

**SAN ANTONIO PUBLIC LIBRARY
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
May 26, 2021**

The San Antonio Public Library Board of Trustees met in regular session on Wednesday May 26, 2021 at 4:30 p.m. in a videoconference, San Antonio, TX. The meeting was called to order at 4:39 p.m. without a quorum present by Juspreet Kaur, Presiding Officer to discuss information items. At 4:45 p.m., a quorum was established.

TRUSTEES PRESENT

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

TRUSTEES ABSENT

Paul Stahl (excused) and Andrea Sanchez (excused)

EX OFFICIO LIAISONS PRESENT

Nancy Gandara, Vice President, Friends of the San Antonio Public Library
Jessica Rivera, Director of Development, San Antonio Public Library Foundation

SILENT MEDITATION

Presiding Officer Juspreet Kaur 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 would close in observance of Memorial Day on May 31, 2021 and on June 18, 2021 in observance of Juneteenth. Mr. Salazar provided a brief background regarding Juneteenth.

CHAIR'S REPORT

Presiding Officer Juspreet Kaur reported Board Chair Paul Stahl is out of the City due to a work commitment. She noted Mr. Stahl presided over the Executive Committee Meeting and met with Library Director Ramiro Salazar this reporting period. She noted Board Chair Stahl is interested in scheduling a meeting with Assistant City Manager David McCary and more information forthcoming.

Ms. Kaur reported meeting with Board Chair Paul Stahl and Director Ramiro Salazar during this reporting period.

TRUSTEES REPORT

Trustee JoAnn Harris reported voting at the Schaefer Branch Library and visiting the new walking trail at the branch. She expressed concern about individuals walking their dogs unleashed and inquired about the availability of mutt-mit stations. Library Director Ramiro



S. Salazar responded to the concerns and noted Library Staff will follow-up appropriately. He also noted Library Administration is planning for the dedication of the Gloria Malone Teen Area in the future as the COVID-19 environment permits.

Board Secretary and Trustee Judy Cruz reported voting at the Cody Branch Library and expressed a concern about masks in library locations and acknowledged anticipating a report regarding Library operations and masks in the Director's Report.

Trustee Lupe Ochoa reported voting at the Las Palmas Branch Library.

APPROVAL OF MINUTES

With a quorum present, Presiding Officer Juspreet Kaur brought forth the meeting minutes for April 28, 2021 for consideration.

Trustee JoAnn Harris moved to approve the minutes. Trustee Linda Nairn seconded the motion. A roll call vote was conducted. Trustee Marcie Ince and Trustee Josie Martinez were not present at this time. None opposed the motion. The motion passed.

REPORT OF THE LIBRARY DIRECTOR

Library Director Ramiro S. Salazar provided the Library Board with a report on the City of San Antonio's Return to Work initiative. He reported on May 18, occupancy at City-operated library locations returned to 100% with the exception of locations that are under construction or are being used for COVID response where services may vary. This change was due to the Center of Disease Control's (CDC) announcement on May 13, 2021 regarding the need for face coverings. On May 14, 2021, based on direction from City Leadership, the Library no longer required masks or social distancing at City operated library locations for persons who are fully vaccinated. Mr. Salazar noted City Manager Erik Walsh met with City Department Directors on May 14, 2021 to discuss the changes. He commended Assistant Library Directors Kathy Donellan and Dale McNeill for their leadership.

Mr. Salazar reported the following services would be available effective Tuesday May 18, 2021:

- Full computer access, no appointment needed. No occupancy limits.
- Eliminate occupancy limits, return to 100% occupancy
- Eliminate screening to enter building
- Elimination of "brisk browsing"; customers may return to regular browsing with no time constraints on visits

Additionally, Mr. Salazar reported the following activities are expected to continue:

- Continue library card issuance
- Continue customer accommodations for due dates and fines/fees
- Continue "browsing by phone" for customers without access to the digital library
- Continue wifi access in library parking lots
- Continue virtual programming

- Continue Learn Center Services by appointment
- Begin planning for outdoor events
- Continue contact-free pickup of materials
- Continue no mask requirement for children under 10 years of age

Mr. Salazar noted the Library is in the hiring process in order to open six (6) days a week. The Library is currently opened five (5) days a week. He reported the Library could not open six days a week with the Library's current vacancies and the Library was provided an exception to the June 14, 2021 target date set by City Management to increase services.

Mr. Salazar reported Library does not recommending resuming on June 14 the following activities:

- Resume use of AWE computers (until children can be vaccinated or otherwise indicated)
- Resume in-person programming for children (until children can be vaccinated)
- Replace manipulatives (toys) for children in public areas

Mr. Salazar reported the American Library Association will hold their Midwinter Meeting in San Antonio in January 21 – 25, 2022. He indicated this is an opportunity to showcase the San Antonio Public Library and San Antonio. Mr. Salazar reported Assistant Director Dale McNeill will lead the Library's efforts as it relates to local conference arrangements.

Mr. Salazar reported an effort to create a local chapter of the Local Government Hispanic Network (LGHN) in San Antonio. As a Board Member in LGHN, Mr. Salazar supports this effort as well as City Manager Erik Walsh and Assistant City Manager David McCary. He noted LGHN is an affiliate of International City/County Management Association (ICMA) and the purpose of the Local Government Hispanic Network is to encourage professional excellence among Hispanic/Latino local government administrators.

Mr. Salazar reported he will be out of the office from June 1 – 7 2021.

Trustee Jean Brady commended Library Director Ramiro Salazar for bringing the American Library Association Conference to San Antonio and acknowledged it was a heavy lift. Mr. Salazar acknowledged the challenge to bring a national conference to San Antonio. Trustee Brady inquired about the vacancy level at the Library. Mr. Salazar reported the Library had some employees retire, others resign their position for varied reasons and the Library was previously operating in a hiring freeze which resulted in a high vacancy level.

Trustee Judy Cruz asked to clarify the mask requirement. Library Assistant Director Dale McNeill provided an overview of the City's mask requirement.

BUDGET REPORT

Gabriella Rauschuber, Department Fiscal Administrator, delivered the Library's monthly budget report covering through April 2021. Ms. Rauschuber reported the Library's spending is on track and within budget with 58% of the year elapsed. She reported the Library has spent the Fiscal Year 2020 gift from the Library Foundation and shared appreciation for the ability to carry over a balance from 2020 due to the COVID-19 pandemic. 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 utility savings and personnel line item due to the hiring freeze.

COMMITTEE REPORTS

Executive Committee

Presiding Officer Juspreet Kaur reported that the Executive Committee met on Tuesday, May 18, 2021 to review and set the agenda for May 2021 Board Meeting.

Budget Committee

Assistant Director Kathy Donellan reported that the Budget Committee met in a joint meeting with the Public Relations Committee on May 3, 2021 and a report will be provided in the New Business budget item.

Facilities Committee

Rich Walker, Project Control Manager reported that the Facilities Committee met virtually on May 12, 2021 and delivered a report with the following updates:

- McCreless Branch Library Bond Project
- Memorial Branch Library Bond Project
- Las Palmas Branch Library Bond Project
- Texana Bond Project
- Central Library Bond Project
- San Pedro Branch Library renovations

Mr. Walker responded to comments and questions from the Library Trustees. Trustee Linda Nairn inquired about the weather damage to Library buildings from the winter storm. Assistant Director Kathy Donellan reported the Central Library's damage amounted to \$800,000 and the building has been remediated. Funds to address the damage have not been identified yet. She reported the Forest Hills Branch Library incurred approximately \$1.5 million dollars in damage and funds have not been identified to address the damage. Library Director Ramiro S. Salazar reported the Facilities Committee will receive an update during the next Committee Meeting.

Naming Committee

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



Public Relations Committee

Committee Chair Jean Brady reported that the Public Relations Committee met in a joint meeting with the Budget Committee on May 3, 2021 and a report will be provided in the New Business budget item.

Ad Hoc 2022 Bond Committee

Committee Chair reported there is active engagement to recruit Library supports to join City of San Antonio Bond Committees. Assistant Director Kathy Donellan reported an action item is expected for the June 2021 Board Meeting for the Board of Trustees to take final action on recommends for the 2022 Bond Program and a letter to the City Manager.

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

SPECIAL REPORTS

San Antonio Public Library Foundation

Library Director Ramiro S. Salazar reported Amy Hone, Executive Director for the San Antonio Public Library Foundation is not available and introduced Jessica Rivera, Director of Development for the San Antonio Public Library Foundation. Ms. Rivera reported on the 2021 Catrina Ball and announced Library Director Salazar has accepted an invitation to serve as Catrin for the event. She noted in addition to the Library Foundation, Texana would benefit from proceeds from the fundraising event.

Friends of the San Antonio Public Library

Library Director Ramiro S. Salazar introduced Nancy Gandara, Vice President of the Friends of the San Antonio Public Library. Ms. Gandara noted Board Chair John Costello was not available. She reported on the online sales of used books, plans to hire a new manager and plans for an in-person meeting in July 2021. Ms. Gandara encouraged Trustees to renew their Friends of the Library membership.

2021 San Antonio Book Festival

Lilly Gonzalez, Executive Director, San Antonio Book Festival reported on success of the 2021 all virtual San Antonio Book Festival. Ms. Gonzalez reported on performance metrics for the festival. She noted the Book Festival is excited to return to an in-person event in 2022.

Library Director Ramiro S. Salazar commended Ms. Gonzalez for producing a successful event and acknowledged the Book Festival as a key partner.

Presiding Officer Kaur expressed pleasure with the performance statistics presented. She reported attending the event and enjoyed her experience.

Trustee JoAnn Harris reported attending the Festival and expressed congratulations.

STAFF REPORTS



Mid-year report on the Library's performance metrics for Fiscal Year 2021

Assistant Director Kathy Donellan introduced Randall Polasek, Performance and Innovation Manager. Mr. Polasek delivered a presentation regarding the Library's first six months of performance measures. Mr. Polasek reported the Library is on track with meeting the goals developed for the Library. Performance metrics include circulation, visits, programs and use of technology.

Report on the 2021 Summer Reading Program

Assistant Director Dale McNeill introduced Cresencia Huff, Coordinator of Children's Services. Ms. Huff reported on the Library's plans for the 2021 Summer Reading Program. She provided an overview of the children, teen and adult components of the Summer Reading Program.

Trustee Josie Martinez expressed appreciation for providing flyers to schools. Trustee Judy Cruz said the aspect to of the programs where participants could establish their own goals is excellent. Presiding Officer Kaur complemented the artwork supporting the Summer Reading Program.

NEW BUSINESS

Update regarding the development of the Library's Fiscal Year 2022 Budget

Kathy Donellan, Assistant Director provided an overview of the current environment for the Library Department. She provided a summary of the FY2022 Budget submittals to include: Improvements, Technology Projects, Deferred Maintenance Projects, Capital Projects and Mandatory Efficiency Exercise. She closed by sharing next steps in the development of the Fiscal Year 2022.

Consider Electric Vehicle Charging Station Pilot Program through the City of San Antonio's Office of Sustainability and take appropriate action

Kathy Donellan, Assistant Director introduced Doug Melnick, Chief Sustainability Officer, Office of Sustainability. She noted the Facilities Committee has endorsed the recommendation to partner with the Office of Sustainability for an electronic vehicle charging station pilot program at five library locations: Carver, Encino, Igo, Mission and Parman Branch Libraries. Mr. Melnick provided an overview of the electronic vehicle charging station pilot program. He stated CPS Energy is divesting in the current electronic vehicle charging station program. Mr. Melnick reported the proposed pilot program introduces a new company, Blink. He introduced Julia Murphy, Deputy Director, Office of Sustainability. Ms. Murphy reported on the proposed plans for the pilot program for the Library. She shared information about the proposed locations, the co-branded charging stations and the project timeline.



Trustee Marcie Ince expressed satisfaction with the proposed pilot project. Trustee Judy Cruz expressed concern about maintaining sufficient parking at library locations with two parking spaces reserved for the pilot program and maintenance for the equipment. Ms. Murphy reported the new company, Blink, will maintain the equipment and contract is setup as 100% cost neutral and revenue sharing. She stated the signage to reserve parking spaces is suggestive and there is no ordinance to provide enforcement. Mr. Melnick reported sites were selected did not have a current parking pressure point; thus, parking was ample. Presiding Officer Kaur specifically inquired about the Mission and the Carver Libraries. Trustees Martinez and Harris responded there is sufficient parking.

Trustee Martinez inquired about the market rate for charging. Mr. Melnick reposed this information is not available due to new service. He stated it was hoped that visitors to the Library would see the charging station as an amenity. Presiding Officer Kaur inquired as to the statistics of electronic charging vehicles in the community and the projection of electronic vehicles in the future. Mr. Melnick noted the network of charging stations is built-out based on statistics related to electronic vehicles. Ms. Kaur inquired if the charging stations might impact the power grid. Mr. Melnick responded CPS Energy is planning for electronic vehicles and noted most charging takes place overnight, a low-usage time for power grid.

Trustee Nairn inquired how the proposed pilot program compares to the current charging stations at the Central Library Garage and Thousand Oaks Branch Library. Ms. Donellan responded the aforementioned charging stations are CPS Energy stations and CPS Energy will divest in the program.

Trustee Lupe Ochoa expressed appreciation for the thoughtful questions.

Trustee Marcie Ince made a motion to approve Electric Vehicle Charging Station Pilot Program through the City of San Antonio's Office of Sustainability. Trustee Josie Martinez seconded the motion. A roll call vote was conducted. None opposed the motion. The motion passed.

Consider approval of installation of hardware to support Long Term Evolution (LTE) at the Carver Branch Library in support of the City of San Antonio's digital connectivity - Beyond the Classroom initiative and take appropriate action

Kathy Donellan, Assistant Director introduced John Rodriguez, Assistant Director, Information Technology Services Department. Mr. Rodriguez delivered a presentation regarding the current LTE clusters including the Bazan and Collins Garden Branch Libraries, among other City facilities, and the proposed LTE to be installed at the Carver Branch Library. He shared the proposed location for the monopole and noted the



location was developed with the Carver Branch masterplan in mind.

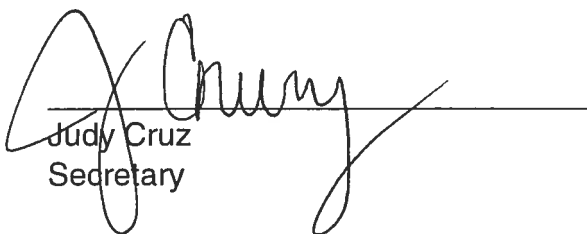
Trustee Jean Brady inquired if the services are provided year-around by the independent school districts and if charter or private schools are included. Mr. Rodriguez responded that school districts determine their own timelines and fund determines inclusion of nonpublic schools. He noted the coverage range is half a mile and would not likely include the Idea School. Presiding Office inquired about the size of the coverage range, specifically why the proposed LTE only provides a half mile coverage range. Mr. Rodriguez noted a sixty-foot tower is allowed due to zoning constraints. Trustee Harris expressed concern about the half mile service radius because she understood it would be one mile. Mr. Rodriguez explained the service area for the communities surrounding the Bazan and Collins Garden libraries benefit from LTEs at nearby San Antonio Fire Department Station houses. Trustee Brady inquired if other towers at nearby SAFD station houses were included the project for the area of Carver Branch Library could the radius be expanded to include other schools. Mr. Rodriguez noted the scope of the program would need to be explored with the City's Office of Innovation. Trustee Lupe Ochoa commented the service to the community is wonderful and requested a list of the neighborhoods serviced by the Bazan and Collins Garden LTE. Mr. Rodriguez noted an update on the project will be provided at a later time.

Trustee Lupe Ochoa made a motion to approve installation of hardware to support Long Term Evolution (LTE) at the Carver Branch Library in support of the City of San Antonio's digital connectivity - Beyond the Classroom initiative. Trustee Jean Brady seconded the motion. A roll call vote was conducted. Trustees Jean Brady, Judy Cruz, Marcie Ince, Juspreet Kaur, Linda Nairn, Lupe Ochoa, and Josie Martinez voted in favor of the motion. Trustees Joann Harris abstained the motion. The motion passed.

OLD BUSINESS

Adjournment

Meeting adjourned at 7:43 p.m.



Judy Cruz
Secretary