

**SHARY GOLF COURSE ADVISORY BOARD MINUTES**  
**NOVEMBER 5TH, 2025**

- **Call to Order**

- Mr. Isaac Martinez called the meeting to order.

- **Roll Call**

- The following board members were present: Isaac Martinez, Ben Lau, Toby Garza, Joe Salinas. Thomas Lee, Nacho Pecina.
  - The following board members were absent: Javier Barrera
  - The following staff members and others were present: Michael Fernuik Golf Director, Carl Davis MEDC Board Member, Candace Rodriguez MEDC.

- **Approval of Minutes**

- The minutes from the October 8th, 2025 were approved as written. Motion made to accept Thomas Lee, seconded Ben Lau, approved unanimously.

- **Golf Director's Report**

- Presentation of the Nigh Golf Logo. Candace Rodriguez from the MEDC presented the "Starlight at Shary" Night logo. Presentation included the number of current night golf courses in the country, demographics and the logo design itself. The logo design details were explained along with the "icon" and possible marketing concepts available to the city with the new night logo. Questions were asked regarding the logo and other core logo variations.
  - Progress Report on Holes 19 to 27 Greens are being fertilized every 3<sup>rd</sup> day trying to get as much growth as fast as we can before it turns cold. The laser zoysia is not the fastest growing turf, so it is behind the fairway, tees and surrounds grass. Information was provided to the board for the ideal growing combined temperatures (daily low & high) for the zoysia grass. The sod farm owners for this grass gave us a visit and saw all 9 greens and provided Efrain with some valuable grow in advice. No more top dressing and no machinery (rolling) on the putting surface. Water & fertilize only and limit everything else. A lighting walk through was done on October 27, 2025 with Musco, Zitro and Michael Fernuik, Golf Director, Carl Davis MEDC to address some adjustments that needed to be made. Zitro will schedule a lift with crane to reach the tops of the poles for these adjustments. The MUSCO project manager will take part in the adjustments which will be done after sunset to ensure best results.
  - FY Revenue Report ending 9/30/25. The financial statement was presented to the board through September 30<sup>th</sup>, 2025. Revenues exceeded budget by \$135K. Compared to the same period last year revenues increased by \$235K. All line items exceeded 100% of budget with the exception of food & beverage sales. .

- **Public Participation**

- None

- **Unfinished Business**

- On Course Restrooms was given the notice to proceed by city council The selected company is in the process of getting everything lined up to begin. Perimeter fencing was discussed in detail with the rod iron type being the favorite if it can be afforded. Chain link would be the last option unless it can be coated. Second choice would be cable & post, but it was agreed upon that it would not deter anyone from entering the grounds. ACM Andy Garcia came on the phone mentioning the snap on fencing next to the walk paths at Lion's Park. It was decided to get the cost per linear foot of different options. No Trespassing signs were discussed and to be ordered through the streets department by Michael Fernuik. The main objective is still to keep people out and have the fence compliment the monies being spent on the course. The restaurant operation was discussed and the possibility of the city having to go out for RFPs. There was more discussion on this subject regarding the potential gain for the city.

- **Chairman's Comments**

- The board made numerous comments regarding irrigation issues, equipment, aerification, other maintenance practices, condition of #5 green and when the purchase of the new greens mower was going to happen for 19 thru 27.

- **Adjournment**

- Meeting was adjourned at 6:30 pm.

**ZONING BOARD OF ADJUSTMENTS  
SEPTEMBER 24, 2025  
CITY HALL'S COUNCIL CHAMBERS**

**ZBA PRESENT**

Alberto Salazar  
Humberto Garza  
Heraclio Flores  
Dolly Elizondo

**ZBA ABSENT**

William Ueckert Jr.

**STAFF PRESENT**

Xavier Cervantes  
Susie De Luna  
Jessica Munoz  
Alex Hernandez  
Elisa Zurita

**GUESTS PRESENT**

Gail Smith  
Craig King  
Olga Galvan  
Moulay Omar Hadroune  
Guillermo Guerrero

**CALL TO ORDER**

Chairman Flores called the meeting to order at 4:30 p.m.

**CITIZENS PARTICIPATION**

Chairman Flores asked if there was anyone in the audience who had anything to present or express that was not on the agenda.

There was none.

**APPROVAL OF MINUTES FOR AUGUST 27, 2025**

Chairman Flores asked if there are any corrections to the minutes. Mr. Salazar moved to approve the minutes as presented. Mr. Garza seconded the motion. Upon a vote, the motion passed unanimously.

**ITEM # 1**

**TO ALLOW A 1-FOOT REAR SETBACK INSTEAD OF THE REQUIRED 10-FOOT AND A 4-FOOT SIDE SETBACK INSTEAD OF THE REQUIRED 5-FOOT FOR A 14'-4" X 14'-4" PURGULA AT 2503 SAN ESTEBAN STREET, BEING LOT 54, SHARYLAND PLANTATION VILLAGE LOS CABOS PHASE 2 SUBDIVISION AS REQUESTED BY MOULAY OMAR HADROUNE**

Mr. Cervantes stated that the subject site was located along the North side of San Esteban Street, approximately 65 feet East of Grand Canal. Meadow Country Club Phase 1B was recorded on March 17, 1987. The subject lot has a total area of 7,276 square feet. The Sharyland Village Los Cabos Phase 2 Subdivision was recorded on November 12, 2012. The subject property is an irregularly shaped lot with a depth of 127.00 feet, a front width of 60.58 feet, and a rear width of 54.00 feet. The applicant is requesting a variance to keep a 14'-4" by 14'-4" pergola within the 10' rear setback and 5' side setback. The pergola was constructed without a building permit.

The Planning staff has not received any objections to the request from the surrounding property owners. Staff mailed out 17 legal notices to surrounding property owners. No variances have been processed in this subdivision. There is a 10-foot utility easement along the rear of the property. Colored and flags mean: Red; electrical power, and Orange; cable, and telephone

**STAFF RECOMMENDATION:**

Staff recommends denial. this request does not qualify as an undue hardship.

However, if ZBA is inclined to approve this variance request then the applicant would need to comply with the following: 1) Sign a hold harmless agreement stating that the structure will remain perpetually "open and to its footprint" and if the structure is ever removed, the prevailing setbacks shall be complied with thereafter, and 2) obtain a building permit fee.

Chairman Flores asked what the red markings were.

Mr. Cervantes stated that the red markings meant utilities were within the 10-foot setback.

Ms. Elizondo asked if the homeowner was a member of a homeowner's association.

Mr. Cervantes replied, Yes.

Ms. Elizondo asked if the homeowner's association was notified.

Mr. Cervantes replied that all the property owners in this subdivision are members of the HOA.

Mr. Salazar stated that he was not seeing any history of variances. He added that the board usually gets a list of variances.

Mr. Cervantes replied that there was no history of variances on this subdivision phase.

Mr. Salazar stated that this would be the first variance.

Mr. Cervantes replied that plantation village was developed in phases. So, for this phase, it was the first variance.

Chairman Flores asked if the applicant was present.

Mr. Moulay Omar Hadroune, who resides at 2503 San Esteban, was present.

Chairman Flores asked what the purpose of his request was.

Mr. Hardroune mentioned that he didn't know he needed a permit since his neighbors had the same structures. He stated that he had no intention of breaking the law or the city of Mission rules.

Mr. Garza asked how long ago the pergola was built.

Mr. Hardroune replied early this year.

Ms. Elizondo asked if Mr. Hardroune submitted his plans to an architectural control committee of the HOA?

Mr. Hardroune replied that after the pergola was built, he received a letter that he needed to apply for a permit. I submitted the design, but was told that I had to go through the city.

Ms. Elizondo stated that she meant his home. She asked, when your home was built, did you submit your plans to an architectural control committee?

Mr. Hardroune replied no.

Mr. Garza asked when the property was purchased, was the home already there, or did he built his home.

Mr. Hardroune replied that the home was already built.

Ms. Elizondo stated Oh, okay, I misunderstood. I thought you built it.

Mr. Garza stated that he stepped away for a minute. He added did the HOA approve the pergola? Has he gotten approval from them?

Mr. Cervantes replied that a representative from the HOA was present.

The representative from the HOA, Ms. Gail Smith, was present. She mentioned that she was the association manager, and that the plans were submitted to the HOA in December 2024, and it was denied due to the setbacks, and that they didn't allow metal roofing on coverings for pergolas. She also mentioned that the pergola was against the community fence, which was common property, and if the pergola damaged the fence, Mr. Hardroune could be subject to a fine.

Ms. Elizondo asked if Ms. Smith had anything in writing indicating that Mr. Hardroune applied.

Ms. Smith replied, that she did, but not with her.

Ms. Elizondo stated that there was awareness that there was an HOA. She added, However, it was submitted and denied, and the pergola was still built.

Mr. Cervantes stated, to clarify things. I think he applied after it was built.

Ms. Smith replied that he applied in December of 2024. I don't know if the pergola was built or not, but I know that he applied and it was denied.

Ms. Elizondo stated that it was last year. She added that on the timeline is mentioned that in August 2025, his first application was submitted to the City.

Ms. Cervantes stated that the HOA denied it, and he went ahead and built it.

Mr. Hardroune mentioned that he built it. He stated that he received a letter asking him to apply for a permit, and applied. I did not ask for a permit and did it anyway.

Ms. Smith stated that she didn't know the timeline, that she just knew that an application was received in December 2024 and it was denied.

Mr. Hardroune replied ok, my mistake. It was last year, but after I built it, I applied.

Mr. Salazar asked that the fines that the HOA can administer have nothing to do with whether the board approves the variance or not.

Mr. Garza asked if there was a way that the homeowner could adjust the building somehow to relocate the poles to clear the easement, and considered removing the metal roof.

Ms. Smith replied that there was a 10-foot setback, but it doesn't look like there was enough room.

Mr. Garza asked if there were other approved variances in that subdivision.

Mr. Salazar replied no.

Mr. Cervantes mentioned that when a home is purchased, the paperwork tells you if there is an HOA. He added that when he purchased the home, he was notified about the HOA.

Chairman Flores asked if there was anyone in favor or against the rezoning request.

There was none.

There being no further discussion, Chairman Flores entertained a motion to close the public hearing. Mr. Garza moved to close the public hearing. Ms. Elizondo seconded the motion. Upon a vote, the motion passed unanimously.

Mr. Garza stated that he would like to table the item to see the application where the HOA denied it.

Chairman Flores stated that the applicant had mentioned that he built it after the fact.

Mr. Garza retracted his motion.

There being no further discussion. Chairman Flores entertained a motion. Ms. Elizondo moved to deny the variance request. Mr. Salazar seconded the motion. Upon a vote, the motion passed unanimously.

Chairman Flores entertained a motion to un-table Item #2. Mr. Salazar moved to un-table item #2. Mr. Garza seconded the motion. Upon a vote, the motion passed.

## **ITEM # 2**

**TABLED: TO ALLOW 15 FOOT REAR SETBACK INSTEAD OF THE REQUIRED 20 FEET FOR A POOL HOUSE, AT 2004 E. 20TH STREET, BEING LOT 36, SHARY PALMS UT 7 SUBDIVISION, AS REQUESTED BY GUILLERMO GUERRERO**

Mr. Cervantes stated that this item was previously considered by ZBA on August 27, 2025, and was tabled. The board requested a revised site plan showing the location of the proposed pool within the property in order to decide. The applicant submitted a revised site plan. The applicant is requesting a variance to construct an 800 square foot pool house within the 20' rear setback to Glasscock Road. Shary Palm UT 7 Subdivision was recorded on August 17, 1998. The irregular lot measures a total of 14,493 square feet. The subject site is located at the cul-de-sac of Cardinal and E. 20th Street. The lots to the east, west, north, and south are developed as Single-Family Residences. The Planning staff has not received any objections to the request from the surrounding property owners. Staff mailed out 27 legal notices to surrounding property owners. Staff notes that ZBA granted a variance for this lot to have a 0' side setback for a shade porch and a 1.9' rear setback for a palapa on November 17, 2021. ZBA has considered the following variance within this subdivision.

### **Subdivision-Variance-Date-Recommendation**

Lot 35-4' side setback-11/9/99-Approval

Lot 25-4.8' side setback-8/13/02-Approval

Lot 36-0' side & 1.9' rear setbacks-11/17/21-Approval

The City of Mission Code of Ordinances Appendix A – Zoning, Section 1.17 states ZBA may:

“Permit the reconstruction, extension, or enlargement of a building occupied by a nonconforming use on the lot or tract occupied by such building provided such reconstruction does not prevent the return of such property to a conforming use”, and “Authorize in specific cases a variance from the terms of a zoning ordinance if the variance is not contrary to the public interest and, due to special conditions, a literal enforcement of the ordinance would result in unnecessary hardship, and so that the spirit of the ordinance is observed and substantial justice is done.” There is a state law, HB 1475, that allows variances to be granted if: The financial cost of compliance is greater than 50 percent of the appraised value of the structure as shown on the most recent appraisal roll certified to the assessors for the municipality under Section 26.01, Tax Code; Compliance would result in a loss to the lot on which the structure is located of at least 25 percent of the area on which development may physically occur; Compliance would result in the structure not complying with a requirement of a municipal ordinance, building code, or other department; Compliance would result in the unreasonable encroachment on an adjacent property or easement; or o The municipality considers the structure to be nonconforming.

### **STAFF RECOMMENDATION:**

Staff recommends disapproval of the variance request as:

1. The request does not meet the standards for the issuance of a variance as described in the City of Mission Code of Ordinances.
2. The structure was built without a permit, and
3. This is a self-imposed hardship.

However, if ZBA is inclined to approve this variance request then the applicant would need to comply with the following: 1) Sign a hold harmless agreement stating that the structure will remain perpetually “open and to its footprint” and if the structure is ever removed, the prevailing setbacks shall be complied with thereafter, 2) obtaining a building permit, and 3) paying a double permit fee.

Mr. Salazar stated that in the last meeting, he wasn't a yes vote because the location of the pool was not shown. He mentioned that he wanted to understand why Mr. Guerrero wanted to encroach on the setback.

Mr. Cervantes mentioned that the pool will be complying with the setback requirements. The variance being requested is for the pool house. He added that along Glasscock Road, there was a 20-foot rear setback.

Mr. Salazar asked if there was a history of existing variances in the subdivision.

Ms. Munoz replied that the property being discussed previously had an approved variance.

Chairman Flores asked if there was anyone in favor or against the variance request.

Mrs. Olga Paez who resides at 1903 Cardinal was present. She mentioned that she lived right in back of the applicant requesting the variance. She stated that she just wanted someone to explain to her in Spanish what the applicant was proposing to do.

Mr. Cervantes explained in Spanish to Mrs. Olga Paez what Mr. Guerrero was proposing.

Mrs. Paez asked if what Mr. Guerrero was proposing to built was a pergola?

Mr. Cervantes replied that it was a pool house.

Mrs. Paez stated that all she wants is for the machines for the pool not to make noise and for Mr. Guerrero not to build all the way to the fence line. She added that she had no problem with a pool house.

Mr. Cervantes replied that if Mrs. Paez still had problems with the noise, she could file a complaint with the justice of the peace.

Ms. Elizondo stated that the board had asked the applicant to provide a site plan showing where the machines for the pool would be located.

Mr. Salazar replied that the site plan included the pool. He added that he wanted to see the reason why he needed the pool house to be constructed where he wanted it.

Mr. Garza stated that his main concern was that he wanted to build over a utility easement.

Mr. Salazar asked if Mrs. Paez knew that there was previously an approved variance on her side of the fence?

Mrs. Paez replied that she was aware of some pergolas Mr. Guerrero had built, but that her main concern was not that. She mentioned that her main concern was that Mr. Guerrero wouldn't build all the way to her fence.

Chairman Flores asked if the applicant was present.

Mr. Guillermo Guerrero, who resides at 2004 E 20<sup>th</sup> Street, mentioned that he was the owner of that residence. He stated that the reason he was asking for the five feet over towards the Glasscock side was because on the east side, there's a sidewalk and a shower. He stated that for him to move it to the east was going to be very difficult because that would have to knock down the sidewalk and shower, which was an expense that had been built back in 2015, when the variance was approved. The utilities in that area have been rerouted, the electrical and the main line would run right through the middle, where I'm proposing to build.

Mr. Salazar asked what the concrete slab shown in the aerial was.

Mr. Guerrero replied that it was where he used to have an above-ground pool.

Mr. Salazar asked if the equipment for the pool was where the small square on the aerial was.

Mr. Guerrero replied no, the equipment was behind the 20-foot rear setback on the aerial.



Mr. Salazar stated in the previous meeting my question was simple: why do you need to go against setbacks, plat notes, and city ordinances? In the rendering you provided, it still shows you have enough room.

Mr. Guerrero replied If I don't get the variance approved, I won't be able to build the pool house that I like.

Mr. Salazar stated that in theory, you could push it forward or make it smaller.

Mr. Guerrero replied that it's not impossible, but it's really going to throw off the square footage and look irregular from one side.

There being no further discussion. Chairman Flores entertained a motion to close the public hearing. Mr. Garza moved to close the public hearing. Ms. Elizondo seconded the motion. Upon a vote, the motion passed unanimously.

There being no further discussion. Chairman Flores entertained a motion. Ms. Elizondo moved to approve the variance. Chairman Flores seconded the motion. Upon a vote, the motion passed unanimously.

Chairman Flores entertained a motion to un-table Item #3. Ms. Elizondo moved to un-table item #3. Mr. Salazar seconded the motion. Upon a vote, the motion passed.

### **ITEM # 3**

**TABLED: A 1' REAR SETBACK INSTEAD OF THE REQUIRED 10' AND A 1' SIDE SETBACK INSTEAD OF THE REQUIRED 6' FOR A 10' BY 8' SHED, AT 1909 W. 26<sup>TH</sup> STREET, BEING LOT 37, MONTECRISTO SUBDIVISION, AS REQUESTED CRAIG KING**

Mr. Cervantes stated that this item was previously considered by ZBA on August 27, 2025 and was tabled. The applicant is requesting a variance to keep an already-constructed shed structure. City officials from the Code Enforcement Division noticed the carport structure and gave the property owner notice of violation for the construction of the structure without a building permit. He mentioned the staff did request for a utility lines to be spotted. He stated that is the shed that we're going to be discussing. He added there is spectrum lines within the under the shed and the applicant is aware that the utility company may remove the shed.

Chairman Flores asked if the utility was only spectrum if its power utility.

Mr. Cervantes stated It's only a spectrum utility line. He mentioned to the board that they could vote denial, or they could approve it with the hold harmless for the shed.

Chairman Flores asked if the applicant was present.

Mr. Craig King stated the utilities had told him the red line was in front of the shed, that it didn't go underneath it. He mentioned he wasn't aware the utility was running underneath the shed.

Mr. Cervantes explained to Mr. King that he is aware that if a utility company needs to come in and do repairs that they may remove the shed.

Mr. King stated yes.

Chairman Flores asked if the board had any questions for the applicant.

The board stated no.

Ms. Elizondo asked if the shed is metal.

Mr. Cervantes stated yes, it's all metal.

Mr. Salazar asked how long has the shed been there.

Mr. Cervantes stated it has been there for three years.

Mr. Salazar asked if that falls in the 3-year rule.

Ms. Elizondo stated the board had done that during the last meeting.

Mr. Cervantes stated they had used the 3-year rule for the pergola.

Ms. Elizondo stated the board tabled the item last meeting while the applicant locates the utility location.

Mr. Cervantes stated the patio structure was determined as per the appraisal district, it had been there less than 3 years. He mentioned staff is not considered it anymore. He added at the last meeting the shed was tabled.

There being no further discussion. Chairman Flores entertained a motion to close the public hearing. Mr. Garza moved to close the public hearing. Mr. Salazar seconded the motion. Upon a vote, the motion passed unanimously.

Mr. Salazar asked if the variance was for the shed and not the carport.

Mr. Cervantes replied yes that's correct only for the shed.

Chairman Flores stated if the board did approve the shed. He added the board would have to approved subject to a hold harmless agreement.

Mr. Salazar asked if there was a history of existing variances in the subdivision.

Mr. Cervantes stated No, that it was a new subdivision.

Mr. Salazar stated he feels like every time they approve a variance; the board sets a precedence.

There being no further discussion. Chairman Flores entertained a motion. Mr. Garza moved to approve the variance request subject to a hold harmless agreement. Mr. Salazar seconded the motion. Upon a vote, the motion passed unanimously.

## **ADJOURNMENT**

There being no further business, Ms. Elizondo moved to adjourn. Mr. Garza seconded the motion. Upon a vote, the motion passed unanimously at 5:09 p.m.

A handwritten signature in blue ink, appearing to read "Heraclio Flores", is written over a horizontal line.

Heraclio Flores, Chairman  
Zoning Board of Adjustments

**CITIZEN'S ADVISORY COMMITTEE**  
**October 29,2025**  
**Regular Meeting**

**Members Present**

Lorenzo Garza-Chairman  
Emigdio Villanueva, Jr.-Vice Chairman  
Roxanne Méndez  
Zoreida Lopez  
Marsha Terry  
Clarisa Y. Ríos

**Members Absent**

Monika Rosales- Flores  
Ruben Davila Lozano

**Staff Present**

Michael J. Elizalde  
Esther G. Rivera  
Martha Lopez

**Call Public Hearing to Order and Establish Quorum**

The meeting was called to order by Chairman Garza at 5:30 p.m. Roll was taken by Ms. Rivera, who reported that seven members were present. With a quorum established, the meeting proceeded as scheduled.

**Citizens Participation**

Chairman Garza invited any citizens present to address the Board regarding items on the agenda or other concerns. No citizens were in attendance, and no public comments were received. Chairman Garza then proceeded to the next agenda item.

**Discussion and Recommendation to Approve Minutes for Public Hearing/Regular Meeting held on September 24, 2025**

Chairman Garza asked the members if they had reviewed the minutes of the Public Hearing/Regular Meeting held on September 24, 2025. Following a brief discussion, Chairman Garza requested a motion for approval. Vice Chairman Villanueva moved to approve the minutes as presented, and Ms. Rios seconded the motion. The motion carried unanimously (6-0).

**Other Business:**

**A. Progress Report: CDBG-September**

Ms. Rivera presented the September unofficial progress reports for CDBG expenditures to date, including updates on funded agencies, housing activities, and administrative costs. She reported that the Children's Advocacy Center did not use all of its funding for the current year and will de-obligate the remaining balance of \$7,074.70, which will be carried over and reprogrammed for the next fiscal year. She also gave an update on Affordable Homes, noting that the organization was given a deadline of November 15 to expense the remaining funds; one applicant has already closed successfully, and updates on the other two applicants have not yet been received. Ms. Rivera continued with an update on the Public Works Department project for the Astroland storm sewer improvements, explaining that the project is still pending an invoice and the department expects to receive an invoice for about \$104,000 in the coming weeks. She also provided an update on the manhole project, stating that it will be carried over into the next fiscal year. Chairman Garza expressed concern about the manhole project not being able to expense the funds as planned. Mr. Elizalde acknowledged the chairman's concerns and informed the committee that the project is currently at a standstill due to issues with the workmanship of the materials that is being use on the manholes.

Lastly, Ms. Rivera reported that the two rehabilitation bids have been approved, and the Purchasing Department has issued a notice to the contractor to submit their insurance and any required documents so they can move forward and meet with the homeowners. After a brief discussion, Chairman Garza requested a motion to approve the CDBG September progress report as presented. Ms. Terry moved for approval, Ms. Mendez seconded the motion, and the motion carried unanimously (6– 0).

**B. Progress Report: CDBG-CV September**

Ms. Rivera presented the September unofficial progress reports for CDBG-CV expenditures to date, noting that all funds have now been fully exhausted. Following a brief discussion, Chairman Garza requested a motion to approve the CDBG-CV September progress report as presented. Vice Chairman Villanueva moved for approval, Ms. Mendez seconded the motion, and the motion carried unanimously (6-0)

**Citizen’s Advisory Committee Members/Director’s Comments:**

**A. Chairman’s Comments**

Chairman Garza expressed concern about the remaining CDBG funds in the current fiscal year allocations.

**B. Committee Member’s Comments**

Ms. Lopez raised concerns regarding project management oversight and recommended that Public Works supervisors or other project managers become more involved in the management of ongoing projects. Ms. Terry also brought up Bannworth Park and asked if there were any updates on what will be done with the park moving forward.

**C. Director’s Comments**

Mr. Elizalde spoke about the department completing subrecipient training courses and mentioned that they will be developing quarterly project report updates. He thanked the committee for their time and concluded his comments.

**Adjourn**

Chairman Garza inquired if there were any additional items for discussion. Hearing none, he requested a motion to adjourn the meeting. Ms. Terry moved to adjourn, and Ms. Mendez seconded the motion. The motion carried unanimously (6–0), and the meeting was adjourned at 5:55 p.m.

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Lorenzo Garza, Chairman

## **SPEER MEMORIAL LIBRARY BOARD**

The Speer Memorial Library Board met for its regularly scheduled meeting on September 16<sup>th</sup>, 2025, at Speer Memorial Library

### **A. Call to order**

The Meeting was called to order by Cynthia Leon at 5:00 p.m.

Attendance was taken.

#### **Present:**

Cynthia Leon

Elizabeth Garza

Perri Ann Huntley

Lina Cruz

Mayra Rocha

Jeff Taylor

Rose Mary Gallagher

#### **Absent:**

### **Library Staff Present:**

Yenni Espinoza, Library Director & Lulu Garcia, Library Supervisor

### **1. Approval/Disapproval of Absences**

No absences needed to be approved, as all members of the Speer Memorial Library Board were present.

### **2. Board Minutes**

Lina Cruz presented the board minutes. Mayra Rocha moved to approve the minutes as presented for the May 27th, 2025, Speer Memorial Library Board Meeting. Perry Ann Huntley seconded the motion, and the motion passed unanimously.

### **3. Treasurer's Report**

Perry Ann Huntley stated that the current balances in both the Breyfogle and MacDonald accounts. She points out that the McDonald's account shows \$5,815.00; however, that will be reflected as \$0 once the Shush booths arrive in December. The McDonald's interest \$6600.45 With an ending balance after the Payment for one of the Shush Boths 615.45. The treasurer's report was filed for audit as presented.

## **B. Routine Business**

### **4. HCLS**

Yenni Espinoza, Library Director, reported that Insignia has been successful so far and that Edinburg is now also moving back to TLC. Yenni Espinoza let the board members know that even though McAllen and now Edinburg would no longer share the same system, patrons can still borrow books from those libraries through the interlibrary loan system, ShareIt, which also allows returns at any location. She also shares that Palmview Public Library will be joining the system, bringing the total to 14 libraries. She also shares plans to establish committees for specific aspects, such as cataloging and circulation, to ensure equal services are provided county-wide.

### **5. Librarian's Report**

Yenni Espinoza presented the Board members with the monthly reports up to the day of the meeting, covering May through August. The library offered multi-generational programming for children, teens, and adults, with a strong focus on literacy, creativity, and hands-on engagement. Summer Reading Programs served as the core of the activities, with children participating in movies, arts and crafts, story time, cooking, Play-Doh days, and games; teens enjoying book clubs, art workshops, author meet-and-greets, themed events, and a final celebration that included a movie screening; and adults engaging in creative workshops, book club discussions, and a digital literacy class. These programs were further enhanced through partnerships with local organizations, including the Upper Valley Art League, the fire department, and local authors. Although attendance statistics and August highlights for children and teens were not publicly documented, the summer programs were generally successful in encouraging community participation, learning, and social engagement, with recognition and prizes given to participants. Speer Memorial Library continues to serve as a vibrant hub for educational and recreational programs for all ages. She also mentions that the summer reading program was very successful, especially considering the increased adult participation compared to previous years.

## **C. Any Discussion or Action on Board Items -**

There was no discussion or action on board items at the time of the meeting.

## **D. Unfinished Business –**

Yenni Espinoza states that during the last meeting, the board discussed the scholarship fund agreement and how it will be attached to the application to begin collecting funds. Elizabeth Garza moved to approve the scholarship fund agreement, Lina Cruz seconded, and the motion passed unanimously.

Cynthia asks for an update on the legislature of the two items that were to affect public libraries. Yenni Espinoza shares that only one was passed, which no longer protects librarians from potential civil suit, and that it will come into effect in 2026. The other one that passed would only affect the list of books that public schools can purchase for their collection.

#### **E. New Business –**

For New Business, Yenni Espinoza shares that the library has received the letter of certification as an accredited library for 2026 from the Texas State Library and Archives Commission. She shares that the library is meeting all expectations for this certificate, except for the number of higher-level staff members who hold a Master's in Library Science. She shares that the library will be able to pass this year due to being a member of HCLS; however, a new employee will be hired this year who also has an MLS, which will help the numbers. The library, however, meets state requirements in all other areas, including staff, hours, activities, attendance, and facilities.

#### **9. Appointment of new board officers**

Mrs. Cynthia appointed a committee to nominate new officers for the upcoming year. Voting will take place at the December meeting. Elizabeth Garza moved to appoint Mayra and herself to the committee. Perry Ann Huntley seconded the motion, and the motion passed unanimously.

#### **F. Announcements or Remarks**

President Cynthia Leon will step down from her position as president at the start of the new year.

#### **10. Acceptance and use of Donation in Memory of Michael Abbot Manuel**

Yenni Espinoza shares how the Manuel Family would like to donate in memory of a previous Library Board Member, Michael Abbas Manuel. She also shares that the donation will go towards books for book discussions.

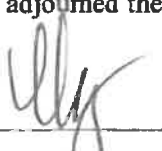
The next Speer Memorial Library Board meeting is tentatively scheduled for December 9, 2025.

At 5:00 p.m.

#### **G. Adjournment**

Elizabeth Garza made a motion to adjourn the meeting, and Jeff Taylor seconded the motion, which passed unanimously. Cynthia Leon adjourned the meeting at 5:58 p.m.

Library Board Secretary

  
(Lina Cruz)

Date 12/03/2025