



San Francisco Public Library

MINUTES
Council of Neighborhood Libraries
October 22, 2020, 4:00 p.m.
CALL TO ORDER

Meeting Location: Zoom Virtual Meeting

Facilitator: Cathy Delneo, Chief of Branches

Attendees: A.J. Cave (ANZ), Lena Yu (CHI), Penni Wisner (EVA), Marcia Parrot (EXC), Nora Dowley (GPA), Gail Seagraves (Main), Susan Leury (MER), Judy Blanchard (MER), Ruth Maginnis (NVA), Marcia Ehrlich (PAR), Diane Silver (PAR), Marcia Popper (PRE), Kaitlyn Tran (PRE), Deborah Oppenheim (SUN), Joan Walton (SUN), Mario Lemos (Friends), Michael-Vincent D'Anella-Mercanti (Friends), Anne Vannucchi (SE District Manager), Regan Gong (Acting NW District Manager), Genevieve Feldman (Acting NE District Manager), Denise Sanderson (Acting SW District Manager), Darice Murray-McKay (Acting Central District Manager), Michael Roman (Junior Management Assistant), Florinda Battad (Library Technical Assistant II)

Excused: Larry Ware (BAY), Katherine Hsieh (CHI), Ruth Grabowski (EXC), Mailene Chew (Main), Tyrone (Ty) Robinson (NBE), Kathleen McClay (NBE), Edna James (OVI), Bessie Hahn (ORT), Elaine Cahn (RIC), Rochelle Fort (VVA), Maryam Roberts (WPO), Callen Taylor (WSA)

Library Administrators: Michael Lambert (City Librarian), Maureen Singleton (Chief Operating Officer), Tom Fortin (Chief of Main)

HOUSEKEEPING

Upcoming Meetings

- The next **Library Commission Meeting in December** will be on **Thursday, December 17, 2020, 4:30 p.m., SFPL Virtual Library**
- In December we will have a Check In with District Managers on **Thursday, December 10, 2020, 4:00 p.m., SFPL Virtual Library**
- The next **CNL Meeting in January** will be on **Thursday, January 28, 2021, 4:00 p.m., SFPL Virtual Library**

UPDATES

City Librarian's Report – Michael Lambert

SFPL to Go

- Three additional branches have opened for SFPL to Go service: Chinatown, Ortega, and Visitacion Valley. Anza Branch will open for SFPL to Go service on November 12th.

- The Library remains cautiously optimistic about possibility of opening additional SFPL to Go Branch sites.
- Expanding SFPL to Go branches will depend on staffing capacity in the Branch Division and Facilities (Custodial & Security). While other municipalities are able to open their libraries to the public, San Francisco still relies on library staff to serve as Disaster Service Workers.

Community Hub Initiative

- October 5th, Bernal Heights and Richmond Branches opened as Community Hubs.
- Three more branches will open on October 26th: North Beach, Western Addition, and Visitacion Valley. SFPL to Go and Community Hub services will co-locate at the Visitacion Valley Branch.
- Bayview and Ingleside Branches are scheduled to open on November 9th.

Air Respite and Cooling Centers

- The Chinatown and Mission Bay Branches paused SFPL to Go service and served as weather relief centers during the extreme heat and air quality events, along with the Main Library.
- We remain poised to pivot if asked to serve in this capacity by the Dept. of Emergency Management/the Centralized COVID Command.

Election

- Locations that hosted precinct polling during the March primaries are required to be open for polling for the November 3rd Election. Elections also asked a couple of additional branches to serve in this way.
- Seventeen branches will serve as polling locations: Anza, Bernal Heights, Chinatown, Eureka Valley, Glen Park, Golden Gate Valley, Ingleside, Merced, Noe Valley, North Beach, Ocean View, Ortega, park, Presidio, Richmond, Visitacion Valley, and Western Addition.
- Nine branches, will serve as ballot drop-off stations so that the City can have one such station per Supervisorial District. The Branches that will host ballot drop off on Election Day and the three days prior are: Anza, Bayview, Excelsior, Golden Gate Valley, Mission, Noe Valley, Ortega, Park and West Portal.
- Department of Elections implements polling at the branches and has developed Site Safety plans for each location where the community will enter the buildings to vote.
- Branch Library staff will also be on-site at many locations to ensure that Elections staff have access and to alert the COB office to any issues. Custodial and Security staff will also support the Elections efforts at many sites.

Q&A

- Diane (PAR) – *What happens in the Community Hubs?*
 - Community based organizations (CBOs), like the Mission YMCA, are contracted by the Department of Children, Youth and Families (DCYF) to provide support to school-aged youth.
 - CBO staff supervise youth, who are grouped into cohorts of 14. Our Branch Library hubs host 1-3 cohorts.
 - The Hub spaces are set up to allow for physical distancing. For example, the large 2-floor Richmond Branch has space for three cohorts.
 - Children at the Hubs have access to Library WiFi and a Chromebook and engage in structured remote learning through their regular school, as well as enrichment activities, outdoor recreation, and meals.

- Four library staff are assigned to work at each the Hub (3 per day). Staff stay in the staff area and are there primarily as hosts, available to help with questions regarding the building.
- Marcia (PRE) – *What is the age group? Is there testing for COVID-19? What is the routine for sanitation?*
 - Community Hubs at the branch libraries are for children in grades K through 8.
 - In addition to masks and physical distancing, health and safety protocols include daily health screening questions, temperature checks, and a quarantine zone if anyone falls ill.
 - There is periodical testing of CBO staff and youth.
 - Custodial staff are contracted by DCYF and follow cleaning procedures outlined in their COVID-19 cleaning manual.
- Nora (GPA) – *Polling information should be posted on all the library doors in order to clarify where, when, and how people can vote.*
- Diane (PAR) – *Will information about voting at the branches be on social media?*
Yes, information about the election will be on social media soon.

Library Commission Report – Michael Lambert

Budget

- The upcoming budget cycle will use the information from the last budget cycle as the baseline.

Personnel

- The Library hired a new Chief Financial Officer, Heather Green.
- Dr. Eurania Lopez has been appointed as the new Library Commissioner.
- Interviews for a Library Commission Affairs Analyst will happen on November 5th.

Library Services

- SFPL to Go, Community Hubs, and Election Day updates were reported out.

Mission Renovation – Andy Sohn, Architect, Public Works

- [Mission Branch Renovation Presentation](#)
- The renovation process began with a lot of community engagement meetings.
 - Mission Branch Manager, Ramon Hernandez shared during public comment at the Commission Meeting that Andy and the Department of Public Works really listened to the community and the staff.
- The building’s new design received approvals from the San Francisco Arts Commission Civic Design Review and the Historic Preservation Commission.
- Upcoming milestones:
 - Building permit – October 2020
 - Bidding – November 2020
 - Contracting process – November 2020 to March 2021
 - Construction – possibly May 2021
- Design highlights include:
 - Addition on the Orange Alley side of building will house a new Teen Room (2nd Floor) and expanded Children’s room (1st Floor)
 - A new outdoor space on Barlett Street side of building
 - Restored original layout of the branch with a central staircase
 - Restored a large Community Room, in its original location, to the branch

- Flexible spaces and furniture
- Visual transparency and sightlines across the building
- Solar panels and electric heating

Q&A

- Ruth (NVA) – *Were there any discussions about the smaller size of the Children’s Room?*
The Children’s Room is not significantly smaller – about 100 square feet smaller. The intention for the Community Room is for it to be a multi-purpose room that will be open and accessible though out the day and can be used by youth and their adults. The new Community Room will mean staff no longer need to limit attendance at youth programs to fit safely within the Children’s Room, which is also a plus for the community.
- Marcia (EXC) – *Where are the elevators for ADA access? How many restrooms are there?*
The elevators are on the same level as the entryway and are down the hallway between the Community Room and the staircase.
There five all gender restrooms. On the ground, there is a family restroom in the Children’s Room and a staff restroom. On the main floor there are two public restrooms and a staff restroom.
- Marcia (EXC) – *The addition has a lot of glass – will it make the Teen Room very hot?*
There shouldn’t be a problem with heat because the glass is high performance glass – it is spectrally selective and does not let in UV rays. There will also be shades on the windows.
- Ruth (NVA) – *Were there any thoughts of using a different material for the addition?*
The material of the addition was a topic of a lot of discussion and input from by Civic Design Review and Historic Preservatinos. In some cases you want to replicate the original, but the intent for this addition was to be differentiate from, but complimentary to, the original façade. The addition stands out as different from the original, but the materials are in a complementary color palette, and is the same in terms of proportion and texture.
- Nora (GPA) – *It’s an amazing design.*
- Cathy – The Mission Branch has a significant Spanish Fiction collection. The Library is exploring ways to make them accessible to the public during the renovation. One idea is to have them in the atrium at the Main, where patrons will be able to browse the collection.

Adjournment: 5:30 pm

Respectfully submitted by Florinda Battad