



## *San Francisco Public Library*

### **SAN FRANCISCO PUBLIC LIBRARY COMMISSION**

#### **Minutes of the Regular Meeting of January 21, 2016**

#### **(Approved at the regular meeting of March 17, 2016)**

The San Francisco Public Library Commission held a regular meeting on January 21, 2016 at the Koret Auditorium, Main Library.

The meeting was called to order at 4:32 pm.

Commissioners present: Lee, Dunning, Mall, Ono, and Wardell-Ghirarduzzi

Commissioner Nguyen was expected.

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

Peter Warfield, Executive Director, Library Users Association, said there has been only six Commissioners for well over a year. He said he is concerned about the library's usage of social media and other privacy threatening issues. He said there is a lot of literature about the dangers of the use of Facebook and other social media. He said he would like to see a privacy audit. He said there should be a review of the Library's system performance and its reliability. He said there is no sign up list or check off list in the bathrooms.

Ray Hartz, Director San Francisco Open Government, said as we begin the New Year there will be a shift of his complaints from the Sunshine Ordinance Task Force (SOTF) to the Ethics Commission. He said he has had a long conversation with the new Ethics Commission Executive Director who assures him that their investigators will cooperate with him filing complaints. He said they are currently looking into several of his previous complaints and how they were handled by the SOTF. He said he would like to put Sue Blackman on notice that if she has comments relating to the comments made by the public that she should do so in regular order.

*The following written summary was provided by the speaker, Ray Hartz. The content is neither generated by, nor subject to approval or verification of accuracy by the Library Commission.*

As we enter the new year, there will be a shift of some complaints against the SFPL and Library Commission from the SOTF to the Ethics commission. I've already had a long conversation with the new Ethics Commission Executive Director, LeeAnn Pelham, who assured me that their investigators will cooperate with me in filing my complaints. They are also looking into a SOTF referral that was announced and heard by the Ethics Commission, while I was out of the state. An investigation has been opened as to how that was "arranged." An additional inquiry is being made regarding how my last three complaints against the Library Commission and various members/staff were handled before the SOTF. Lastly, I would like to place Commission Sec. Sue Blackman on notice that if she has comments relating to the comments made by the public that she should do so in regular order.

## **AGENDA ITEM NO. 2. ELECTION OF COMMISSION OFFICERS 2016**

President Ono said she is stepping down as President due to personal commitments that she has this year. She said she will continue as a Commissioner, but not as an officer. She said it has been her pleasure to serve as President for the last two years. She opened the floor for nominations for President.

Commissioner Dunning thanked President Ono for her service and said she would like to nominate Commissioner Wardell-Ghirarduzzi for President of the Commission.

Commissioner Mall seconded the nomination

President Ono asked if there were other nominations.

Commissioner Lee nominated Commissioner Dunning for President of the Commission.

Commissioner Dunning said thank you to Commissioner Lee, but said she is not interested in serving as President this year.

### **Public Comment**

Ray Hartz, Director San Francisco Open Government, said he is glad Ms. Ono decided to step down. He said he thinks she followed very poorly in the steps of Jewelle Gomez, who was unanimously voted by the Ethics Commission to be removed for her actions in running the Library Commission. He said he believed that Ms. Blackman and the Commission personally tried to malign him. He said Ms. Ono does not understand the law or does not give a darn.

Peter Warfield, Library Users Association, said he is surprised but glad that President Ono is stepping down. He said one of the saddest experiences that has happened here because Mr. Hartz used the 'F' word as an intensifier there was a big hubbub by the Commission. He said

Commissioner Wardell-Ghirarduzzi piled on as well and said Mr. Hartz' words were harmful. He said he would hope that Commissioner Dunning would reconsider and that she would be better qualified than Commissioner Wardell-Ghirarduzzi. He said he does not support Commissioner Wardell-Ghirarduzzi for President.

#### Commission Discussion

Commissioner Ono said there was a nomination and a second to elect Commissioner Wardell-Ghirarduzzi as President of the Commission

Motion: By Commissioner Dunning, seconded by Commissioner Lee, to elect Commissioner Wardell-Ghirarduzzi as President.

Action: AYES 5-0: (Dunning, Lee, Mall, Ono, and Wardell-Ghirarduzzi).

President Wardell-Ghirarduzzi said thank you to Commissioner Ono for her service and thank you to the Commission for this opportunity. She opened the floor for nominations for Vice-President.

Commissioner Ono nominated Commissioner Mall for Vice-President and said she has been a great Vice-President.

Commissioner Lee seconded the nomination.

President Wardell-Ghirarduzzi asked if there were any more nominations for Vice-President. She said seeing none we will go to public comment.

#### Public Comment

Ray Hartz, San Francisco Open Government, said when the Commission has an election it seems that everyone runs for the exits. He said Commissioner Dunning and Lee occasionally ask relevant questions. He said it is typical that you can't get more than one person to run and that smacks as a seriatim meeting. He said that is a violation of the Sunshine Ordinance and the Brown Act. He said most of the Commission just sits there and approves whatever the City Librarian puts before them. He said he is going to keep track of the attendance of this Commission. He said if you can't make it to the meeting you should resign.

Peter Warfield, Library Users Association, said congratulations to President Wardell-Ghirarduzzi. He said Mr. Hartz has raised some issues relating to the Commission's process. He said there is an armed policeman at the back of the room and he wondered if that is necessary and he would like the Commission to discuss this. He said he wishes that Commissioner Dunning had been nominated but he also supports Commissioner Mall's nomination for Vice-President.

#### Commission Discussion

President Wardell-Ghirarduzzi said there is a nomination and a second to elect Commissioner Mall for Vice-President.

Motion: By Commissioner Ono, seconded by Commissioner Lee, to elect Commissioner Mall as Vice-President.

Action: AYES 5-0: (Dunning, Lee, Mall, Ono, and Wardell-Ghirarduzzi).

Sue Blackman, Library Commission Secretary, said Commissioner Nguyen had contact her and said that he had a minor accident and would not be able to attend the meeting.

Commissioner Mall said thank you to Commissioner Ono for doing a wonderful job as President.

### **AGENDA ITEM NO. 3 FYS 2017 & 2018 BUDGET**

Luis Herrera, City Librarian, said this is the fourth conversation on the budget with the Commission.

Maureen Singleton, Chief Financial Officer, gave the presentation on the FYS 2017 and 2018 budget. She shared the budget calendar and gave the budget background and budget climate. She said the budget climate has changed since they last presented the information to the Commission. She said since the meeting in December they have drilled down on some of the specific expenditures in response to the Commission's request. She outlined the proposed investments based on the strategic priorities of Premier Urban Library, Literacy and Learning, Youth Engagement, Digital Strategy, Partnerships for Excellence and Organizational Excellence. She referred to Attachment 1 which provides a little more than what is provided in the PowerPoint. She highlighted a few of the items listed under each category and said she would be happy to provide any information on any of the other items for the Commission. She explained the summary of proposed positions and the budget revenue adjustments. She showed a chart showing the highlights of the budget revenue. She said the budget unknowns are the fringe benefits changes and additional work order changes, other considerations and next steps.

Luis Herrera, City Librarian, said he hopes the Commission appreciates the detail that Maureen has provided. He said our managers are available to answer any questions the Commission may have on specific items. He said the Commission has several options and we are in good fiscal health.

Explanatory documents: [FYS 2017 and 2018 Budget](#) Presentation; and Draft [Library Fines and Fees Schedule](#) Revisions.

#### **Public Comment**

Peter Warfield, Executive Director, Library Users Association, said the library is rich, rich, rich. He said we should be getting the best of everything. He said there is a lot of things the Commission needs to look

at in this budget and things like how BiblioCommons was snuck in the last time. He said there are other privacy risks that need to be looked at. He said specific concerns include copy smart and the copy systems in the library and custodial software. He said he is concerned that the percentage of the book budget is down.

Ray Hartz, Director, San Francisco Open Government, said the library staff as a whole are extremely well-educated and good at their job. He said his problems have always been with the leadership and the Library Commission. He said Ms. Singleton has presented an excellent presentation that is very clear and gives all the numbers that need to be looked at. He said he is glad that the Commission is now given the opportunity to review the budget in the latter part of the previous year. He said there are substantial changes that take place when the Commission listens to the public.

Melissa Riley, Librarians Guild, said it is wonderful that additional positions are being added, but they are concerned with the upgrades of the Assistant Chief positions for the Chief of Main and Chief of Branches. She said they are changing that from a Librarian position and turning it into a more highly paid manager. She said it is still not clear whether there is enough staff for the branches.

#### Commission Discussion

Commissioner Ono asked about the Records Management position and whether we will be reimbursed from the other Departments who are benefitting from the position.

Luis Herrera, City Librarian, said that in the future we will be looking at recouping that cost, but there is not a structure in place at this time.

Commissioner Ono asked if staff knew when the unknowns with the fringe benefits and the work orders will be available.

Maureen Singleton, Chief Financial Officer, said those numbers probably will not be available until sometime in the Mayor's phase of the process.

Commissioner Mall asked about the café in the Library.

Luis Herrera, City Librarian, said that we have solicited bids for the café and we have identified a potential vendor. He said it could be as early as April to have a coffee and light fare café in the library.

Commissioner Mall asked about the assumptions for the retirement costs.

Maureen Singleton, Chief Financial Officer, said the assumption is 7%.

Commissioner Mall asked about the bookmobile.

Luis Herrera, City Librarian, said that only one of the bookmobiles need replacing.

Commissioner Mall asked about the core switch.

Michael Liang, Chief Information Officer, explained the core switch and said it needs to be replaced every 5-8 years.

Commissioner Lee thanked staff for providing the information on the work orders. He said other city departments should be paying for their use of library resources as well including the Records Management position. He said if the library has no option but to use other city departments, what incentive do they have to improve service to the library or reduce cost to the library.

Luis Herrera, City Librarian, said we have had some success in holding the other city departments accountable and he gave some examples.

Commissioner Lee asked about the telephone expenses and how many staff members there are. He said the charges seem to be way over market rate. He said the new positions seem to correlate very well with the strategic priorities. He asked if some library services are becoming obsolete are some of the positions being redeployed.

Luis Herrera, City Librarian, said we continue to use librarians as navigators and people to help guide our patrons. He said the staffing study that the Controller's office is working on will help to inform us on where we are with the entire staffing capacity. He said we are looking at other skill sets that address some of those 21<sup>st</sup> century skills.

Commissioner Lee had questions about technology and the costs involved.

Michael Liang, Chief Information Officer, explained the costs involved in laptops, technology and servers.

Commissioner Lee commended the Chief Financial Officer for thinking about the future and saving for future costs.

Commissioner Dunning said she appreciates the detail. She asked about the \$300,000 allocated for the work to be done on the non-BLIP branches.

Luis Herrera, City Librarian, said the \$300,000 is for the scoping of the projects and to begin the outreach with the community.

Commissioner Dunning asked about the Automated Materials Handling System and asked if this will eventually replace any labor costs.

Luis Herrera, City Librarian, responded that the System will not replace labor but it might allow us to allocate it differently and help with efficiencies.

Commissioner Dunning had questions about the City Records Manager and the Workforce Development Officer at the Bridge.

Luis Herrera, City Librarian, said these positions do meet the libraries functions.

Commissioner Dunning asked about the upgrades to the Assistant Chief Managers.

Maureen Singleton, Chief Financial Officer, said that the positions are not really upgrades they are additional positions. The existing Assistant Chief Managers have been reallocated to other purposes.

Luis Herrera, City Librarian, said it was probably a misnomer to call those positions upgrades.

Commissioner Dunning had questions about the IT strategy.

Michael Liang, Chief Information Officer, addressed the issues regarding the IT strategy.

Maureen Singleton, Chief Financial Officer, said the Department of Technology does review these types of purchases.

Commissioner Dunning asked why we are adding two custodial supervisors rather than two custodians.

Roberto Lombardi, Facilities Director, said it is supervision that we really need and the positions are working supervisors.

Commissioner Dunning asked if we had to remove \$500,000 from the budget what would we cut and if we could add \$500,000 what we would add. She said she would appreciate it if staff could bring that back at the next meeting.

President Wardell-Ghirarduzzi said she wants to commend the additions under Organizational Excellence. She asked about the early learning dedicated bookmobile.

Luis Herrera, City Librarian, said we only have one bookmobile dedicated for early learning but the other bookmobiles do provide some programmatic resources that crosses over for different ages.

Cathy Delneo, Chief of Branches, said we have a really robust program with our mobile outreach services. She said we utilize all of the different mobiles in all of the routes.

Luis Herrera, City Librarian, said we will bring back a presentation to the Commission on mobile services.

#### **AGENDA ITEM NO. 4 FRIENDS OF THE SFPL REPORT**

Marie Ciepiela, said she is the Interim Director of the Friends of the San Francisco Public Library and she wanted to introduce herself to the Commission and to let everyone know that after about six years the Library Laureates event will be revived on March 18 here at the Main Library. She said we will be celebrating the 20<sup>th</sup> anniversary of the Main as well as honoring Roselyne Swig. She said two weeks after that will be the Giant Spring Book Sale at Fort Mason.

#### **Public Comment**

Ray Hartz, Director San Francisco Open Government, said this item is not properly noticed. He said there is no information about what the item consists of and it is a violation of the Sunshine Ordinance. He said there were no explanatory documents. He said they have used the audio visual equipment in the past and the public is not allowed to use it. He said the Friends have not shared how more than \$6 Million, as reported to Charity Navigator is expended each year. He said the Board of Supervisors approves an annual gift of up to \$375,000 and using only those two publicly available figures, SFPL gets as little as six cents out of a dollar.

*The following written summary was provided by the speaker, Ray Hartz. The content is neither generated by, nor subject to approval or verification of accuracy by the Library Commission.*

This agenda item is not properly noticed. There is absolutely no information about what this agenda item consists of, which is a violation of the Sunshine Ordinance. There are no attachments, and I will be interested to see if “The Friends,” are allowed use of the audiovisual equipment. The use of such equipment is denied to members of the public and is based solely upon ‘viewpoint discrimination,’ a violation of the Brown Act! For literally years this commission has refused to respond to questions from members of the public regarding the financial machinations of “The Friends.” We get “a dog and pony show,” without any information regarding how more than \$6 million, as reported to Charity Navigator is expended each year! The SF BOS approves an annual gift of up to \$375,000. Using only those two publicly available figures, SFPL gets as little as six cents out of a dollar!

#### **AGENDA ITEM NO. 5 CITY LIBRARIAN’S REPORT**

Naomi Jelks, Adult Engagement Coordinator, gave a presentation on Black History Month 2016. She said this past weekend the Library had a MLK Day/Black Comix Art Festival. She explained the planned programming for Black History Month.



Karen Strauss, Chief of Main, gave an update on “Under the Nautilus – Celebrating 20 years of the Main Library. She said the Main Library opened on April 18, 1996. She said on April 13, 2016 there will be a public event looking at the library as place and also trends in modern architecture. She said in April we will also plan a celebration with the staff and recognize all of those who have been working here all of this time. She said we will have additional highlights to the collection and a retrospective exhibit of the James Hormel Gay and Lesbian Center.

Michelle Jeffers, Chief Community Programs and Partnerships, said the Library Laureates in March will kick off the anniversary celebration. She said there will be 20 special events and programs for 20 years. She said the Asian Art Museum will be holding a free day for our library card holders.

Explanatory documents: [Black History Month](#) presentation.

#### Public Comment

Ray Hartz, Director San Francisco Open Government, said how much of a black eye would it be if you had a 20<sup>th</sup> anniversary and the bathrooms were still not working. He said he would like to see more updates on what is coming up in the library at the Commission meetings. He said if the Black History Months Comics festival was announced in December there might have been more attendees. He said much has to be done between the City Departments and the African-American community to repair the rifts so anything the library can do as far as programming is a very positive thing. He said the City Librarian’s Report is always happy talk and nothing is ever about rectifying problems.

Commissioner Mall left the meeting at 6:50 p.m.

#### Commission Discussion

President Wardell-Ghirarduzzi thanked Naomi Jelks for the remarkable array of programs. She said she also appreciates the work that is being done for the 20<sup>th</sup> anniversary.

### **AGENDA ITEM NO. 5 APPROVAL OF THE MINUTES DECEMBER 17,**

#### Public Comment

Ray Hartz, Director, San Francisco Open Government, said with the New Year the Commission should consider why Mr. Warfield and he are the only ones who seem interested in what the Commission does. He said it is the Commission’s fault that members of the public don’t come to these meetings. He said part of that is that in the minutes he has to put in his 150 word statement to insure that his statements are accurately represented. He said it is the Commission’s responsibility to encourage people to come to these meetings.

Motion: By Commissioner Dunning, seconded by Commissioner Lee, to approve the [December 17, 2015 minutes](#).

Action: AYES 4-0: (Dunning, Lee, Ono, and Wardell-Ghirarduzzi).

## **AGENDA ITEM NO. 6 ADJOURNMENT**

### Public Comment

Ray Hartz, Director, San Francisco Open Government, said he would like to know why he has not had a proper response to his question about how much it costs to have the Deputy City Attorney and a police officer attend these meetings. He said he and Mr. Warfield feel that the purpose for having the police officer and the Deputy City Attorney attend the meeting is a gotcha. He said the public should not be afraid to come. He said there has been a court opinion that said you do not have the right to stop people from public speaking.

Motion: By Commissioner Ono, seconded by Commissioner Dunning, to adjourn the regular meeting of January 21, 2016.

Action: AYES 4-0: (Dunning, Lee, Ono and Wardell-Ghirarduzzi)

The meeting adjourned at 7:01 pm.

Sue Blackman  
Commission Secretary

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6<sup>th</sup> 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's website <http://sfpl.org>. 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).