



## *San Francisco Public Library*

**DRAFT – As Amended at the February 16, 2017 Commission meeting**  
(Amendment is in bold to Peter Warfield's statement under Item No. 2).

### **SAN FRANCISCO PUBLIC LIBRARY COMMISSION**

#### **Minutes of the Regular Meeting of January 19, 2017**

The San Francisco Public Library Commission held a regular meeting on January 19, 2017 at the Koret Auditorium, Main Library.

The meeting was called to order at 4:36 pm.

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

Commissioner excused: Nguyen

#### **AGENDA ITEM NO. 1 GENERAL PUBLIC COMMENT**

Brent Paradise, library patron, said he wanted to thank the Commission for the walking tours the library sponsors. He said they are wonderful. He said there is a janitor working today who locks the bathrooms and hides in the utilities closet on his cell phone and waits to closing. He said he hopes the issue will be addressed.

Peter Warfield, Executive Director Library Users Association, said it is unfortunate that the library has a bad reputation for responsiveness. He said he has asked the Commission for an item relating to the privacy issue and an item relating to the 19 Polk bus line to be on the Commission agenda. He said after not receiving a response and sending a follow up request, he heard from Sue Blackman who said these items will not be on the agenda and there was no other explanation. He said the Sunshine Ordinance Task Force found the library in violation of the ordinance on two separate complaints.

#### **AGENDA ITEM NO. 2. ELECTION OF COMMISSION OFFICERS 2017**

President Mary Wardell-Ghirarduzzi asked for nominations for President for 2017.

Commissioner Ono nominated Mary Wardell-Ghirarduzzi as President for 2017, seconded by Commissioner Mall.

President Wardell-Ghirarduzzi asked if there were any other nominations, and seeing none asked for the vote.

The vote was 5-0 to elect Mary Wardell-Ghirarduzzi as President for 2017.

President Wardell-Ghirarduzzi asked if there was a motion for Vice-President.

President Wardell-Ghirarduzzi nominated Susan Mall for Vice-President, seconded by Commissioner Ono.

President Wardell-Ghirarduzzi asked if there were any other nominations, and seeing none asked for the vote.

The vote was 5-0 to elect Susan Mall as Vice-President for 2017.

Deputy City Attorney Brad Russ said there should be public comment prior to a vote, so the Commission should take public comment and then redo the vote.

President Wardell-Ghirarduzzi asked to redo the nomination.

Commissioner Ono nominated Mary Wardell-Ghirarduzzi for President of the Commission for 2017, seconded by Commissioner Mall.

#### Public Comment

Peter Warfield, Executive Director, Library Users Association, said it should be very clear to the Commission and the Chair that you cannot take action without public comment. He said the Chair did not follow the rules at a previous meeting when she adjourned the meeting in honor of Toni Bernardi without public comment. He said the only nominee is not clear about basic rules of the Sunshine Ordinance. He said he does not oppose the nominee but he is disappointed that there are no other nominees.

#### Commission Discussion

Motion: By Commissioner Ono, seconded by Commissioner Mall, to approve the nomination of Mary Wardell-Ghirarduzzi as Library Commission President for 2017.

Action: AYES 5-0: (Dunning, Lee, Mall, Ono and Wardell-Ghirarduzzi).

President Wardell-Ghirarduzzi asked for nominations for the Vice-President position.

Commissioner Ono nominated and Commissioner Dunning seconded the nomination of Susan Mall as Library Commission Vice President.

### Public Comment

Peter Warfield, Executive Director, Library Users Association, asked why the Commission is not discussing these nominations. He said **Commissioner Mall has more than most, asked intelligent questions, given evidence that she has studied the material, and brings to bear her own background and experience in her position.** He said he endorses this nomination.

An anonymous person made a statement regarding the policies of the Library.

### Commission Discussion

Motion: By Commissioner Ono, seconded by Commissioner Dunning, to approve the nomination of Susan Mall as Library Commission Vice-President for 2017.

Action: AYES 5-0: (Dunning, Lee, Mall, Ono and Wardell-Ghirarduzzi).

### **AGENDA ITEM NO. 3 FYS 2018 AND 2019 BUDGET**

Maureen Singleton, Chief Financial Officer, gave the FYs 2018 and 2019 Budget presentation. She explained the budget background, current budget unknowns and calendar. She went over the SFPL Strategic Priorities and some of the increased investment for each. She discussed the additional Full Time Equivalents (FTEs) as it relates to the Mayor's directive to add no additional FTEs. She explained the data driven information used for putting together the budget for each of the strategic priorities. She shared the summary of all the investments and said that they are broken down between on-going investments and one-time investments. She shared the summary of proposed positions with a cost break out. She said we have already built some things into the FY 18 budget for capital projects. She explained FY 18 and 19 Budget Options 1, 2 or 3 and the amount of LPF fund balance use for each option for each year.

Luis Herrera, City Librarian, said that we have received late news on the salary negotiations with Labor. He said there has been an agreement to roll over existing contracts with some additional increases, so we have some sense of where we are with labor costs.

Explanatory documents: [Budget FY 2018-2019](#) ; [Budget Attachment I](#) ; [Budget Attachment II](#) ; [Budget Attachment III](#)

### Public Comment

Peter Warfield, Executive Director, Library Users Association, said he is curious about the RFID installation and where it is in the budget. He said two years in a row a portion of the book budget has been reduced. He said there has not been any kind of systematic review of books in the collection. He said there doesn't appear to be any additional public service librarian positions. He said there is \$2 Million budgeted for 750

Brannon and we have not yet heard about any specifics about the project. He said he would like to see some custodian effectiveness and review. An anonymous speaker said he has a disability and has been trying to get an ACE position as a page with the library. He said he has not received a response from the library on this and would like to get some information.

### Commission Discussion

Commissioner Mall said she is happy that we have some options. She said the At the Library (ATL) should not only be in the Chronicle but should go to all local subscribers of the New York Times. She had questions about some of the salaries. She said she is interested in keeping the Civic Center Commons Work Order funded to its fullest amount.

Luis Herrera, City Librarian, said he wanted to make sure the Commission is aware that the Civic Center Commons Work Order is a new initiative.

Commissioner Mall said she supports cutting back the compact shelving system. She said she would like to make sure there is enough funding for the elevators.

Commissioner Ono said the Mayor has asked that there be no additional FTEs, but he has asked the Library for additional hours.

Luis Herrera, City librarian, said he wanted to clarify that the Mayor's request for the new hours are already built into the budget.

Commissioner Ono asked about the work order with the police department and how it relates to our security onsite.

Maureen Singleton, Chief Financial Officer, explained the role of the Police Department and the work order with them.

Commissioner Dunning asked for more information on the Mayor's directive and whether we have flexibility on adding FTEs.

Luis Herrera, City Librarian, said we have a good working relationship with the Mayor's office. He said they were very clear that the likelihood of us getting additional positions is slim, but they welcome a review of what our needs are.

Commissioner Dunning said she was happy she asked for the five year projections for the FTE costs. She said she would like to see data driven information for new positions. She said she likes that we increase our collections but she wanted to know if we have a systematic evaluation of our collections.

Laura Lent, Chief of Collections and Technical Services, explained the library's evaluation of our print and eCollections. She said we are trying to

stay a little bit ahead of inflation. She said our selectors are constantly evaluating our collections and we have more tools to do that than ever before. She said one of the biggest drivers is our eBooks and eMedia and we will have a presentation on that a little later in the meeting.

Luis Herrera, City Librarian, said the Collections and Technical Services Department does an excellent job in analyzing the collection. He said the RFID conversation that we had last month was an overview of the importance of the tagging of the collection. He said that will require a change to the privacy policy and we will have to bring that back for a full discussion. He said money has not been added in the budget for that.

Commissioner Dunning asked about the old IT equipment.

Luis Herrera, City Librarian, said there is a virtual warehouse for the old equipment.

Michael Liang, Chief Information Officer, said that the equipment we are getting rid of is pretty old and mostly analog. He said most is disposed of. He said some will go to the virtual warehouse and we use that to see if there is anything we want as well.

Commissioner Dunning asked about the Civic Center Commons and what we would lose by doing this.

Maureen Singleton, Chief Financial Officer, said the new security position is in the budget so the change with the Police Work Order should not have any real effect.

Commissioner Dunning said she would fully support the Civic Center Commons. She said she hates to dip into the Library Preservation Fund (LPF) and would like to be very cautious with that. She said she would like to have the option of moving towards RFID.

Commissioner Lee said he always likes options. He said he agrees that he would prefer to not dip into the LPF. He said he looks at option 2 and would like to know how a delay in this would affect patrons. He is also a data based person. He said the Library offers a diverse array of programs and services. He said he would like to have the data on these so that we can make a decision on what should be continued.

Luis Herrera, City Librarian, said we are having internal conversations with staff about these types of issues. He said the new analytics unit will be involved.

President Wardell-Ghirarduzzi asked about dipping into the LPF.

Maureen Singleton, Chief Financial Officer, said the fund balance has grown over time. She said we are at \$29 Million. She said she sees that as a big source for one time investments like capital projects. She said there is always the risk that at some point the Controller and the Board of

Supervisors might tell us that we have more than we need and begin a process to see how they might tap into that source.

President Wardell-Ghirarduzzi said that she would be supportive of Option 1.

Luis Herrera, City Librarian, said based on the Commission's discussion, we will bring back some sort of compromise regarding dipping into the LPF.

Commissioner Mall asked if there are any specific concerns for the Library from the upcoming Presidential administration.

Maureen Singleton, Chief Financial Officer, said that the concerns are more City-wide about the sanctuary city issue.

Luis Herrera, City Librarian said the unknowns are challenging because if there are significant reductions to City funding it will impact the library as well.

#### **AGENDA ITEM NO. 4. CITY LIBRARIAN'S REPORT**

Daniel Matsumoto, eResources Librarian, gave the presentation on eBooks and eMedia. He described the various eBook and e Media platforms used by SFPL. He said usage continues to surge. He said there has been a continued growth in OverDrive Checkouts. He said the Library is using analytics to understand our remote users. He said Hoopla usage continues to climb. He said there are diverse eBooks from the platform Enki. He explained the four strategies for continued eMedia usage and promotion.

Michelle Jeffers, Chief Community Programs and Partnerships, gave a status report on the Fine Amnesty Program. She said we have had tremendous media coverage based on the 100 year overdue book.

Luis Herrera, City Librarian, brought in the book 40 Minutes late which was due in 1917. He gave a little bit of history about the book. He passed the book around to the Commissioners.

Michelle Jeffers, Chief Community Programs and Partnerships, gave a presentation on exhibition and programming highlights. She also told about an event that was held last night "No Shadow Without Light" that was co-hosted with Litquake. She said it was a full house with standing room only. She told about the program series We Love Diverse Books. She also told about the recent exhibits in the library. She said she would like to highlight two exhibits: Everyone Deserves a Home in the Jewett Gallery through March 12; and The Alcatraz Florilegium: Artwork from the Gardens of Alcatraz through March 19.

Explanatory documents: [eBooks & eMedia](#) ; [Fine Forgiveness](#) ; [Exhibitions and Programming](#)

### Public Comment

Peter Warfield, Executive Director, Library Users Association, said he supported the amnesty program but said that it does not go far enough. He said the Library should be fine fee. He said he is glad to see the Diverse Books programming. He said there are serious privacy issues with the eCollections.

### Commission Discussion

Commissioner Lee asked about the method used to choose the eBooks and eMedia platforms.

Daniel Matsumoto, eResources Librarian, said the platforms are selected by our ePrograms Committee, who thoroughly reviews and tests them.

Laura Lent, Chief of Collections and Technical Services, said the vendors provide information to us about circulation issues.

Michael Lambert, Deputy City Librarian, said at a high level we survey our patrons annually on their level of satisfaction with library collections. The City also does a biannual survey on residents' satisfaction with collections.

Laura Lent, Chief of Collections and Technical Services, said we use that information when making purchases for the collection and we use the information about penetration in certain neighborhoods and how we address our marketing.

Commissioner Dunning asked if we have a profile of a typical eMedia user.

Laura Lent, Chief of Collections and Technical Services, said we are still learning how to use analytics on demand but we have potentially access to more information.

Commissioner Mall said she loved the Diverse Books program and she was pleased with the media received on the fine amnesty program.

## **AGENDA ITEM NO. 5 APPROVAL OF THE MINUTES DECEMBER 15, 2016**

### Public Comment

Peter Warfield, Executive Director, Library Users Association, said his public comment on item no. 3 needs to be clarified. He said he was glad to see Andrea Grimes and Melissa Riley make clarifying comments regarding RFID. He said his comments on item no. 6 with an obscure reference to clarifying his comments is insufficient.

### Commission Discussion

Motion: By Commissioner Mall, seconded by Commissioner Lee, to approve the [December 15, 2016 minutes](#).

Action: AYES 5-0: (Dunning, Lee, Mall, Ono and Wardell-Ghirarduzzi).

**AGENDA ITEM NO. 6 ADJOURNMENT IN MEMORY OF MARILYN SACHS, AUTHOR, POLITICAL ACTIVIST AND FORMER SFPL LIBRARIAN**

Luis Herrera, City Librarian, said in addition to [Marilyn Sachs](#) we would also recommend that the Commission adjourn in memory of Kevin Starr who passed away this week. He said that Marilyn Sachs was a prolific author and she was also a Children's Librarian at the Main from 1961-1968. He said she was also a political activist. He said Kevin Starr was a chronicler of California history and authored an 8 volume history of the State. He was a former State Librarian and also City Librarian from 1974-1976.

Public Comment

Peter Warfield, Executive Director, Library Users Association, said unfortunately he did not personally know Marilyn Sachs, but she sounded like one of those "in the good old day's librarians." He said the demise of Kevin Starr is very sad. He said Kevin Starr was very much opposed to building the new Main Library. He said Kevin Starr was very brave in telling the story of the new Main. He said Kevin Starr said the discarding of books was shocking.

Commission Discussion

Motion: By Commissioner Mall, seconded by Commissioner Ono, to adjourn the meeting of January 19, 2017.

Action: AYES 5-0: (Dunning, Lee, Mall, Ono and Wardell-Ghirarduzzi)

The meeting adjourned at 6:58 pm.

Sue Blackman  
Commission Secretary

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

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6<sup>th</sup> 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).