



San Francisco Public Library

MINUTES
Council of Neighborhood Libraries
September 24, 2020, 4:00 p.m.
CALL TO ORDER

Meeting Location: Zoom Virtual Meeting

Facilitator: Cathy Delneo, Chief of Branches

Attendees: Katherine Hsieh (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), Deborah Oppenheim (SUN), Joan Walton (SUN), Rochelle Fort (VVA), 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: A.J. Cave (ANZ), Larry Ware (BAY), Lena Yu (CHI), Ruth Grabowski (EXC), Mailene Chew (Main), Tyrone (Ty) Robinson (NBE), Kathleen McClay (NBE), Edna James (OVI), Bessie Hahn (ORT), Kaitlyn Tran (PRE), Elaine Cahn (RIC), 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 November** will be on **Thursday, November 19, 2020, 4:30 p.m., SFPL Virtual Library**
- There will not be a CNL Meeting in November.
- 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**

ANNOUNCEMENTS

- The Friends of SFPL have a new donation center in Potrero Hill. Donations are by appointment only. Since the Big Book Sale is cancelled, donated books are being given to non-profit and community organizations and sold online.
<https://www.friendssfpl.org/donatebooks.html>

UPDATES

City Librarian's Report – Michael Lambert

Resuming Library Services

- Disaster Service Workers (DSW)
 - The Library answered the City's call for DSWs and so far, has provided more staff to serve as DSWs than any other City Department.
 - Over half of the Library's workforce, roughly 400 people, were deployed to work as DSWs. Work performed by Library DSWs included services as Contact Tracers, Food Bank workers, City Greeters at COVID19 test sites, Hotel Workers, and Community Outreach Representatives.
 - The need for DSWs, along with stringent Public Health directives around the COVID19 Emergency has hampered the Library's ability to resume library services.
- SFPL to Go
 - The Library is providing contact-free, front door type service, where patrons can pick up requested materials outside at the library entrance.
 - The Main Library and the Excelsior Branch opened for service in August.
 - Four branches: Eureka Valley, Marina, Merced, and Mission Bay, opened on September 9th.
 - Three more branches: Chinatown, Ortega, and Visitacion Valley Branches are poised to open in October.
 - Branches in equity zones are prioritized. Anza, Park, and Portola Branches could possibly open in November.
- Community Hubs Initiative
 - The Library is supporting the City's Community Hub Initiative which help schoolchildren in vulnerable populations have a safe place for distance learning by providing connectivity, meals, adult supervision, and social and emotional support.
 - The Department of Children, Youth and Families (DCYF) initially identified 15 branches to serve as Hubs. Richmond, Bernal Heights, and Western Addition Branches have been confirmed to open as Hubs in October.
 - Community Based Organizations are responsible for the implementation of the Hubs at Library sites.
 - A cohort of four Library staff is working behind-the-scenes at each Library Hub, hosting the CBOs. Library staff perform Library work in the closed branch, working in staff areas. Library staff do not oversee the youth.
- Air Respite and Cooling Centers
 - The Chinatown and Mission Bay Branches have been serving as air respite and cooling centers during days of extreme heat and poor air quality.
 - The resilient staff at Mission Bay showed their dedication to the community by being both: an SFPL to GO location and a respite center.
- Q&A
 - Rochelle (VVA) – *Which branches are being considered as Hub locations?*

Richmond, Western Addition, Bernal Heights, Ingleside, North Beach, Bayview, and Sunset, and co-locating with SFPL to Go at Chinatown, Ortega, and Visitacion Valley Branches

- Katherine (CHI) – *How can parents sign up their children for the Hubs?*
For information about the Community Hubs Initiative, go to: dcyf.org/care
- Marcia (PAR) – *When will Park Branch open?*
The Library will have more clarity about which branches will be Community Hubs in the coming month. The Library is hoping to open more branches for SFPL To Go service, but still face staff constraints and limited custodial capacity.
- Diane (PAR) – *How many Library staff are still DSWs?*
As of September, over 300 library staff are DSWs. Fifty percent of the City's DSWs are library staff deployed through December 31st.
- Marcia (EXC) – *How long will the branches serve as Community Hubs?*
They will serve as Hubs for the full school year.

Branch Capital Projects

- Mission Branch
 - The renovation is fully funded, with bids scheduled in November through March, and construction beginning in May 2021.
- Chinatown and Ocean View
 - The Library faces a \$24.1 million cut in the current fiscal year's budget.
 - There will be no cuts in services, but the Chinatown and Ocean View projects have been paused.
 - Despite the prolonged economic recovery, the Library is still committed to the Chinatown and Ocean View projects and will keep a \$2.5 million place holder amount for each project.

Library Budget

- The Library has begun planning for the FY22-23 budget cycle. The budget proposal deadline is in December.
- The Library will use the Controller's conservative assumption on revenue projections to prepare the budget.
- Given the uncertain economic situation, the Library has not made definite decisions on how to make up the deficit.
- Vacant positions will remain unfilled to meet the salary savings requirement for City departments.

Library Commission Report – Michael Lambert

- Sue Blackman has retired from her role as Library Commission Secretary and will be missed!
- The Library Commission is currently recruiting for an analyst to fill Sue's former position.
- Presentations on [SFPL to Go](#), the [Community Hubs Initiative](#), and the [Mission Branch Renovation](#) were given at the Library Commission meetings in August and September.
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- Q&A
 - Penni (EVA) – *Will the Library serve as polling locations for the November election?*
Yes, the seventeen branches that served as polling locations for the primary election need to host the November election. Branches will be closed for SFPL to Go and as

Community Hubs on November 3rd. Excelsior and Bayview Branches will be ballot drop off locations from Friday, October 30th through Tuesday, November 3rd.

SFPL to Go – Denise Sanderson

- Daily visits from happy patrons are increasing at all the locations.
- The poor air quality caused by the recent wildfires has made it a challenge to offer service.
- Training for staff
 - Begin with remote sessions, then on-site training
 - A representative from the Department of Public Health goes over health and safety procedures
 - Collections and Technical Services staff provides guidance on safe materials handling
- Being a new service model, SFPL to GO is constantly being re-evaluated and improved by staff.
- Q&A
 - Rochelle (VVA) – *With so many of our branches closed now, how can CNL members support the Library?*
Our Merced Branch CNL representative, Susan Leurey continues to do volunteer gardening at the branch. However, folks can't volunteer to work inside the branches, but they can support the Library through the FOG Readers program. We have a long waiting list of youth looking for literacy tutors. Training is provided to tutors and the time commitment is about four hours per week.
<https://sfpl.org/locations/main-library/bridge-main-5th-floor/fog-readers>

- [CNL sfpl to go PPT.pdf](#)

Adjournment: 5:30 pm

Respectfully submitted by Florinda Battad