



## *San Francisco Public Library Commission*

100 Larkin Street, San Francisco, CA 94102  
Phone 415.557.4236

### **NOTICE OF SPECIAL MEETING**

London N. Breed

*Mayor*

Dr. Mary Wardell-Ghirarduzzi  
*President*

Susan Mall  
*Vice-President*

Pete Huang  
John Lee  
Dr. Eurania Isabel López  
Teresa Ono  
Connie Wolf  
*Commissioners*

Michael Lambert  
*City Librarian*

A special meeting of the [San Francisco Public Library Commission](#) will be held as follows:

**DATE:** **Thursday, November 5, 2020**

**TIME:** **8:00 AM**

**PLACE:** Due to the COVID-19 health emergency and to protect our Commission Members, SFPL staff, and members of the public, the Koret Auditorium in the Main Library is closed.

Meeting held virtually & 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. C19-07j](#) and current public health recommendations, while allowing the public to observe and address the Commission.

Members of the public are encouraged to participate remotely. Please see remote meeting access information:

Remote Meeting Access  
WATCH and PUBLIC COMMENT  
[Cisco Webex Event Link](#)  
[bit.ly/SFPLCommissionNOV2020specialmeeting](http://bit.ly/SFPLCommissionNOV2020specialmeeting)

#### **LISTEN and PUBLIC COMMENT CALL-IN:**

1-415-655-0001 or 1-408-418-9388 • Event number (access code): 146 927 8888 • Press # TWICE after entering Access Code in order to enter the meeting as an Attendee. No "Attendee ID Number" is required to participate.

Providing Public Comment: Ensure you are in a quiet location • Speak clearly • Turn off any TVs or radios around you

1. When prompted, click “Raise Hand” in the Webex interface or dial \*3 on your phone to Raise Hand and be added to the public comment queue. The auto-prompt will indicate that you have raised your hand to ask a question and that you should wait until the Host calls on you. You have now entered the queue for the “Public Comment” period. 2. Callers will hear silence when waiting for their turn to speak. 3. When prompted, callers will have the standard three minutes to provide comment.

If you want to ensure your comment on any item on the agenda is received by the Commission in advance of the meeting, please send an email to [citylibrarian@sfpl.org](mailto:citylibrarian@sfpl.org) by 5 pm on Wednesday, November 4 or call 415-557-4236. Emailed comments will be posted on the [Library Commission webpage](#).

Meeting documents (agenda, explanatory documents, presentation slides) can be downloaded from the library’s website at [sfpl.org/library-commission/public-notices/agendas](http://sfpl.org/library-commission/public-notices/agendas).

The meeting will be called to order.

***Note: The Commission will hear public comment on each item on the agenda before or during consideration of that item.***

The meeting will be called to order.

**1. POSSIBLE CLOSED SESSION REGARDING PUBLIC EMPLOYEE APPOINTMENT – LIBRARY COMMISSION AFFAIRS ANALYST DISCUSSION AND POSSIBLE ACTION**

Explanatory documents: [City Librarian Memo dated November 2, 2020](#); [Library Commission Affairs Analyst – Job Description](#), and [Library Commission Affairs Analyst – Job Announcement](#).

- A. Public Comment on all matters pertaining to Item 1, including public comment on whether to hold Item 1(C) in closed session.
- B. Vote on whether to hold Item 1(C) in closed session.
- C. Public employee appointment Library Commission Affairs Analyst. This item may be held in closed session pursuant to California Government Code Section 54957(b)(1) and San Francisco Administrative Code Section 67.10(b)
- D. If closed session is held, reconvene in open session.

- E. Report on any action taken in closed session, as specified in California Government Code Section 54957.1(a)(5) and San Francisco Administrative Code Section 67.12(b)(4).
- F. Vote whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12(a)).

**2. ADJOURNMENT**

**ACTION**

(Requires motion and public comment.)

(Vacant) Library Commission Secretary

Explanatory documents: Copies of listed explanatory documents are available on the Public Library's website [sfpl.org/librarycommission](http://sfpl.org/librarycommission).

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).

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

**KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE**

Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Administrator, Sunshine Ordinance Task Force by mail to Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102-4689; by phone at 415-554-7724; by fax at 415-554-7854; or by email at [sotf@sfgov.org](mailto:sotf@sfgov.org).

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from the Sunshine Ordinance Task Force or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, [sfgov.org/sunshine/](http://sfgov.org/sunshine/)

### **San Francisco Lobbyist Ordinance**

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct code sec. 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 25 Van Ness Avenue, Suite 2200, San Francisco, CA 94102, telephone 415-252-3100, fax 415-252-3112 and web site: [sfgov.org/ethics](http://sfgov.org/ethics).

## **SAN FRANCISCO PUBLIC LIBRARY COMMISSION**

### **Accessible Meetings Policy**

**DISABILITY ACCESS:** The Library Commission's meeting space, the Koret Auditorium at the Main Library, 100 Larkin Street, is currently closed due to the COVID-19 pandemic at the behest of the San Francisco Public Health Department.

For inquiries or requests for other accommodations, please call 415-557-4236.