

## **NOTICE OF MEETING**

A regular meeting of the San Francisco Public Library Commission will be held as follows:

**DATE:** Thursday, May 31, 2018  
**TIME:** 4:30 PM  
**PLACE:** Koret Auditorium, Main Library, 100 Larkin Street, lower level

The meeting will be called to order.

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

### **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. City Librarian Recruitment Update**

#### **Action**

(This is an action item to direct the Department of Human Resources (DHR) on how the Commission would like to proceed in the selection of a search firm for the City Librarian position)  
Explanatory documents: Request for Proposal (RFP) for search firm; DHR Steps to Executive Recruitment; and Vendor Proposal Evaluation Criteria.

### **3. FY 19/20 Budget Update**

#### **Discussion**

(This is an update on the FY 19/20 budget and the annual Friends of the San Francisco Public Library Grants Award).  
Explanatory Documents: FY 19/20 budget presentation; Attachment I Option 2 Budget Proposal from February 1, 2018; Attachment II Recommendations of the Budget and Legislative Analyst; Attachment III Accept and Expend Grant – Friends of the San Francisco Public Library.

**4. Open Hours Assessment**                      **Discussion/Possible Action**

(This is a report on the Open Hours Assessment including library staff recommendations.)

Explanatory documents: City Librarian Memo dated May 25, 2018; Open Hours Assessment – Staff Recommendations presentation; SFPL Open Hours Assessment 2017-18 Staff Recommendations presentation; Proposed System-wide Reallocation and Expansion Schedules; and Open Hours Proposal by Location.

**5. 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 Mission Branch Renovation Community Engagement; Immigrant Leadership Award and Connect with Tech week).

Explanatory documents: Mission Branch Renovation Community Engagement presentation; 2018 Immigration Leadership Award; and Connect with Tech week presentation.

**6. Approval of the Minutes April 19, 2018**    **Action**

(Presentation, discussion and possible action to approve the draft minutes of the regular meeting of April 19, 2018.)

Explanatory document: draft minutes.

**7. Adjournment**    **Action**

(Requires motion and public comment)

Sue Blackman Library Commission Secretary, 5/25/18

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/librarycommission>.

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 [sof@sfgov.org](mailto:sof@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](http://sfgov.org/ethics).

## **SAN FRANCISCO PUBLIC LIBRARY COMMISSION**

### **Accessible Meetings Policy**

To ensure the participation of people with disabilities in all Commission public meetings, the following accommodations are offered:

Sign Language interpreters or real-time captioning will be available upon request, if possible. Requesting these services through the Deaf Services Center at (415) 625-9082 Videophone, (415) 557-4433 (TTY) or (415) 557-4434 (Voice) at least 72 hours prior to the meeting will help to ensure availability.

Assistive listening devices are available in the Koret Auditorium. Receivers may be picked up at the back of the room.

Agendas and meeting minutes are available in alternative formats upon request. Please make your requests for alternative formats to the Library for the Blind and Print Disabled at (415) 557-4253.

Requesting accommodations at least 72 hours in advance will help to ensure availability.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to perfumes and various other chemical-based scented products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Main Library, including the Commission meeting room, is accessible to persons using wheelchairs and other mobility devices. Entrances on Larkin Street, Fulton Street and Grove Street all are accessible. The Grove Street entrance has a ramp just inside the inner door that leads to a landing where visitors can use an elevator for access to the Lower Level.

The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call (415) 701-4485

Accessible parking is available at 355 McAllister, Civic Center Plaza Garage. Call (415) 863-1537.

For inquiries or requests for other accommodations, please call (415) 557-4557. Sue Blackman, Commission Secretary 7/16/12