

SAN ANTONIO PUBLIC LIBRARY
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
June 23, 2021

The San Antonio Public Library Board of Trustees met in regular session on Wednesday June 23, 2021 at 4:30 p.m. in a videoconference, San Antonio, TX. The meeting was called to order at 4:32 p.m. by Paul Stahl, Chair.

TRUSTEES PRESENT

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

TRUSTEES ABSENT

none

EX OFFICIO LIAISONS PRESENT

Amy Hone, Executive Director, San Antonio Public Library Foundation
John Costello, President, Friends of the San Antonio Public Library

SILENT MEDITATION

Board Chair Paul Stahl asked the Trustees to observe a moment of silence to bring their attention to the work before them this evening.

PUBLIC COMMENT

No requests for public comment.

ANNOUNCEMENTS

Library Director Ramiro Salazar announced all library locations will be closed on July 4 and 5, 2021 in observance of Independence Day.

APPROVAL OF MINUTES

Board Chair Paul Stahl brought forth the meeting minutes for May 26, 2021 for consideration.

Trustee Linda Nairn moved to approve the minutes. Trustee Juspreet Kaur seconded the motion. A roll call vote was conducted. Trustee Lupe Ochoa was not present at this time. None opposed the motion. The motion passed.

CHAIR'S REPORT

Board Chair Paul Stahl reported on letter being sent to City Manager regarding the Library Board's Budget Priorities for Fiscal Year 2022 with copies of letter in Board packet. Mr. Stahl also reported on including handwritten note for 'welcome baskets' for 2022 City Council and on meeting with Library Director on June 10, 2021.

TRUSTEES REPORT

Board Vice Chair and Trustee Juspreet Kaur reported visiting Igo Branch Library after the

reopening and shared having a good experience during the visit with her family.

Board Treasurer and Trustee Linda Nairn reported delivering 2021 Fiesta medals to District 10 Councilmember Clayton Perry and his staff.

Assistant City Manager David W. McCary thanked the Board of Trustees for the library branded welcome baskets delivered to City Council and City Manager's Office. He appreciated the personal note from the Board Chair.

REPORT OF THE LIBRARY DIRECTOR

Library Director Ramiro S. Salazar reported that will attend City Council's Goal Setting Session June 25, 2021.

Mr. Salazar also reported that he has been elected as a member of the International Federation of Library Associations and Institutions (IFLA) Public Library Section. His Term of Office is August 2021 to August 2025.

Mr. Salazar noted that he has been invited to moderate panel regarding Public Libraries and the pandemic for the Local Government Hispanic Network in Aurora Colorado in September 2021.

Board Chair Paul Stahl and Trustee JoAnn Harris congratulated Mr. Salazar on the great honor of being elected member of International Federation of Library Associations and Institutions Public Library Section.

BUDGET REPORT

Gabriella Rauschuber, Department Fiscal Administrator, delivered the Library's monthly budget report covering through May 2021. Ms. Rauschuber reported the Library's spending is slightly behind with 67% of the year lapsed and 65% spent, 62% without encumbrances. She reported the City Council will consider a budget adjustment in the amount of \$275,000 from the Library's General Fund to include savings from utilities and a personnel line item due to the City's hiring freeze. Ms. Rauschuber reported that the Library's revised budget, after the budget adjustment, is \$41.9 million.

COMMITTEE REPORTS

Executive Committee

Board Chair Paul Stahl reported that the Executive Committee met on Tuesday, June 15, 2021 to review and set the agenda for June 2021 Board Meeting.

Budget Committee

Committee Chair Juspreet Kaur encouraged Board of Trustees to sign up for SA SpeakUp and provided information on how to sign up.

Assistant Director Kathy Donellan reported that the Budget Committee met on June 8,
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2021 and reported on the proposed Board letter to City Manager Erik Walsh and on SA SpeakUp. Ms. Donellan also noted that when the City Manager's proposed budget is presented on August 12, 2021 and the Board will be notified of what's included for the Library by City Council District.

Facilities Committee

Committee Chair Andrea Sanchez reported that the Facilities Committee did not meet this reporting period.

Naming Committee

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

Public Relations Committee

Assistant to the Director Heidi Kluber reported that the Public Relations Committee met on June 16, 2021 and delivered a report on:

- Opening of the Schaefer Branch Library Trail
- Event to dedicate the Teen Area at Schaefer Branch Library in honor of former Library Trustee Gloria Malone
- Various Promotions and Communication tactics
- Summer Reading Program

Committee Chair Jean Brady commended Assistant Heidi Kluber and Marketing Staff for all their hard work while being short staffed. Ms. Kluber responded to comments and questions from the Library Trustees

Ad Hoc 2022 Bond Committee

Ms. Brady reported that the Ad Hoc 2022 Bond Committee met on June 15, 2021 and that Assistant Director Kathy Donellan will give report and present action item in New Business. Ms. Brady also encouraged the Board to submit suggestions for volunteers for City's Bond Committees to their City Councilmembers. Ms. Brady noted that she will be sharing helpful tips for future reference regarding the City's Bond process.

SPECIAL REPORTS

San Antonio Public Library Foundation

Amy Hone, Executive Director for the San Antonio Public Library Foundation reported on:

- Literacy Caravan manager resigned Foundation currently recruiting to fill position
- Catrina Ball fundraiser is scheduled for October 23, 2021 with Library Director Ramiro Salazar serving as the Catrin
- Receipt of a \$1million gift from the estate of Judy Renick to be used for the San Antonio Public Library's low vision services

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

Friends of the San Antonio Public Library

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John Costello, President of the Friends of the San Antonio Public Library reported on:

- Plans for an in-person Board Meeting in July 2021 at the Mission Branch Library
- Recruiting to hire a new Manager for BookCellar in the next month
- Online book sales picking up
- Advocating for San Antonio Public Library for 2022 budget process
- Thanked Library for serving as a voting site for Early Voting and Election Day

STAFF REPORTS

Update regarding the next phase to restore Library services system-wide

Library Director Ramiro Salazar delivered a presentation on the next phase to restore Library services system-wide. Mr. Salazar provided a detailed summary of the re-opening enhancements from June 14 to October 1, 2021 along with the target dates.

Vice Chair and Trustee Juspreet Kaur expressed satisfaction with the transition and inquired about the measurement tools used for feedback. Mr. Salazar reported the online surveys would be utilized along with other feedback mechanisms. Trustee Andrea Sanchez inquired the process for patrons to complete online survey and suggested using QR codes. Ms. Donellan responded that the QR codes would be a good idea. Vice Chair and Trustee Juspreet Kaur also agrees with the suggestion of QR codes and shared her experience opting-in to serve on an airline customer survey group as a potential model for the Library. Treasurer and Trustee Linda Nairn referenced emails sent by the Library when material requested are available for check-out providing a link to take a Library survey. Ms. Donellan confirmed that these emails provide a link to take a survey.

Treasurer and Trustee Linda Nairn inquired about proposal to continue the Fine Free Program. Mr. Salazar responded that the Library was approved for the *pilot* of the Fine Free Program for children's materials and an expansion of the program and to institute the program is included as a request for the Fiscal Year 2022 budget. Assistant City Manager David McCary responded that he supports the Library's recommendation of expanding the program and making it permanent. Trustee Marcie Ince agreed with the program being made permanent because digital checkouts do not incur fines.

NEW BUSINESS

Consider recommendation from Library Board's Ad Hoc Bond Committee regarding projects for submission to the City Manager for the City of San Antonio's 2022 Bond development process and take appropriate action

Assistant Director Kathy Donellan delivered a presentation from Library Board's Ad Hoc Bond Committee regarding projects for submission to the City Manager for the City of San Antonio's 2022 Bond development process.

Trustee Josie Martinez inquired if Brooks City Base is privately owned. Trustee Jean Brady commented that this submission is the most the Board has ever submitted and its

important for capital needs of San Antonio Public Library to be known. Ms. Brady suggested that although Trustees represent their District, Trustees should be 'Team San Antonio Public Library'. Board Secretary and Trustee Judy Cruz thanked the Ad Hoc Bond Committee for the time put into this presentation and inquired about Alternate Service Outlets presented. Ms. Cruz also asked if the Board could receive the Library's Service Gap Map via email. Trustee Lupe Ochoa expressed appreciation to the Ad Hoc Bond Committee for the hard work and inquired about the use of the three-mile radius as a measure. Trustee Andre Sanchez asked if the three- mile radius map can be shared with City Council. Library Director Salazar responded the Library will identify opportunities to share the map as part of the City's Bond process.

Assistant City Manager David McCary suggested that the Board introduce themselves to the new City Council Members. Board Chair Paul Stahl thanked the Ad Hoc Bond Committee.

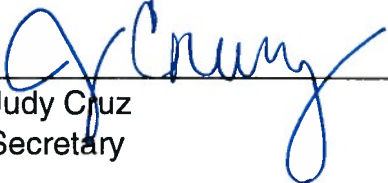
Mr. Salazar and Ms. Donellan responded to comments and questions from the Library Trustees.

Trustee Andrea Sanchez made a motion to approve the recommendation from Library Board's Ad Hoc Bond Committee regarding projects for submission to the City Manager for the City of San Antonio's 2022 Bond development process. Trustee Jean Brady seconded the motion. A roll call vote was conducted. None opposed the motion. The motion passed.

OLD BUSINESS

Adjournment

Meeting adjourned at 6:21 p.m.



Judy Cruz
Secretary