



San Francisco Public Library

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the Regular Meeting of January 18, 2018

(As approved at the regular meeting of February 15, 2018)

The San Francisco Public Library Commission held a regular meeting on January 18, 2018 at the Koret Auditorium, Main Library.

The meeting was called to order at 4:30 pm.

Commissioners present: Dunning, Mall, Ono and Wardell-Ghirarduzzi

Commissioner excused: Lee.

The Commission currently has two vacancies.

AGENDA ITEM NO. 1 GENERAL PUBLIC COMMENT

Peter Warfield, Executive Director, Library Users Association, said the Commission only has five members out of the seven seats and that is not appropriate. He said he has asked the Library Commission to hear a discussion on RFID because of its toxic abuse of privacy issues. He said it is shameful that it is folded into the budget and not heard as a separate item.

Pete Wong said he is a digital skills and digital literacy advocate. He said there is a lot of change going on this year and the library is one of the central components of any city and part of that change. He thanked the Commission for its service. He said he is interested in serving on the Commission. He thanked Luis Herrera for his continued service.

AGENDA ITEM NO. 2. BRANCH CAPITAL PROJECTS FEASIBILITY STUDY

Luis Herrera, City Librarian, explained the background of the project. He said this conversation today precedes the budget discussion because in some ways it will inform the Commission's conversation on the budget.

Andy Sohn, Architect, Department of Public Works, gave the presentation on the Branch Capital Projects Feasibility Study. He explained what a feasibility study is, the guiding principles, potential concepts, preliminary budget, findings, recommendations and next steps. He described the feasibility studies for the Mission Branch, the Chinatown Branch and the Ocean View Branch. He said there have been no design decisions made at this point. He explained preliminary budget projections.

Luis Herrera, City Librarian, said there will be a report back in February for the Commission to approve the project sequence and anticipated timeline.

Explanatory documents: [Feasibility Study memo](#) ; [Feasibility Study presentation](#)

Public Comment

Peter Warfield, Executive Director, Library Users Association, said this is pathetic. He said there is a thing called the Winchester House in San Jose where there was constant construction. He said there has not been one word about what the first step should be in building new buildings. He said each of the preliminary scopes have almost identical language. He said there is nothing about books and space for books.

Norm McKinney said he is a regular user of the Chinatown Branch Library. He said the picture of the reading room does not show the entire reading room.

Callam said she wanted to address the positive impacts on the renovation of the Western Addition Branch library. She said she brings her children there and it has become a center for the neighborhood. She said a new library was built in Visitacion Valley Branch and she goes there often and takes her students there. She said it is a warm and welcoming place. She said she likes the aspect of teen areas.

Marie Ciepela, Executive Director, Friends of the Library, said the beginning work on this looks really exciting. She said the Friends are supportive of all the branch renovations and they can help out with Furniture, Fixtures and Equipment as the renovations come online. She said we are also willing to help out in the community discussions that will occur.

Commission Discussion

Commissioner Mall asked about the design of the existing Ocean View Branch and asked if there is a theme for the branch libraries.

Andy Sohn, DPW, said that the ideas for this branch would have more light and more connection to the street. He said that there was not a theme for the libraries.

Commissioner Mall said she is all for providing the funds for this but it does bother her that we would be looking at rebuilding a branch that is only 17 years old.

Luis Herrera, City Librarian said the Ocean View Branch was built with very limited funds and it is inadequate for the community.

Commissioner Ono said the report said that the Mission Branch does not meet the teen demand and wanted to know what that is based upon.

Cathy Delneo, Chief of Branches, said they have heard from the staff at Mission Branch on how the neighborhood is using the branch and how it can be improved.

Commissioner Ono asked if the budget is all encompassing for the needs of the Mission Branch.

Andy Sohn, DPW, said the budget for the Mission Branch is intended to be for the full project.

Luis Herrera, City Librarian, said that lessons learned from the BLIP program is that capacity issues evolve if the projects are not done one at a time. He said we do not have the full funding for the three branches so it will be pay as you go and there will be a lot of community engagement.

Commissioner Dunning asked about the input the branch staff has had into this process.

Andy Sohn, DPW, said we started this with workshops with staff in December, 2016.

Commissioner Dunning said she likes opening up the spaces. She wanted to know more about the restroom situation at Mission Branch.

Andy Sohn, DPW, explained the proposed bathroom situation for the Mission Branch.

President Wardell-Ghirarduzzi said she supports the prioritization of this study and she knows there will be a report back with more information.

AGENDA ITEM NO. 3 FYS 2019 AND 2020 BUDGET

Maureen Singleton, Chief Financial Officer, gave the presentation on the FYs 2019 and 2020 Budget. She shared the budget calendar, and the budget background and climate. She said there are several unknowns in this budget. She explained the SFPL Strategic and Budget priorities. She showed a short RFID Demonstration Video and explained the budget for RFID. She explained the next steps and said they will be asking the Commission for approval of a budget in February. She thanked everyone for helping on the budget.

Luis Herrera, City Librarian, acknowledged Maureen's work on the budget as well as the entire Management Team. He said this process began in September. He said he would like guidance on the budget from the Commission at this point.

Explanatory documents: [Budget FY 2019-20 & Attachments I-III](#)

Public Comment

Peter Warfield, Executive Director, Library Users Association, said this library's budget is by far the richest and more than three times the budget of other libraries our size. There should be plenty of money to be the best. He said it looks like a lowball estimate on RFID. He said the Commission should not approve RFID at all. He said the EFF and ACLU strongly oppose this technology. He said the budget has debookification, which he said is wrong.

Pete Wong said he is a digital skills and digital literacy advocate, said San Francisco is building a library system that is sensitive to the changing times. He said the budget reflects a clear emphasis on digitally enabling the library system and its patrons. He told the Commission to watch the teen spaces carefully, there will be magic happening.

Norm McKinney expressed his opposition to RFID.

Commission Discussion

Commissioner Mall said she wanted to comment on the enthusiasm and positive comments by a member of the public at this meeting. She said when she was first appointed to the Commission, the budget was \$112M. She said she hopes all of these items have been gone through with a fine tooth comb. She said we need to have the best of the best.

Luis Herrera, City Librarian said he is aware that the one-time expenses are expensive but they will be more so if we defer them.

Commissioner Ono said she does appreciate the positive input today. She said our budget has grown because we are now open seven days a week and we do a lot to be the premier library. She said under infrastructure, she appreciates that staff has included what can and cannot be deferred. She said she appreciates the information on the Rate of Return on RFID.

Commissioner Dunning said she is focusing on the bigger items. She said there is an increase in the budget of \$2.5 M for the roof.

Maureen Singleton, Chief Financial Officer, said some of the increase is the condition of the market and it is a difficult roof. She said we have built in a nest egg for future maintenance of the roof. She said there is also money for the branch libraries as well.

Commissioner Dunning is happy about the investment in the muffin monster. She asked about the exterior lighting for \$2M.

Roberto Lombardi, Director of Facilities, said the lighting study is for safety and coherency with the other Civic Center buildings. He said this is a conservative estimate.

Commissioner Dunning asked about the automated material handling and if it will be compatible with RFID.

Maureen Singleton, Financial Director, said yes the automated material handling will be compatible with RFID.

Commissioner Dunning said she agrees with taking \$9M from the LPF. She said it is the rainy day that we have been saving up for. She said the analysis on the 10 year payoff on RFID.

Shellie Cocking, Collections and Cataloging Manager, said in terms of inventory savings we don't actually go through and check each item and this would allow us to do this.

Commissioner Dunning said if we go ahead with RFID she would like to see an annual report on the costs and benefits of RFID. She asked again about the privacy concerns.

Bill Kolb, First Floor Manager, said there is no way to track or query our database using RFID so there is no additional privacy concern. He said the range for the tags is approximately 30" and the only information is the bar code that is already on the book.

Luis Herrera, City Librarian, said we can come back with some schematic drawings for the lighting. He said one time investments are important to our balance.

President Wardell-Ghirarduzzi, said on page 22, she had a question about the hiring of a consultant at \$.5M.

Roberto Lombardi Director of Finance, said this would be for a consultant to take an inventory of existing furniture and fixtures. He said you will also get a lifespan and replacement cost. He said he thinks the number is very conservative.

President Wardell-Ghirarduzzi said that this budget will come back to the Commission in February and she said this budget presentation responds to the Commission's discussion and input.

AGENDA ITEM NO. 4. CITY LIBRARIAN'S REPORT

Luis Herrera, City Librarian, announced that the Library's new Director of Human Resources is Lori Regler, who is at the meeting this evening. He said. He also thanked Terry Daniel who has been acting Director of Human Resources. He said Terry is retiring and we want to congratulate him on that. He said there is a press release about his own pending

retirement after 40 years in the profession and almost 13 years as City Librarian here in San Francisco. He said it has been a joy and an honor to serve here. He said he is indebted to the Commission for the remarkable support they have given over the years. He said he is so proud of the staff, the Management Team and the community.

Michelle Jeffers, Chief Community Programs and Partnerships, gave a presentation on More than a Month Celebrating Black History Culture and Heritage. She said there are more than 80 programs and exhibits planned and went over some highlights of the programs.

Roberto Lombardi, Facilities Director, gave a presentation on the 750 Brannan Street Leased Facility Update. He explained the background and goals for the building and the next steps and future expansion.

Mindy Linetzky, Communications Manager, gave a presentation on the Annual Report 2016/2017. She thanked the team who put the report together. She went over some of the highlights in the report including programs and partnerships. She said the report is available on the website under Reports

Explanatory documents: [City Librarian Retirement announcement](#); [More Than A Month: Black History, Culture & Heritage](#); [750 Brannan Street Lease Update](#)

Public Comment

Peter Warfield, Executive Director, Library Users Association, said the reports should be individually presented. He said 750 Brannan does not appear to have any public access. He said he is glad to see some mention of books in the Annual Report. He said there is a debookification in the library and that he is talking about the collection size. He said the security and police functions are much more funded than the HASA staff. He said not all in the library are safe.

Commission Discussion

Commissioner Mall said she thinks there is an amazing array of programs for the More than a Month program. She said that Michelle Jeffers was awarded the Most Empowering City Employee Award recently. She said the Annual Report is really spectacular.

Commissioner Ono said congratulations to Michelle it is well deserved. She said welcome to Lori Regler as part of the team. She said the More than a Month is great because it does take more than a month to celebrate Black History Month. She said the Annual Report is wonderful and she is glad to know it is available online.

Commissioner Dunning welcomed Lori Regler to the team. She thanked Luis for his years of service. She said the Annual Report is amazing.

President Wardell-Ghirarduzzi said that was a wonderful City Librarian's report and she said it pointed out the caliber of the Management Team that Luis has brought together and continues to bring together with the addition of Lori Regler. She said she wants to applaud and acknowledge the Management Team and Michelle for her honor as being the most empowered City Employee.

AGENDA ITEM NO. 4 APPROVAL OF MINUTES OF NOVEMBER 16, 2017

Public Comment

Peter Warfield, Executive Director, Library Users Association, said under general public comment his comments should include that he had said that Library Users Association worked successfully to have the Library back off all of the cuts to evening hours. On page four his comments should include that there is no policy on how librarians work with patrons on fines and fees. He said on the Open Hours Assessment his comments were not clear.

Motion: By Commissioner Mall, seconded by Commissioner Dunning, to approve the [Minutes of November 16, 2017](#).

Action: AYES 4-0: (Dunning, Mall, Ono and Wardell-Ghirarduzzi).

AGENDA ITEM NO. 6 ADJOURNMENT

Public Comment

Peter Warfield, Executive Director, Library Users Association, said the Commission should not adjourn until there is New Business on the agenda. He said the Commission is responsible by law for making recommendations to the Mayor for a new City Librarian.

Commission Discussion

Motion: By Commissioner Ono, seconded by Commissioner Lee, to adjourn the meeting of November 16, 2017.

Action: AYES 4-0: (Dunning, Mall, Ono, and Wardell-Ghirarduzzi)

The meeting adjourned at 7:03 pm.

Sue Blackman
Commission Secretary

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/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's website <http://sfpl.org>. 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).