



San Francisco Public Library

MINUTES
Council of Neighborhood Libraries
March 28, 2013
4:00 p.m.
Meeting Notes
CALL TO ORDER

Edward welcomed everyone to Bayview Branch Library.

HOUSEKEEPING

- The next regular CNL Meeting will be on **Thursday, April 25, 2013**, 4:00 p.m. – 5:30 p.m., Fisher Children’s Center, Main Library 2nd Floor.
- The next Steering Committee Meeting will be on **Tuesday, April 16, 2013**, 4:30 p.m., Room 601- Main Library.
- There are two (2) Library Commission Meetings in April 2013 - **Thursday, April 4th** and **April 18th** at 4:30 p.m. in the Koret Auditorium, Main Library.
- ***Ruth Maginnis***, CNL Representative – Noe Valley Branch Library has volunteered to attend the Commission Meeting on ***Thursday, April 4***.

- Everyone is welcome to attend the Library Commission Meeting!

- **Approval of Minutes**
- The CNL Meeting minutes from February 2013 were approved.

- **Announcements:**
- Edward welcomed Leela de Souza Bransten, , CNL representative -Presidio Branch to her first meeting.
- Edward stated that Barbara Cohen Schweizer, Mission Bay Branch will be leaving CNL. She will be truly missed.
- Larry Ware, Bayview Branch, is recovering from surgery and doing well.
- Edith Epps via Edward announced a concert taking place at Visitacion Valley Branch on April 6, 2-4pm.
- Ruth Maginnis will explain CNL’s action plan at the next Commission Meeting on April 4.
- Edward demonstrated the steps on- line in accessing the Library Commission’s agenda.
- Chet Roaman suggested adding phone numbers to SFPL’s Organization Chart.

- Edna James questioned the difference between CIO and IT. Edward stated that CIO stands for Chief Information Officer and IT refers to Information Technology.
- Job descriptions for the positions at the Chief of Main (COM) and the Chief of Community Programs and Partnerships are now posted on SFPL's website.
- "Security" is one of the top safety issues at the branches. A small group is currently working on scheduling security more efficiently at the branches to offer better response time for incidents. Having security present at the branches really changes the safety environment.
- All branches are keeping a data count on the number of people using the library, however, being that the counter at the entrance is not always accurate in counting people that are under a certain height; other means of counting such as surveys, referral questions are also utilized for statistic purposes.
- Marcia Popper requested feedback on self check machines. She feels that patrons are careless in working with the machines and when they don't work, patrons take up Librarian's time when asking for help.
- ACTION: Edward will follow-up with branch managers on "how" and "if" self-checkout machines have affected lost/ stolen books and media.
- Luis stated that the AMNESTY Program was very successful in having items returned. SFPL may offer the program again in the future.

UPDATES – Luis Herrera

- Luis welcomed Leela to the CNL and thanked everyone for offering all their services at the branches.
- The Library Commission Meeting focused on orientation of three new Commissioners who will visit the branches and will attend a CNL Meeting in the future.
- There are three new members on the Board of Supervisors for CNL to reach out to: Supervisor Katy Tang, Supervisor Norman Yee and Supervisor London Breed
- Luis plans to focus on the budget during the next 3-4 months. It's a healthy budget that may be released by Mayor Ed Lee in June.
- Luis also plans to focus on filling vacant positions – Branch Managers, COM and CPP
- Luis plans to invite Roberto Lombardi, Facilities Director at SFPL to speak at a future CNL Meeting on effective ways to improve custodial services at the branches and the Main Library.

Action Plan Review - Edward

- Edward revisited the goals of the action plan with the group for adjustments and modifications:
 1. **Advocacy** – Nora commented that the second bullet on Advocacy should be "Outreach".
 2. **Recruiting** – Edward stated the need to have branch brochures on a continuing basis in order to provide information on how people may become more involved in joining CNL or the Friends.
 3. **Outreach** – Edward would like an Outreach calendar to show access to events where CNL representatives may sign up and participate in.
 4. **Program Support** – Kai Wilson, SFPL -Volunteer Program Coordinator to attend CNL meetings on a quarterly basis and to update volunteer opportunities once a year.

5. **Beta Testing** – Engage all CNL members to test products; give valuable input to help make decisions before rolling out to the public.
6. **CNL Responsibilities** – Edward will add roles and responsibilities to CNL representatives packet. Leela suggested having a CNL packet at each branch and “pdf” of packets on SFPL’s website.
7. Marcia Parrot suggested doing more outreach on ethnic representation or children’s diversity.
8. Need to look at ten branches now for the Post Occupancy investment and collect feedback from CNL representatives on functionality of space at the branches; programs to create and invest in maintaining the building. CNL representatives may see things that aren’t usually visible. Chet mentioned that “Lessons Learned” instituted a few years ago was for this purpose.
9. Signage was missed in some branches. All branches need to be cleaner. Miriam felt she needed more stools to stand on in order to reach the shelves.

Accessing Commission Meeting Agenda & Supporting Documents – Edward

Edward reviewed access to the Library Commission’s website. There are links to the Commission Meeting Agenda, Meeting Minutes and supporting documents on issues discussed at the meeting. Audio recordings are also available.

Friends Liaison Report – Deborah Dolve

- Preview sale and reception on tons of books at the Spring Book Sale, Tuesday, 4/3, 4-8pm.
- Sale opens to the public on April 3-7.

Library Commission Report –Sue Blackman

- The second meeting of each month focuses on BLIP issues.
- Sue stated that cancellation of meetings were due to “no quorum”. Cancellations are not known until two weeks prior to the meeting.

Ellen Egbert presented a lovely t-shirt to Luis from Bernal Height’s swap clothing event which read “SCREAM FOR HERRERA”

Edward thanked everyone for coming out to join us today.

**Meeting adjourned after a tour of Bayview Branch at 5:45 p.m.
Respectfully submitted by: Josephine Lee**