



San Francisco Public Library

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the Regular Meeting of February 19, 2015

(Approved at the regular meeting of March 19, 2015)

The San Francisco Public Library Commission held a regular meeting on Thursday, February 19, 2015 in the Koret Auditorium Main Library.

The meeting was called to order at 4:34 pm.

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

Commissioner excused: Nguyen

Luis Herrera, City Librarian, introduced our new liaison Deputy City Attorney, Bradley Russi.

AGENDA ITEM NO. 1 GENERAL PUBLIC COMMENT

Peter Warfield, Executive Director, Library Users Association, said he is glad the concerns first expressed by the Library Users Association have helped lead to small improvements in BiblioCommons software in the United States. He said the Commission had to gut the Library's Privacy Policy to allow the use of BiblioCommons. He said BiblioCommons is BiblioCensorship and Biblio Privacy Breaking. He said there is nothing on this agenda for follow up concerns by the Library Commission.

AGENDA ITEM 2 FYs 2015 AND 2016 BUDGET REVIEW

Luis Herrera, City Librarian, said that this is a two year budget and we will be presenting two options to the Commission for discussion.

Maureen Singleton, Chief Financial Officer, gave a presentation on the FYs 2015 and 2016 budget review. She said all of the budgets are developed with our strategic priorities in mind. She said within the fixed year budget we are allowed to reallocate up to 5% of the budget that has been approved. She said anything in excess of that would require the Mayor and Board of Supervisor approval. She said the Library Preservation Fund is currently at \$19.7 Million. She reviewed the key budget drivers, the FY 16 budget investment review, the FY 16 Approved

budget and the FY 16 base budget. She explained two options for reallocation of savings from the FY 16 proposed budget of \$0.47 M. She said Option 1 is to increase Real Estate Custodial Work Order by \$0.43 M and allocate \$0.05 M to branch City Fiber Program. She said Option 2 is to increase the Real Estate Custodial Work Order by \$0.33 M, allocate \$0.05 M to branch City Fiber program and increase capital budget for Post Occupancy Investments (POI) and the Main Seismic Joint Repair by \$0.09 M. She said that unknowns include retiree health benefit changes and additional work order changes.

Explanatory document: [FYs 2015 and 2016 budget presentation; attachment #1](#)

Public Comment

Peter Warfield, Library Users Association, said the options are on reallocation of less than ½ % of the entire budget. He said he would like to discuss how much of the book budget is spent on ebooks. He would like to know what the circulation of ebooks is for the library. He said there are many substantive problems with the catalogs and he would like some of this money spent on improvements to the catalogs.

Commission Discussion

Commissioner Dunning asked if the \$90,000 in option 2 that would go to capital projects would be a one-time expense. She asked if we were to go with option 1 would that \$90,000 become part of the next budgeting cycle.

Maureen Singleton, Chief Financial Officer, said the \$90,000 would be a one-time expense and it could be deferred and we could add additional money to FY 17 for those projects.

Luis Herrera, City Librarian, said we will still need a substantial amount for POI and other projects so we will look at that in the FY 17 budget.

Commissioner Dunning said the money that would go to custodial would probably be a recurring expense and reevaluated next year.

Luis Herrera, City Librarian, said there are a number of recommendations from the Controller's Office and these will be looked at as part of next year's budget process.

Commissioner Wardell-Ghirarduzzi asked if the \$90,000 for the capital projects in option 2 is critical at this time.

Maureen Singleton, Chief Financial Officer, said it is not critical at this time.

Luis Herrera, City Librarian, said there is a significant increase to the materials budget for FY16 and an increase in the ebooks category as well.

Motion: By Commissioner Mall, seconded by Commissioner Wardell-Ghirarduzzi to approve Option 1 for the budget reallocation with a \$430,000 increase to the Real Estate Custodial Work Order and \$50,000 to the City Fiber Program.

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

AGENDA ITEM NO. 3 CITY LIBRARIAN'S REPORT

Michelle Jeffers, Chief Community Programs and Partnerships, gave a presentation on programming for Black History Month at the Main and the branches. She thanked the Friends of the Library for their support of the programs.

Luis Herrera, City Librarian said we were also very proud to be part of the kick off for Black History Month at City Hall. He said staff has done a wonderful job on the programming for the month.

Michelle Jeffers, Chief Community Programs and Partnerships, said the Summer Reading Program will be May 30 – August 9, 2015 and the theme will be Summer Stride: Read. Make. Learn. She said she is challenging all of the Commissioners to sign up for Summer Read this year.

Maureen Singleton, Chief Financial Officer, gave a Program Status Update on the Mix at SFPL Capital Program. She went over the capital program expenditures to date and the status of the program. She showed photographs of the completed Phase 1 Tenant Improvements for Information Technology; the offices for Chief of Main and Chief of Community Programs and Partnerships and Human Resources; the Literacy and Learning Center, the Bridge at the Main; and a construction shots of the Teen Digital Media Lab.

Luis Herrera, City Librarian said the next update is on the memo to the Commissioners from Karen Strauss, Chief of Main on the Fulton Street Entrance Shelving.

Karen Strauss, Chief of Main, said that a space has been identified in the Magazines and Newspapers Center for the free community newspapers and magazines that had been at the Fulton Street entrance. She showed a photograph of the space that has been provided.

Explanatory documents: Presentation on [Black History Month](#) and Summer Reading; [The Mix at SFPL Capital Program](#) presentation; and [Memo re Community Newspapers](#) at Fulton Street entrance.

Public Comment

Peter Warfield, Executive Director, Library Users Association, said the Library is capable of making some good programs. He said the discussion about the Teen Digital Media Lab has not mentioned the destruction of core library services. He said the magazines are now inaccessible in Brooks Hall. He said the Fifth Floor for the free community

newspapers and magazines is not as accessible as when they were at the entrance to the library.

Commission Discussion

Commissioner Mall complimented Michelle Jeffers on how outstanding she thought the Black History Month programming was. She asked if this programming was in conjunction with the school district.

Michelle Jeffers, Chief of Communications and Community Partnerships, said we often partner with the school district.

Commissioner Mall said she has often wondered how the library works with the San Francisco Unified School District (SFUSD).

Michelle Jeffers, Chief of Communications and Community Partnerships, explained some of the ways we partner with the school district.

Luis Herrera, City Librarian, said we would be happy to come back at a future meeting and talk about our partnership with SFUSD. He said almost 90,000 students visit the library in the course of a year.

Commissioner Mall asked about the publications and flyers.

Karen Strauss, Chief of Main, said these are community publications that are free for the public. She said by having them in a staffed area, they are more orderly and can be monitored on how many are being used. She said some of the flyers may come through public affairs. She said the Examiner is not considered a community newspaper as it is in our regular collection.

Commissioner Dunning asked about the Mix and the schedule and whether we have a more definitive answer on when the Mix will be open.

Roberto Lombardi, Facilities Director, said the schedule is pretty good right now and we are on target.

Luis Herrera, City Librarian, said the trigger is June. He said substantial completion by the contractor is anticipated in May. He said the moving process should be in June and if all goes to plan we should be celebrating the opening sometime in June. He said it is a very tight timeline and it is on budget.

Commissioner Wardell-Ghirarduzzi thanked everyone for their reports and she said the community programs are dynamite.

AGENDA ITEM NO. 4 LABOR UNION REPORT

There was no labor union report at this meeting.

AGENDA ITEM NO. 5 APPROVAL OF THE MINUTES DECEMBER 4, 2014

Public Comment

Peter Warfield, Executive Director, Library Users Association, said during the discussion of the library privacy policy the minutes are clear that Commissioner Dunning asked that the privacy policies are made clear to the patrons prior to implementing BiblioCommons. He said there has been nothing of this brought back to the Commission. He said Laura Lent made comments about the policy for children under 18 and 12 and under and that should be included in the minutes. He said on page 4 Commissioner Mall's comments about what the Commission was voting on should be very clear that she was asking about whether the Commission was approving BiblioCommons.

Commission Discussion

Motion: By Commissioner Dunning, seconded by Commissioner Wardell-Ghirarduzzi, to approve the [Minutes of December 4, 2014](#).

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

AGENDA ITEM NO. 6 APPROVAL OF THE MINUTES JANUARY 15, 2015

Public Comment

Peter Warfield, Executive Director, Library Users Association, said there have been deceptions in the BiblioCommons process and some of these were outlined in a letter he sent to the Commission several days before the January 15 meeting. He said he would like to see specificity on his comments about BiblioCommons in the minutes. He said the Deputy City Librarian said very specifically that there was a misunderstanding about what age would be subject to parental review and that should be included in the minutes. He said there had been previous changes made to the privacy policy but they had not been by the Library Commission and that should be included in the minutes.

Commission Discussion

Commissioner Lee asked if there was an assertion that the approval of BiblioCommons was nowhere to be found.

Luis Herrera, City Librarian said BiblioCommons was approved by the Commission through the budget process.

Motion: By Commissioner Lee, seconded by Commissioner Wardell-Ghirarduzzi, to approve the [Minutes of January 15, 2015](#).

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

AGENDA ITEM NO. 7

Public Comment

Peter Warfield, Library Users Association, said the Commission has been appointed to make policy decisions for the library. He said there should be a standard item on the agenda for New Business and it is an outrage not to have the Commission's input on what items will be on future agendas.

Motion: By Commissioner Mall, seconded by Commissioner Dunning to adjourn the regular meeting of February 19, 2015.

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

The meeting adjourned at 5:42 pm.

Sue Blackman
Commission Secretary

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/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'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).