



# *San Francisco Public Library*

**DRAFT**

## **SAN FRANCISCO PUBLIC LIBRARY COMMISSION**

### **Minutes of the Regular Meeting of July 15, 2021**

The San Francisco Public Library Commission held a regular meeting on **July 15, 2021** virtually and telephonically pursuant to the Governor's Executive Order N-29-20 and the Sixteenth Supplement to Mayoral Proclamation Declaring the Existence of a Local Emergency dated February 25, 2020. The purpose of the orders is to provide the safest environment for all persons consistent with San Francisco Department of Public Health Order of the Health Order No. C19-07e and current public health recommendations, while allowing the public to observe and address the Commission.

The regular meeting of the San Francisco Library Commission was called to order at **4:34 PM**.

Commissioners Present: Lee, López, Mall, and Vice President Huang.

President Wardell-Ghirarduzzi joined at 4:59 pm due to technical issues accessing the Webex meeting.

Commissioner Ono and Commissioner Wolf were excused.

### **AGENDA ITEM NO. 1 GENERAL PUBLIC COMMENT**

Peter Warfield, Executive Director of Library Users Association said he could be reached at [libraryusers2004@yahoo.com](mailto:libraryusers2004@yahoo.com) or P.O. Box 170544, San Francisco, California 94117-0544. Mr. Warfield said, when calling in by telephone, as he is, you don't even see anything. He said there have been technical problems with computers, printers, copiers and lately with the telephone. He made an information request about what is in Webex at the current time.

Anonymous played a recording from dialing a library number he said he has been using for reference and book questions. He said the number worked remarkably well until yesterday. The recording said the library was closed, which he said was a false message and he had concerns with the technical issues that have been occurring. He also said that all the elevators should be working.

## **AGENDA ITEM NO. 2 COMMUNITY HUBS INITIATIVE REPORT**

Sherrice Dorsey-Smith, Deputy Director of Programs and Grants, Department of Children, Youth and Their Families (DCYF) gave a detailed presentation on the partnership between DCYF, the San Francisco Library and the Recreation and Parks Department (RPD) in providing support to San Francisco's most vulnerable children and youth for distance learning from September 2020 to June 2021 through the Community Hubs Initiative. Deputy Director Dorsey-Smith said the DCYF, SFPL and RPD will continue to work together around the city's one-time \$15 million investment to address student learning loss and education recovery.

Explanatory Documents: [Community Hubs Initiative Presentation](#), [Community Hubs Initiative Case Study](#); [Community Hubs Citywide Dashboard](#)

### Public Comment

Peter Warfield, Executive Director of Library Users Association, asked that all his information be put in the minutes. He said the page numbers were not mentioned and that he is in favor and supports all that can be done for students and kids in San Francisco.

### Commission Discussion

Commissioner John Lee thanked Deputy Director Dorsey-Smith and said everyone has done such an impressive job and to see the lessons learned in the case study. Commissioner Lee asked about missed opportunities, like limited access to space, and if they had access to local schools, would the Hubs have been able to serve more youth. Dorsey-Smith said if they had access to larger spaces, they could have served more students.

Commissioner Lee asked about the "seven lessons learned" from the case study presented and if they were acknowledged by SFUSD. Deputy Director Dorsey-Smith responded that SFUSD did agree that working better in partnership would have addresses some of the limitations.

Commissioner Lopez thanked Deputy Director Dorsey-Smith for the thorough report and said the case study reflects what they did, showing up when everything was shutting down with a solution for San Francisco youth. Commissioner Lopez said SFPL was able to provide much needed space and it will make an impact and many more kids were exposed to Libraries.

Vice President Pete Huang thanked the Deputy Director for her work and the effort that DCYF has shown during such a trying time. Vice President Huang asked about the deeper context of impact of this work and what we are trying to do with the library

City Librarian Michael Lambert responded that at the time the Community Hubs were launching the public library system did not have the capacity to deliver library services to the community, due to the shelter in place order, in addition two-thirds of the Library workforce were deployed as Disaster Service Workers. The City Librarian said the Library gradually started phasing in library services last August with the launch of SFPL To Go. The best and highest use of our facilities was the Community Hubs Initiative to provide access to safe spaces in neighborhoods with internet access, trained community specialists and meals for SFUSD students. He said it is important to remember the context, we would not have been able to operate our libraries and allow patrons to come inside at the time.

Commission President Wardell-Ghirarduzzi thanked Deputy Director Dorsey-Smith for the report and for the remarkable service that DCYF provided to the children and families of San Francisco. President Wardell-Ghirarduzzi said this program is likely to be a national model and is looking forward to learning what other cities adopt a similar program.

### **AGENDA ITEM NO. 3 FY 22/23 BUDGET UPDATE REPORT**

Heather Green, Chief Financial Officer, presented an update on the FY22/23 Budget Report. The CFO highlighted changes to the FY 22/23 budget that came at the direction of City Leadership, including the Mayor and Board of Supervisors. The CFO reported it was a positive cycle for the Library and they have gone through a few phases of budget including the Mayor's budget followed by the Board's budget phase. Green reported that the overall budget picture was more positive than previously projected, which had a positive effect on the Library's bottom line.

Explanatory Documents: [FY 22/23 Budget Update Presentation](#)

#### Public Comment

Peter Warfield, Executive Director of Library Users Association said he guessed that it is inappropriate if somebody cares about the library functioning as a library. He said that he is concerned with the budget and many of the pages were unnumbered and he found it disturbing to have a presentation about the budget when he can't even have the page numbers consistent or present. He asked what rightsizing meant and where the commitment was to have current papers and periodicals available everywhere.

#### Commission Discussion

Commissioner Lee said it was positive news that Chinatown and Oceanview renovations would be resuming and asked if the Commission could get more details about strategic planning for the Library.

City Librarian Lambert said he would bring more details about strategic planning to the Commission soon and looked forward to partnering with the Commission on the effort.

### **AGENDA ITEM NO. 4 CITY LIBRARIAN'S REPORT**

Tom Fortin, Chief of the Main Library (COM), gave an update on the reopening of the Main Library. The COM said that all floors of the Main are now open without capacity restrictions. He reported the daily visits to the Main average over 1200 patrons. Fortin outlined next steps which include resuming pre-pandemic service hours to include evening hours on September 7.

Cathy Delneo, Chief of Branches (COB), reported they will be providing limited SFPL To Go or full service in all Branch Libraries by next week. The COB said that by mid-August all branches will be fully reopened for full service 5 days a week and by early 2022, their goal is to have all branches open for full service seven days a week, dependent on staffing levels.

Explanatory Documents: [SFPL Reopening Plan presentation](#),

#### Public Comment

Peter Warfield, Executive Director of Library Users Association thanked Cathy Delneo for referencing what is on the page and a page number that he does not have. He said the opening picture Tom Fortin referenced is not there and requested all the presentations made tonight so he can see what the page numbers were. He said there is a misleading claim being made that service is returning to normal when he understands the Main Library has multiple departments closed such as the Library for the Deaf and there is no evening service.

Ellen Egbert asked about reopening stages and what is being done for the branch manager vacancies. She asked if announcements have gone out and are people applying for those jobs, what is being done to fill the positions so the libraries can get fully reopened.

### Commission Discussion

Commissioner Lopez asked if the City has informed us when the DSW workers will be going back to their regular jobs.

City Librarian Michael Lambert responded that we have seventeen staff who are on long-term extensions and some have been extended through November and others through December 31. The city Librarian said when they get staffed up there are going to be able to get our library workers back. He said the Library is pressing forward with recruitment efforts and it can take six to seven months to fill a vacancy.

Commissioner Mall said all the presentations were superb today and asked if the mask policy will be required in in all libraries.

City Librarian Michael Lambert said the Library is adhering to the policies issued by the City Administrator, complying with CAL-OSHA requirements and Face covering polices for staff from the Department of Human Resources. Patrons who are vaccinated can come into facilities and not be required to wear a face covering and individuals who have not been vaccinated are expected to continue wearing ace coverings.

Commissioner Mall asked when the Library elevators will be fixed and fully operational.

City Librarian Michael Lambert responded that the engineering department and leadership team are doing everything in their power to move the elevator project along and acknowledged there is a citywide issue with elevator replacement in city facilities due to a limited number of vendors that are city compliant to execute the work.

Chief Operating Officer (COO), Maureen Singleton said that the Library staff has been working with the Department of Public Works to expedite the contract and maintain a level of service needed to keep the project moving forward.

Commissioner Mall asked if the project will be done by the end of the calendar year.

The COO said we should be moving forward with progress on all the elevators by the end of the year. She said staff will come back with any updates on the schedule and the status of the elevator project at a subsequent commission meeting.

### **AGENDA ITEM NO. 5 APPROVAL OF JUNE 17, 2021 MINUTES**

#### Public Comment

Peter Warfield, Executive Director of Library Users Association, said he thought the minutes were appalling in their lack of specificity and asked if his full contact information could be put in them.

#### Commission Discussion

President Wardell Ghirarduzzi asked if any Member of the Commission had any corrections to the June 17, 2021, Minutes. There were no corrections requested from any Commissioner.

**Motion: By Vice President Pete Huang**, seconded by **Commissioner Lopez** to approve the [Minutes of the June 17, 2021 Commission Meeting](#)

**Action:** AYES (5-0) Huang, Lee, Lopez, Mall, and Wardell Ghirarduzzi

## **AGENDA ITEM NO. 6 ADJOURNMENT IN HONOR OF REGINA MINUDRI**

City Librarian Michael Lambert paid tribute to former City Librarian Regina Minudri and highlighted her extensive career in Bay Area Libraries and Library Associations. The City Librarian said Minudri, who was born in San Francisco, was called out of retirement to serve as SFPL Librarian in 1997. Lambert said throughout her career she was known for championing library services for youth, customer service and responsiveness to the public's need. During her tenure as City Librarian Mayor Willie Brown allocated \$10 million for the construction of a new branch library in the Oceanview neighborhood. She serviced as City Librarian until 1999.

### Public Comment

Peter Warfield, Executive Director of Library Users Association said he knew Regina Minudri. Peter Warfield made an oral public records request for what Commissioners and the City Librarian were seeing on the screen right then. He went on to say Regina Minudri was very forthright and had a strong sense of the professionalism of the librarians and the library.

**Motion: By Vice President Huang**, seconded by **Commissioner Lopez** to adjourn the Meeting of **July 15, 2021** in [Memory of Regina Minudri](#).

**Action:** AYES (5-0) Huang, Lee, Lopez, Mall, and Wardell-Ghirarduzzi

The meeting adjourned at **6:41 PM**.

Margot Shaub

Library Commission Affairs Analyst

**Please note: These are draft minutes subject to revision by the San Francisco Public Library Commission. Copies of the minutes and handouts are available in the office of the Library Commission Affairs Analyst, 6th floor, Main Library, 100 Larkin Street, San Francisco, CA 94102-4733**

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the Commission Liaison Affairs Analyst/Custodian of Records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library Commission webpage: [sfpl.org/library-commission/public-notice/agendas](http://sfpl.org/library-commission/public-notice/agendas). Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to Library Commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d)