



San Francisco Public Library

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the Regular Meeting of DECEMBER 16, 2021

The San Francisco Public Library Commission held a regular meeting on **DECEMBER 16, 2021** virtually and telephonically pursuant to Government Code Section 54953 (e) 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 Order No. C19-07y and current public health recommendations, while allowing the public to observe and address the Commission.

The regular meeting of the San Francisco Library Commission was called to order at **4:30 PM**

Commissioners Present: Huang, Lee, López, Mall, Ono, Wardell-Ghirarduzzi and Wolf.

AGENDA ITEM NO. 1 FINDINGS TO ALLOW TELECONFERENCED MEETINGS UNDER CALIFORNIA GOVERNMENT CODE SECTION 54953(e)

Explanatory Document: [Findings Resolution](#)

Public Comment

Peter Warfield, Executive Director, Library Users Association, libraryusers2004@yahoo.com, said pretty much everything else is open now. He said he was not sure sure how long it will last, and he wants to have safety for everyone. He said under the result section, it says as described above the state of California remains in a state of emergency, but the mayor lifted some of the restrictions in the city.

Motion: By Commissioner **WOLF**, seconded by Commission **ONO** to Adopt the Resolution of Findings to AllowTeleconferenced Meetings Under California Government Code Section 54953 (e).

Action: AYES 7-0 (Huang, Lee, Lopez, Mall, Ono, Wardell-Ghirarduzzi and Wolf)

AGENDA ITEM NO. 2 GENERAL PUBLIC COMMENT

Peter Warfield explained why he gives out his contact information when he makes public comments. He said there is a reopening issue where half the libraries have seven-day service and the others have five-day service and no evening hours. He said he went to some Mission branch library presentations

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which he knew about because somebody who knew about them informed him.

AGENDA ITEM NO. 3 FY 23-24 BUDGET REVIEW

Heather Green, CFO, presented the Fiscal Year 23-24 budget review. She gave background on the budget process and deadlines the Library will have for the budget process. Green said there would be no cuts and we can expect a budget surplus, with a small increase in FY23 and a larger increase in FY24. Green outlined the strategic budget priorities of Racial Equity, Digital Access, Capital & Facilities and Right Sizing.

Explanatory Documents: [FY 23-24 Budget Presentation](#)

Public Comment

Peter Warfield said he was concerned about budget money for physical books being replaced by e-books. He said there were more and more titles that are available only in e-books. He said this cuts out people who do not have access to a computer and Internet. He said for the Capital projects, the Mission branch, which will be closed as a physical location for 4 years and that is atrocious service.

Commission Discussion

Commissioner **Ono** thanked Heather Green for the presentation. President **Wardell Ghirarduzzi** said the way in which Green presented the budget is commendable, inclusive and educational.

AGENDA ITEM NO. 4 TALKING BOOKS AND BRAILLE CENTER RENOVATION

Irene Aquino, DPW Bureau of Architecture gave an overview of the Talking Books and Braille Center (TBBC) planned renovation. Aquino gave an overview of the center, its services, the renovation design goal and the partners they worked with to reflect the updated service model. Aquino said they met with TBBC staff, the TBBC advisory committee and patrons, to get their input and the renovation will provide new flexible spaces for patron services, programs, learning and access to assistive technology. Aquino said the model will improve acoustics and personal space, have enhanced wayfinding methods, foster interactions among patrons and build community with an open floor plan. Aquino said they anticipated construction would begin mid-February and be complete in August 2022.

Explanatory Document [Talking Books and Braille Center Renovation Presentation](#)

Public Comment

Peter Warfield said he had hoped that there would be others who were closer to the project that might comment first. He asked how long the design planning has been and expressed concern whether users were solicited in the design reference process and said it looks like experts were consulted. He said he is not an expert at this, but that it sounds like instead of the ability of people to help themselves the direction now is to get people assistance from staff to get materials.

Mike Downing, new TBBC Committee Member, gave his enthusiastic endorsement of the proposed renovation and TBBC. He said the TBBC, being centrally located and easily accessible will encourage Library users for years to come. He said he looks forward to the day when the doors open.

Charlie Doors, Vice President of TBBC Committee, said they began advocating for TBBC renovation in 2013, which included meeting numerous times with San Francisco public library staff and TBBC staff about how

or what would the best way be to create a space that was usable for most patrons. He said the renovations will make TBBC a central part of the San Francisco disability community and be a refuge from the isolation that disability tends to create in a person.

Markus said he was the visual impairment services team coordinator at the San Francisco VA care system and he was impressed with the project and looks forward to introducing the veterans in his care to this space. He said it is not just for people with visual impairments but also with multiple disabilities. People will take advantage of the space.

Through California Speech-to-Speech message Ivana, a TBBC Committee Member, said she had concerns about the contrast and stationary furniture and expressed concern, when hiring a new Access manager that the person has experience working with people with disabilities in learning settings.

I'd like to thank the Library Administration and renovation architects for making the effort to learn about the many critical and diverse needs of the TBBC clients.

Steve Krauss, TBBC Advisory Committee Secretary, sent the following public comment through email 12/17/2022: Thank you for stepping out of the box regarding typical architectural design considerations in order to accommodate the essential requirements of our atypical clientele. Lastly, thank you for engaging the TBBC Advisory Committee for its insights and experience regarding the functional design features that are appropriate for the TBBC clients.

Commission Discussion

Commissioner Ono said she appreciated so many TBBC Advisory Members speaking up in support of TBBC and expressed appreciation for the teams work on this.

Commissioner Lee said he was happy to see innovation design with the project and asked how many users will continue with the project. Lee asked if public commenter Ivana's concerns were addressed in the process.

City Librarian, Michael Lambert, responded that during the design plan the TBBC Committee input and stakeholders consulted on user experience were incorporated and service design concepts and principles were employed in the design process.

Irene Aquino said the contract was presented to Chris Downy to make sure enough visual contrast so users can navigate through the space.

Vice President Huang said he was proud to work with an institution that took such care to go the extra mile to and get every single detail right. It is so clear through the presentation and public comments.

Commissioner Lopez thanked staff for the presentation. Dr. Lopez asked about capacity of how many people can be accommodated in the space.

Irene Aquino responded there is an actual occupant factor but did not have the drawings and would forward that information.

Commissioner Lopez asked if there were any spaces dedicated for children.

Irene Aquino responded that on the floor plan there is a section devoted to children's collections with a large table and smaller seats, which are moveable.

President Wardell thanked Irene Aquino for the presentation and the public for a robust public comment session and the affirmation that TBBC will serve as a refuge for SF disability community who experience isolation.

AGENDA ITEM NO. 5 L CITY LIBRARIANS REPORT

Chief of Branches, Cathy Delneo, gave an update on the branch reopening efforts including we are providing service to the public at all 27 neighborhood branch libraries. Delneo said 14 branches expanded to 7 days per week service, including the evening. The branch division is in the final stages of preparing to launch seven-day service at the Bayview, Chinatown, Mission Bay, Potrero, Portola, Presidio, and Sunset branches on January 8. The plan is to restore seven-day service at Excelsior, Oakland Park, Golden Gate Valley, Ingleside, Noe Valley, and visitation Valley early in 2022. The branch division continues to work with library Human Resources to fill vacant positions. SFPL to Go is available in the Mission community Tuesday through Saturday from 10 AM to 5:30 PM and mobile service on Tuesday, Thursday, Friday, and Saturday afternoon. These services enable patrons to pick up materials and maintain browsing access to Spanish and English language material from the Mission branch collection on the bookmobile. Delneo said we will continue providing this service at the Mission branch at 300 Bartlett St. until we open a temporary site in the Mission.

Dee Dee Kramer, SFPL Digi Center Manager gave an overview on the library's new digital asset management system. Kramer said the digital access manager system includes photographs, maps, manuscripts and audiovisual records and formats that have yet to be invented. The public library system includes the city archives and local history collections and serves as a federal state and local government depository. Kramer said SFPL is responsible for growing body of primary source materials and documents. These materials are unique and sometimes fragile with long-term research value. She said the Digital Asset Management System stores and organizes digital collections. SFPL has digitized historical photographs and other archives and special collections items since 1998 which started with the San Francisco photograph database, the 45,000 657 photographs are now on DigitalSF. The digital collections management involves the Digi Center, The government information Center the catalog department, IT, the San Francisco history Center and the special collections department. Kramer said these departments have an ongoing commitment to keeping the documentary traces of our past and present alive so they can be enjoyed in the future.

Michelle Jeffers, Chief of Community Programs and Partnerships highlighted a new programming partnership called the Alterverse, which brings poetry music and light to the dark days of December and Golden Gate Park. Jeffers said the project was initiated by illuminate SF the San Francisco-based nonprofit behind several the iconic public art installations as well as San Francisco poet laureate. The purpose of the program is to transform the city each December with family-friendly and free public performances of poetry, music and light. The Alterverse program began December first with the poetry celebration for world AIDS day that featured poets including the former poet laureate. There was a tribute to the four San Francisco poets' laureate that the city lost over the past year to honor them. The performances continue through the month. Jeffers said the full schedule of events are on the SFPL website and at thealterverse.org.

Explanatory Documents: [SFPL Reopening Presentation](#), [Digital Asset Management System Presentation](#), and [Poetry & Light Festival Presentation](#)

Public Comment

Peter Warfield, said thank you for the reports and that apparently none of the reports or the president of the library commission or the city library have heard of page numbers and said they are handy for those on the phone to see what you are talking about. He said with the Branch Update, we are being cheated on the hours that we had prior to COVID and evening hours have been cut back. He said there is the pushing out by digital books of nondigital ones.

Commission Discussion

Commissioner Wolf said at the end of this extraordinary year of 2021, San Francisco Public Library Chief Librarian has done an amazing job leading the team and the entire team has been incredibly resourceful getting the branches up to speed and open. Wolf said there are staffing challenges and other kinds of challenges in addition to COVID that prevent us from being fully open in every way that we want, but the trajectory has been very extraordinary and impressive. She thanked Cathy Delneo and her team for all they you have done. Commissioner Wolf said Michelle Jeffers and her team always pull things together and make them happen so beautifully and eloquently and powerfully and the technology upgrades led by Dee Dee Kramer insures those resources remain resources and do not go down the track of falling into old technology that cannot be accesses. Commissioner Wolf thanked the leadership and every single member of the team who contributed to making 2021 a banner year despite so many challenges.

Commissioner Ono said Commissioner Wolf provided a great summation of the Commissioners thoughts.

President Wardell Ghirarduzzi said Commissioner Teresa Ono and Commissioner Wolf said what the Commission's sentiment is about, a banner year for an extraordinarily unusual year. President Wardell said there was no guide or instructions on how to create an engaging as well as informative and educational opportunity through the various areas and these are definitely not things these leaders had any instruction manual on how to do but they did it and with their leadership teams they somehow accomplished it. President Wardell Ghirarduzzi thanked SFPL staff and thanked the City Librarian for his leadership.

Commissioner Susan Mall Departed the Meeting at 6:30 PM

AGENDA ITEM NO. 6 APPROVAL OF MINUTES – NOVEMBER 18, 2021

Public Comment

Peter Warfield commented on his comments around the approval of the October minutes and said virtual meetings are inferior to live meetings and you should consider going to live meetings and returning to them.

Motion: By Commissioner **ONO** seconded by Vice President **HUANG** to approve the [Minutes of the NOVEMBER 18, 2021 Commission Meeting](#)

Action: AYES 6-0 (Huang, Lee, Lopez, Ono, Wardell-Ghirarduzzi and Wolf)

AGENDA ITEM NO. 7 ADJOURNMENT THE DECEMBER 16, 2021 COMMISSION MEETING

Public Comment

Peter Warfield said the Commission should place an item on the Agenda about what the Commission would like to see on future Agendas.

Motion: By Commissioner **HUANG** seconded by Commission **WOLF** to adjourn the Commission Meeting of **DECEMBER 16, 2021.**

Action: AYES 6-0 (Huang, Lee, Lopez, Ono, Wardell-Ghirarduzzi and Wolf)

The meeting adjourned at **6:49 PM**

Margot Shaub

Library Commission Affairs Analyst

Please note: These are draft minutes subject to revision by the San Francisco Public Library Commission. Copies of the minutes and handouts are available in the office of the Library Commission Affairs Analyst, 6th floor, Main Library, 100 Larking Street, San Francisco, CA 94102-4733.

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the Commission Liaison Affairs Analyst/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 Commission webpage: sfpl.org/library-commission/public-notices/agendas. 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).