



San Francisco Public Library Commission

100 Larkin Street, San Francisco, CA 94102

Phone 415.557.4236

NOTICE OF MEETING

London N. Breed
Mayor

Connie Wolf
President

Pete Huang
Vice-President

Jarie Bolander
Dr. Mary Lomax-Ghirarduzzi
Dr. Eurania Isabel López
Susan Mall
Teresa Ono
Commissioners

Michael Lambert
City Librarian

Margot Shaub
Commission Affairs Analyst

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

DATE: **Thursday, November 16, 2023**

TIME: **4:30 PM**

PLACE: Koret Auditorium, Main Library, 100 Larkin Street, lower level

Members of the Library Commission will attend and participate in the meeting in person.

NOTE: The San Francisco Library Commission is discontinuing remote public comment for all public meetings starting in December 2023. Public comment will be taken in-person, with remote access provided for those who require an ADA accommodation. Requests for accommodation must be made at least 48 hours in advance of the meeting, pursuant to [Administrative Code Section 97.7](#). Late requests will be honored if possible. Please reach out 415-557-4236 with any questions or to make an accommodation request. Members of the public are invited to observe the meeting in person at the physical meeting location listed above and the Library **will continue to provide access to view Commission Meetings remotely over Zoom.**

To participate in today's meeting remotely members of the public may access the meeting as follows:

WATCH and PUBLIC COMMENT

Zoom Event Link: <http://on.sfpl.org/SFPLCommissionMeeting>

Remote Participation Via the Zoom computer interface:

- When it is time for public comment, click on the button labeled "Raise Hand" which can be found directly under the video.
- You will see a yellow hand icon alerting the host that you wish to offer comment.
- When it's your time to offer to comment, the host will ask you to unmute your computer microphone.
- **NOTE:** The meeting host will address all commenters by the name or caller number that is displayed on the host screen. Meeting hosts will not assume any knowledge of commenters beyond what is displayed on the screen.
- To **unmute** your computer microphone, **click** "Unmute."
- THIS IS YOUR TIME TO SPEAK. You are encouraged to state your name clearly. You will have up to three minutes to provide your comments.
- The meeting host is the official keeper of time. When your time expires, the host will state, "Three minutes." At that time, the host will mute you.

Participation Via Phone

- Dial in to 1-877 853 5247 and enter the unique access code for the monthly meeting.
- Enter the **Meeting/Webinar ID Number: 826 0656 4957**
You may wish to adjust the volume on your phone.
- To **raise your hand** to enter the public comment queue, **dial *9**.
- When it's your time to offer to comment, **the host will ask you to unmute your phone**.
- **NOTE:** The meeting host will address all commenters by the name or caller number that is displayed on the host screen. Meeting hosts will not assume any knowledge of commenters beyond what is displayed on the screen.
- To **unmute your phone** to offer public comment, **dial *6**.
- Ensure you are in a quiet location. Before you speak, mute the sound of any equipment around you, including televisions, radios, and computers. It is especially important that you mute your computer (if you are watching via the web link) so there is no echo sound when you speak.
- **THIS IS YOUR TIME TO SPEAK.** You are encouraged to state your name clearly. You will have up to three minutes to provide your comments.
- The meeting host is the official keeper of time. When your time expires, the host will state, "Three minutes." At that time, the host will mute you.

It is possible that the Library Commission may experience technical challenges that interfere with the ability of members of the public to participate in the meeting remotely. If that happens, the Library Commission will attempt to correct the problem but may continue with the meeting as long as people attending in-person, and anyone who received a disability accommodation to offer remote public comment, are able observe and offer public comment.

You may submit correspondence to the Commission concerning any item on the agenda. To ensure your correspondence is received by the Commission in advance of the meeting, please send an email to citylibrarian@sfpl.org by **5 PM on Wednesday, NOVEMBER 15, 2023** 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: <https://sfpl.org/about-us/library-commission/public-notice-library-commission/library-commission-meeting-agendas>.

The agenda is as follows:

The meeting will be called to order.

1. General Public Comment

This item is to allow members of the public to address the Commission on matters that are within the subject matter jurisdiction of the Commission and that do not appear on the agenda.

2. Approval of the Minutes for October 19, 2023 Meeting Action

Discussion and possible Action to approve the Draft Minutes of the Library Commission meeting of **October 19, 2023.**

Explanatory Documents: [October 19, 2023 Draft Minutes](#)

3. Capital Projects Update Discussion

Update and Discussion of Library Capital Projects.

Explanatory Documents: [Capital Projects Presentation](#) and [SFPL LIFT Program Update Memo](#)

4. City Librarian’s Report Discussion

This item is to allow the City Librarian to report on recent Library activities and make announcements. The City Librarian will give updates on: First Person: Native & Indigenous Peoples Heritage Celebration, California State Building Forward Grant, and Annual Report.

Explanatory Documents: [Native & Indigenous Peoples Heritage Celebration Presentation](#); [California State Building Forward Grant Press Release](#), and [Annual Report Presentation](#)

5. 2024 Library Commission Meeting Schedule Action

Discussion and possible action to adopt the draft 2024 Library Commission meeting schedule.

Explanatory Documents: [Draft 2024 Commission Meeting Schedule](#)

6. Adjournment Action

Explanatory Documents:

(Requires motion)

Margot Shaub, Library Commission Affairs Analyst

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

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.

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, <http://www.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.

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Accessible Meetings Policy

DISABILITY ACCESS:

Per the American Disabilities Act and the Language Access Ordinance, American Sign Language and/or Chinese, Spanish, Filipino (Tagalog) interpreters will be made available if requested at least 48 hours before the meeting. The hearing room is wheelchair accessible. Every effort will be made to provide a sound enhancement system, meeting materials in alternative formats, and/or a reader. Late requests may be considered if possible but are not guaranteed. Requests for translated minutes will be completed after minutes have been adopted by the Commission.

To assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that others may be sensitive to various chemical-based products. Please help the City accommodate these individuals.

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