February 2021, a 2017 Bond Project Renovation. Trustee JoAnn

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Harris seconded the motion. A roll call vote was conducted. None opposed the motion. The motion passed.

Consider closure dates of March 2, 2021 through late October 2021 for the Memorial Branch Library in association with the 2017 Bond building improvements and expansion project and take appropriate action

Assistant Director Kathy Donellan delivered a presentation on the proposed closure dates of March 2, 2021 through late October 2021 for the Memorial Branch Library in association with the 2017 Bond building improvements and expansion project. Ms. Donellan responded to comments and questions from the Library Trustees.

Assistant Director Dale McNeill reported on the plans for interim services during the closure and noted voting will not take place at the branch library during the proposed closure dates.

Trustee Andrea Sanchez made a motion to approve closure timeline as presented for the Memorial Branch Library from March 2, 2021 to late October, 2021 to accommodate to 2017 Bond project. Trustee Jean Brady seconded the motion. A roll call vote was conducted. None opposed the motion. The motion passed.

Review and consider adoption of 2021 Work Plan for the San Antonio Public Library Board of Trustees

Board Chair Paul Stahl presented to the Board the draft of 2021 Work Plan for the San Antonio Public Library Board of Trustees.

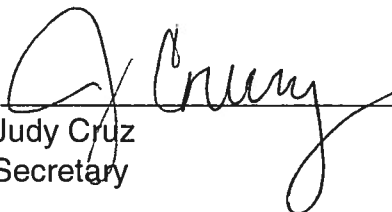
Trustee Linda Nairn made a motion to approve adoption of 2021 Work Plan for the San Antonio Public Library Board of Trustees. Trustee Juspreet Kaur seconded the motion. A roll call vote was conducted. None opposed the motion. The motion passed.

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 6:43 p.m.


Judy Cruz
Secretary