



San Francisco Public Library

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the Regular Meeting of December 17, 2020

(As approved at the regular meeting of January 21, 2021.)

The San Francisco Public Library Commission held a regular meeting on December 17, 2020 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 Officer 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 4:30 p.m.

Commissioners Present: Huang, Lee, López, Mall, Ono, Wardell-Ghirarduzzi and Wolf

Default Library Commission Secretary: Michael Lambert, City Librarian

AGENDA ITEM NO. 1 GENERAL PUBLIC COMMENT

Peter Warfield, Executive Director, Library Users Association, libraryusers2004@yahoo.com, said in general that it is difficult to get into Commission meetings. He said the Library needs to review its privacy practices and the touting of Facebook and other social media on monthly library publications should be stopped immediately. He said the Commission should review the limited service being provided to the public currently, particularly in person service. He said the quality of service should be reviewed in detail.

AGENDA ITEM NO. 2 ANNOUNCEMENT OF APPOINTMENT OF THE LIBRARY COMMISSION AFFAIRS ANALYST

Commission President Mary Wardell Ghirarduzzi reported that at a special meeting on November 5, 2020, the Library Commission took action to make an offer of employment and appoint Margot Shaub for the position of Library Commission Affairs Analyst. All commissioners were present and the roll call

vote on this action was unanimous. The action is reflected in the Notice of Commission Action that was included in your packets. Ms. Shaub has now accepted the offer. As Library Commission Affairs Analyst, Margot will perform the functions of Commission Secretary and support these meetings moving forward. Margot is present today for this meeting. I'd like to welcome her as well as congratulate her on her appointment.

Explanatory document: [Notice of Commission Action](#)

Public Comment

Peter Warfield, Executive Director, Library Users Association, libraryusers2004@yahoo.com, said this appointment is a bundle of problematic issues. He said the Commission never voted to approve or discuss in public the change from Secretary to what it is now, and the change of duties. He said the Commission is supposed to be an independent policy setting body with its own secretary as described in the bylaws and in the past. He said the secretary was primarily working to assist the Commission in carrying out its duties and was accountable to the Commission with annual performance reviews of the Secretary. He said to have the City Librarian be the employer and accountable to that position not the Commission; it reduces the independence of the Commission; this is essentially a power grab. He said the duties described are not in concert with fully open government, for example, section 67.21 of the Sunshine Ordinance it says everybody/anybody with access to information is a custodian of public records and is supposed to provide them promptly and without unnecessary delay when requested. He said these changes, the way they're going to handle their stuff in a variety of ways and is just wrong. The insuring of Library compliance with California Statement of Economic Form 700 that's absurd, he said. The Library is not responsible, you as individuals, the City Librarian and Commissioners are responsible, and you can't make that go away with a job description.

Commission Discussion

Commissioner Huang welcomed Margot and said it was great to have her on the team. He said the Commission vote was unanimous and Margot is serving in capacity of Library Commission Secretary as it is stated in the bylaw, nothing has fundamentally changed there. He said it is great to have her experience on Board and is looking forward to working together in the months and years to come.

Commission President Wardell-Ghiraduzzi also offered her congratulations and welcomed Margot to the team. She expressed the Commission's excitement about her being a part of the work they are doing on behalf of the City & County of San Francisco through the San Francisco Public Library.

AGENDA ITEM NO. 3 SAN FRANCISCO PUBLIC LIBRARY – RACIAL EQUITY ACTION PLAN

Michael Lambert, City Librarian said library staff appreciated the opportunity to present the Library's first ever Racial Equity Action Plan, which marks an important milestone in the Library's efforts to address racial equity and social justice in the organization and the community. He said at the last Commission meeting, staff introduced information about the Library to create this plan and that the activity is legally mandated by Ordinance 188-19, which created the Office of Racial Equity. He said the Library's Racial Equity Committee has been working hard the past few weeks to develop the Racial Equity Action Plan. Michael introduced the Racial Equity Co-Chairs, Shawna Sherman, Acting African American Center Manager and Alejandro Gallegos, Community Engagement Manager to present the Library's plan.

Alejandro Gallegos and Shawna Sherman gave an overview of the SFPL Racial Equity Action Plan. The following topics were covered: What is a racial equity action plan, why it is necessary, how the plan was developed and how the Library will use the plan, median employee income by race, income distribution by job category and race, the seven sections of the Racial Economic Action Plan (Hiring

and Recruitment; Retention and Promotion, Discipline and Separation, Diverse and Equitable Leadership Management, Mobility and Professional Development, Organizational Culture of Inclusion and Belonging, Boards and Commissions). They outlined next steps in the development of the plan and after completing edits based on feedback from the Commission and the Office of Racial Equity, they will formally submit the plan on December 31, 2020.

Explanatory documents: [Racial Equity Plan](#); [Racial Equity Plan presentation](#)

Public Comment

Peter Warfield, Executive Director, Library Users Association, libraryusers2004@yahoo.com, said the Library had some very good people working on it and glad they are working on it, this important job, although it is required by law. He expressed concern about an absence of outside people outside the library including people who have been excluded or rejected for employment or excluded and rejected for promotion and have left the library. He said the introduction was interesting because there was talk about outside surveys being done and the description of a racial usage statistic that was given, there was an example given for example how come people didn't come to the Library to use it and there were issues of language and issues of people didn't know where the library was located, if you're going to do a survey the way this survey is being done and didn't go to the outside folk you might not find out people that there were people not coming because they didn't know where the library was located. He said your diagnosis is potentially defective if you don't go outside. He said he was concerned that the library has ignored a good deal of information that they have given the library with regard to its services to its patrons, which is in many respects negative in the similar way in which you've shown with your statistics to minority users. He said paper notices, the lack of internet access and therefore the closure of the library disproportionality affecting the folks who have the least internet access and you know who those are. The fines and fees, he said, you've completely ignored the fees portion of what it is that could bump people out of using the library and who is most affected.

Naima Dean offered her congratulations to her colleagues and thanked them for all the work they put in coming up with what sounds like a wonderful start to making changes to our library system. She said it's long overdue, not just in our library system but globally and she's proud to see us putting energy and focus in that direction and creating positions to support such change. Shout out to the whole Committee because doing this type of work is not only just difficult, getting together, collaborating, working out the ideas, what is most important, what's most feasible on top of their regular duties. To take on this work additionally, kudos to that. It is very painful work, it enters your psyche it takes over your body, you don't sleep. It is rewarding work, and she hoped they have a moment to breath before moving on to the next phase. She expressed her love, support and congratulations to SFPL, which really needs this.

Jason agreed with Naima and congratulated the Racial Equity Committee, Alejandro and Shawna, doing this work is moving. He identified himself as BIPOC (Black and Thai) which makes him fall into the 5.3 Librarian 2s from the presentation chart on staff. He said he sees this every day, walking into meetings he counts how many black people are there and doesn't see a lot. He said this work is so important and is glad the library and city are taking this on.

Marciel expressed that the comments from Jason and Naima are so important and recognized the Racial Equity Committee for its amazing work. She said she feels so proud that the library is moving a step upward in how we handle the equity issue and the divide we see in this pandemic. Right now, there is a digital divide amongst our patrons having access and different programs. She said she is looking forward to the position and well done, she is happy about it.

Commission Discussion

Commissioner Wolf said the Committee has the support of this Commission every step of the way. They not only support them but want to be partners in this new place. She stressed for the Committee to keep being bold, be leaders, take big steps, and know that the Commission is there to learn with you and grow with them and to make the difference that is needed. Wolf also wanted to make sure that we ensure we have people from all aspects of life understand the professionalism that libraries can provide, and the opportunities and the next generation can see it as a viable and meaningful profession.

Commissioner Ono thanked and congratulated the Committee on phase 1, saying the Racial Equity Team has done an amazing job in just a short amount of time to get us where we are. We are usually first in the city and first in the nation.

Commissioner Lee thanked the team for putting all this work together. He said it was a massive amount of work, and a complicated endeavor. The quality of work is impressive.

Commissioner Mall applauded the Committee's hard work. Mall asked if there was a lot of internal discussion about this plan.

Alejandro responded they have been working on an action plan prior to the formation of the Office of Racial Equity and had identified for sections; Culture, Workforce, Service Delivery and Community Outreach and engagement. When this framework was given to us, we were already doing some of this work and were able to fit what we had done previously into this. We've built in the ability for engagement in Phase 2.

Commissioner Mall noted that from her perspective, the Library has always done an excellent job for every racial, cultural and social groups in the city.

Commissioner López noted it was a lot of work, noted that the effort and work going into this is going to be growing and developing. Often times, organizations look deep into issues and then file it, but this is moving forward and hope it is giving voice to staff. She asked about staff development and training. She asked if there is a plan of evaluating or engaging people that go to the training can share their training, maybe in Phase 2. She is supportive and thankful.

Commission President Dr. Mary Wardell Ghirarduzzi said this work is painstaking and very few organizations have the courage to do this kind of work, many organizations have had the façade of inclusion but have not realized the promise of equity. She thanked the Committee for taking this first step.

AGENDA ITEM NO. 4 FYs 2022 AND 2023 BUDGET PRIORITIES

Heather Green, Chief Financial Officer presented the FY 2022 and 2023 budget discussion and corresponding proposed budget priorities. Heather outlined the budget development and process within the city process. She said the budget fell under the two city-wide priorities of racial equity and economic recovery. She outlined next steps in the process, which are to look ahead and digest the Mayor's budget instructions, come back to the Commission in January for Commission review and submit to Controller and Mayor in February ask for Commission approval and submit by the February 22 deadline.

Explanatory document: [Library Budget FY 2022-2023](#)

Public Comment

Peter Warfield, Executive Director, Library Users Association, libraryusers2004@yahoo.com, welcomed the new person in charge of money matters and wished them the best of luck in going forward and expressed same wishes for the new Library Secretary or Commission Affairs Analyst, and wish her well also, he said they had done so in private. Peter said the budget here has some questions certainly. He asked about the pie charts showing what the budget breakdown is with respect to how much, what percentage is paid, to be spent on books and materials. He wanted to know what kind of books electronic, paper, would like to see comparisons with the full book budget with prior years. He said those things were provided in the past. He talked about the deemphasis on books the “debookification” and was glad to see books mentioned in the budget. Expressed concern over private libraries and the \$920,000 for two book vending machines seemed extraordinary. Expressed concern \$700,000 for the private library.

Commission Discussion

Commissioner Mall welcomed Heather Green, commenting she really grasped the budget significantly acknowledging there are a lot of moving parts. Mall also referenced an article in the San Francisco Chronicle about deficits in the City and the Commission has hard choices ahead. Commissioner Mall liked several of the new ideas and said Heather Green knows will come back with some decisions they have to make and establish their priorities.

Commissioner Wolf thanked Maureen Singleton, COO for her leadership on the budget over the years. Commissioner Wolf asked about the book vending and the YELL Program and SF Scholars at home. Commissioner Wolf noted the YELL program is important and was glad to see it was expanding to year-round. She noted the \$500 Stipend for all participants seemed low and asked if we could find a way to increase and give more compensation, so participants benefit financially and intellectually. Commissioner Wolf asked for more information on the SFPL Scholars at Home program.

City Librarian Michael Lambert responded, saying racial equity is the North Star for SFPL and the Scholars at Home Program offered opportunities to seed the habits of literacy, reading and learning with our most vulnerable populations. He described the automated kiosks will to help fill gaps in our service in emerging neighborhoods with needs for access to library services. This is an innovative service model, allows patrons access to the Library’s robust collection and reserve materials from any locations and have it delivered to a holds locker to check out.

Michelle Jeffers, Chief of Community Programs and Partnerships, gave more detail about the vision for expanding the program and level of compensation. She said we are looking at ways to finding some synergies between YELL and scholarships to serve the YELL students. Possible combine Youthworks program to serve the same Yell students.

Commissioner Wolf noted the vending machines were a huge ticket item and said people need interactions with SFPL staff, which is really good at is working with their constituents and offering expertise and inviting opportunities she hoped the book vending had some personal and personnel component.

Commissioner Lee said he appreciated the budget presentation style and the priorities are aligned with racial equity and economic recovery. He wanted to see an impact column added to the budget presentation so when they are asked to make tough trade-offs they are aware of the number of

people who benefit or are impacted, for example from the book vending machine planned for Dogpatch or how many staff are getting trained.

AGENDA ITEM NO. 5 CITY LIBRARIAN'S REPORT

Michael Lambert, City Librarian, gave a presentation and updates on recent Library activities and made announcements. The following topics were covered: 2020 Urban Libraries Council (ULC) Innovations Award; SFPL Annual Report (FY20); Department of Children, Youth & Families (DCYF) Partnership – Community Hubs.

Michelle Jeffers, Chief of Community Programs and Partnerships highlighted the 2020 Libraries Council Innovations Award for the STEM Challenge 'Yo Self, where the program was virtual this year and provided opportunities for students and families to learn science and math concepts. Michelle Jeffers highlighted 2020 SFPL initiatives, services and programs of the Library captured in the 2020 SFPL Annual Report. She said although they could not expand the full award amount Friends granted to SFPL their support of \$450,000 enabled the Library to pivot to online programs and protect staff with plexiglass and PPE as we reopened for SFPL To Go service.

City Librarian Michael Lambert gave a brief report on the status of Community Hubs, a partnership with DCYF to support the city's most vulnerable populations of school age children with their distance learning. He said that we previously reported out on the successful hubs activate at the Visitacion Valley, North Beach Western Addition and Bayview branches, joining the Richmond and Bernal Height branches, which launched last month. Mayor Breed issues a press release announcing that San Francisco's Community Hubs Initiative for youth successfully completed the first semester of the 2020-2021 school year. The Ingleside Branch Library launched on December 2 and is accommodating 12 youth. The Community Youth Center is the community-based organization responsible for managing this site and are being supported by Branch Manager Nina Pogoysan and her team. Other locations may be activated as part of Phase 3, potentially in January and include Chinatown, Sunset and Ortega branches and Golden Gate Valley Branch is being considered for future activation.

Explanatory documents: [Urban Libraries Council Award 2020](#); [SFPL Annual Report 2020](#); [SFPL Annual Report 2020 presentation](#); [Community Hubs presentation](#); [Community Hubs Dashboard](#)

Public Comment

Peter Warfield, Executive Director, Library Users Association, libraryusers2004@yahoo.com, asked if the Annual Report reported that SFPL was able to fully spend or not spend the \$454,000 from the SFPL Friends group because of COVID-19. Community Hubs report was confusing but above all the use of entire library buildings, buildings normally be serving thousands of people in the neighborhood including children, including adults, including all kinds of people being used for an extremely small number of kids. There's no problem with serving the kids or any kids in need but there are many other places included in the list of places available for kids, not clear why the library branches couldn't have portions set aside for use by the kids and still be able to reserve the library for whatever limited degree of usage might make sense. But it seems like reserving a large number of spaces for a small number of kids and it should consider what level of usage can be provided to the public in these libraries as well or instead of.

Marie Ciepiela, Executive Director of Friends of the San Francisco Library said the Annual Report Newspaper was very creative. Marie reported that that the number in the Annual Report is the cash expended, which is a little over half approved by the Supervisors the Fiscal Year ending June 30 due to COVID. She reported there is a lot planned for January they are prepared to fund. She also reported that the group had done restructuring and reorganizing themselves and a lot and what they

have found is they are leaner and more effective and support from the community is stronger. She said they have filled the Director of Philanthropy position, who will start in January.

Commission Discussion

Commissioner Wolf said she was grateful to the SFPL Team. They are just amazing the way they pivoted with such grace, enthusiasm and confidence to meet the unexpected challenges. Commissioner Wolf said she had the opportunity to work with Staff at the Food Bank and picked up books from the To Go spot at the Main Library and was delighted and thankful for their cheerfulness, professionalism, their gratitude, their kindness and generosity and graciousness in these most challenging times, because they got into this field because they care about books, access democracy and education. Commissioner Wolf looks forward to a brighter healthier year ahead.

Commissioner López thanked staff for the report and work, she said the Library leader is great. Commissioner López noted we have a lot of youth programming; do we capture in writing youth participants experience. Commissioner López also asked if there was a plan for Community Hubs when schools go back in session, what will that transition look like.

City Librarian, Michael Lambert responded that we do collect that feedback from the youth and have featured in previous presentations and will continue to feature young people and the great work they do and their positive experience. He said in regard to the Community Hubs citywide, the capacity of the Hubs is a little over 1800 slots, not counting Phase 3 activations in January, considering SFUSD has 55,000 students, is a drop in the bucket. The Library leadership team meets twice a week with the Department of Children, Youth and Families twice a week and have been discussing the SFUSD plan for reopening and how that could impact the Hubs. SFPL is planning to continue to operate these Hubs through the end of the academic year and sees a continue need for this service. SFUSD endeavors to target the most vulnerable youth and families that does raise some questions about what the youth do if they go back to school two days a week, will they go to the Hubs the other three days a week. SFPL is doing scenario planning and having those discussions with our partners and is firmly committed to do this work for as long as they need to.

Commission President Wardell-Ghirarduzzi thanked Michelle Jeffers for her service and elevating others work, although much of it originates with her. Commissioner Wardell-Ghirarduzzi said the Community Hubs are based upon specific needs, specifically based on providing out of class support for children and youth throughout the city but particularly in these Equity Zones, like the Bayview, the Mission and Chinatown Hubs serving hundreds of children. SFPL's participation in this work is mission critical and the Commissioner expressed commitment to the work for as long as necessary.

AGENDA ITEM NO. 6 APPROVAL OF THE MINUTES OF NOVEMBER 5, 2020 SPECIAL COMMISSION MEETING

Public Comment

Peter Warfield, Executive Director, Library Users Association, Libraryusers2004@yahoo.com, said the minutes today are kind of refreshing and it looks like they were not made by the City Librarian but have been signed by Almer Castillo, Executive Assistant. Mr. Warfield thanked them for the good. He said there are some corrections that are important because it needs to be understood what some of these important issues and specifics have to be. He said in his comment before they went into closed session regarding the public employee appointment November the 5th he said there was no Library Affairs position listed under the bylaws, and what he said he said was that there was not a position

such as what you were hiring for in the bylaws just the Library Commission Secretary so that needs to be corrected to show the actual title of the position that you were going into closed session to consider hiring. There is another thing that's even more important in terms of detail that has to be correct, you are required to file 700 forms, which were put into place in 1974 by the Public Records Act. The Public Records Act gave a committee, a body called the Fair Political Practices Committee or Commission to enforce that law. Those who have to file that are responsible and have to sign under perjury the truth of what they are saying. Our City Librarian the predecessor of the current one, Luis Herrera, had reportedly over multiple years said he had received nothing from anybody including particularly money and in fact that was not true. As a result of a variety of matters including activists who dug that information out the FPPC enforced the law and he agreed that he had violated the law. So, where it says he said in fact the City Librarian violated the FPPC that would be kind of a hard job, he violated the law, the Public Records Act and they enforced it. And the same as the Sunshine Ordinance the Sunshine Ordinance Task Force.

Motion: By Commissioner Mall, seconded by Commissioner Wolf to approve the [Minutes of November 5, 2020 Special Commission meeting](#).

Action: Ayes 7-0 (Huang, Lee, López, Mall, Ono, Wardell-Ghirarduzzi and Wolf)

AGENDA ITEM NO. 7 APPROVAL OF THE MINUTES OF NOVEMBER 19, 2020 COMMISSION MEETING

Public Comment

Peter Warfield, Executive Director, Library Users Association, libraryusers2004@yahoo.com, it looks like Almer Castillo did quite a good job. It is quite disappointing to hear the Commissioners not even discuss specific things about the accuracy of what becomes your history and what you may at one point want to go back to, to review if you hadn't been to a meeting or for some other reason if you wanted to jog your memory. It is very disappointing that the Commissioners should have so little interest in the written word and its accuracy. On Agenda Item number 1 it says that he said that the procedures were very inadequate in terms of the description on the agenda. What he was talking about was the procedures for participating in this remote meeting and he thinks that needs to be included as a small phrase to be added. On public comment that he made with respect to the department Racial Equity Plan, it says that he said he's a little bit disappointed to hear that the San Francisco Public Library's Racial Equity Task Force has been ongoing since early 2018 period. No, he wasn't disappointed that it was going on since 2018 that gives a completely wrong impression. The next sentence should be connected to the first one I just read with a yet, yet he said he didn't recall hearing about this ongoing work until this meeting. That's what he was disappointed about, not hearing about the meetings of this body, an important body for two years. He'd like that to be a single sentence connected with yet coming after 2018 otherwise it gives a completely wrong impression of what he said, and he intended. On public comment number 4, I asked not for the Commissioners emails but for the Commissioners e-mail addresses and he said those have been posted on for many other bodies. And that about runs his time out. There is often the use of they and it's not clear who they are and it really should be Library Users Association.

Motion: By Commissioner Huang, seconded by Commissioner Ono to approve the [Minutes of November 19, 2020 Commission meeting](#).

Action: Ayes 7-0 (Huang, Lee, López, Mall, Ono, Wardell-Ghirarduzzi and Wolf)

AGENDA ITEM NO. 8 ADJOURNMENT

Public Comment

Peter Warfield, Executive Director, Library Users Association, libraryusers2004@yahoo.com, said there are a number of times he said this and he will say it again. You are cheating the public if you do not insist before adjourning that your future agendas have on them routinely preferably at the end where you used to have them have this item, an item for items you wish to see on an agenda in the future. You may want to have an expansion, you may have something that was brought up there may be questions about something you may have your own particular concern or interest on behalf of yourself on behalf of the public. This used to be a regular feature of the Library Commission Agendas and it is currently at many bodies. It gives each Commissioner a chance to bring up something they may want on a future agenda, shouldn't leave this meeting without insisting that be included in future agendas as he said you're cheating people if you don't do it. All kinds of things come up that are important and interesting that you may want to open up for further discussion and activity once again he thinks you should be insisting on that and he thinks you should also be discussing for example what is your role, is your role to simply rubberstamp what has been brought to you by the Library Administration or you supposed to be indeed an independent body indeed that sets policy. I also think you should discuss minutes where for a few words you might make them accurate and where instead you not only disrespect the public who comes to speak by completely ignoring what they say without any discussion but you also indicate that you don't care not only about accuracy but whether the public has been fairly represented and that he thinks is a very significant thing distorts your minutes it distorts your history if you don't at least discuss whether or not what the person requested was reasonable or accurate and would complete your minutes in an accurate and fair way. Thank you.

Motion: By Commissioner Lee, seconded by Commissioner López to adjourn the meeting of December 17, 2020.

Action: Ayes 7-0 (Huang, Lee, López, Mall, Ono, Wardell-Ghirarduzzi and Wolf)

The meeting ended at 6:49 p.m.

Margot Shaub
Library Commission Affairs Analyst

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-notices/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).