

**DRAFT**

**SAN FRANCISCO PUBLIC LIBRARY COMMISSION**

**Minutes of the Regular Meeting of February 15, 2018**

The San Francisco Public Library Commission held a regular meeting on February 15, 2018 at the Koret Auditorium, Main Library.

The meeting was called to order at 4:31 pm.

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

The Commission currently has two vacancies.

Commissioner Ono arrived at 4:47 pm.

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

Peter Warfield, Executive Director, Library Users Association, said this appears to be the last meeting for City Librarian, Luis Herrera. He said it has been four years since the Commission has had a full complement of seven Commissioners. He said at the last meeting in the discussion of RFID misinformation was presented to the Commission by the City Librarian. He said the Library Commission should have had an item specifically dealing with RFID.

An anonymous person said he had problems with parking his bike at both the Merced Branch and the Ortega Branch Libraries.

**AGENDA ITEM NO. 2. CITY LIBRARIAN EXECUTIVE RECRUITMENT**

Micki Callahan, Human Resources Director, described the process for hiring department heads in the City. She said the Department of Human Resources (DHR) maintains a list of qualified vendors for recruitment firms. She said either working with the whole Commission or an ad hoc committee of the Commission we would prepare a profile to go out to the firms and ask for those interested to submit a bid. She said that would then come back to the Commission in order for them to select a recruitment firm. She said it will probably be between \$30,000 and \$50,000. She said this process will probably take about two months. She said DHR would enter into a contract with the firm and develop a scope of work. She said the firm would work to develop a candidate profile. She

said the Commission would approve this and then it would get posted. She said you would want to have the recruitment posted for at least 45 days. She said the recruitment firm would come to the Commission with a list of candidates. She said the firm then would establish a list of the candidates considered good, better, and best. She said all of the discussions about the candidates would be in closed session. She said the interview process would begin after that. She said the interview process could be the Commission as a whole or a smaller group of commissioners. She said the Commission would then make their selection of names to go to the Mayor for selection. She said there will be a moving allowance available of about \$20,000.

Explanatory document: [Steps to Executive Recruitment](#)

#### Public Comment

Peter Warfield, Executive Director, Library Users Association, said he is disappointed that the Human Resources Director would not answer whether there is any documentation on this. He said he is concerned that the Library Commission know that it is required that you name three candidates to the Mayor for the Mayor to select one of them to be City Librarian. He said this is one of the most important jobs that the Commission can do. He is concerned that there has been no discussion of this by the Commission. He said the Commission should be directing the process from the beginning.

#### Commission Discussion

Commissioner Mall said she is happy there is a process set up by the City. She wondered if there could be some sort of deadline on this process so that it does not drag on and on.

Micki Callahan, Human Resources Director, said this process does not need to be followed and the Commission could set up its own calendar. She said the process for the Police Chief took about six months to get to the finalist. She said the Commission has broad authority about whether to have public input. She said there is a moving allowance that has a limit of about \$20,000. She said she would encourage adding a budget for travel for candidates in the interview process.

Commissioner Dunning asked about the budget for the moving allowance.

Micki Callahan, Human Resources Director, said all expenses for this would be out of the Library's budget. She said there might be salary savings in the budget. She said that the Board of Supervisors are not involved in the selection process. She said at the next meeting it would be appropriate for the Commission to authorize a member to work with DHR and develop a RFP for a recruitment firm.

Commissioner Lee asked if there would be orientation for the Commissioners for the recruiting process.

Micki Callahan, Human Resources Director, said the recruiting firm and DHR will work with Commissioners if they have questions on the interview process.

Commissioner Mall said she is concerned about how slow things move in the City process.

Luis Herrera, City Librarian, said nothing really happens until he is officially retired on March 1.

Micki Callahan, Human Resources Director, said she recommends having a point person from the Commission to make some of these early decisions.

Brad Russi, Deputy City Attorney, said that he would recommend that if the Commission appoint a subcommittee that it would be subject to the Brown Act. He said you could delegate this responsibility to one Commissioner and you would have to be very specific as to what decisions that Commissioner could make.

President Wardell-Ghirarduzzi said this was a good overview and she thanked DHR for their support on this.

### **AGENDA ITEM NO. 3 FUTURE OF THE LIBRARY FORUM**

Luis Herrera, City Librarian, gave the presentation on the Future of the Library Forum. He said it is his last Commission meeting and this is an opportunity for him to give a little bit of background and perspective on his 40 years of librarianship. He explained the partnership with the Harvard Business School and the Core Themes that were identified.

Michelle Jeffers, Chief Community Programs and Partnerships, said her division went through an intense theory of change workshop with the consultant from the Harvard Business School. She said they worked for eight months and she explained their findings. She said their main theme was fostering shared experiences for a more connected community and she explained the next steps.

Luis Herrera, City Librarian, continued the presentation on the Future of Libraries describing the aspects of connected community. He said we need to look towards the future with the library as place. He said the library has a bright future with a remarkable talent pool.

Explanatory document: [The Future of Libraries](#)

#### **Public Comment**

Peter Warfield, Executive Director, Library Users Association, said the future is to not have the existing City Librarian and he hopes that the Library maintains his records after his departure in accordance with the law. He said there is an increased digital divide at the library because of the lack of technology and there is no access for everyone. He said there is a debookification included in this report.

## Commission Discussion

Commissioner Lee said he is thrilled with the advances we have made under the leadership of City Librarian Luis Herrera.

Commissioner Dunning said she was fortunate to have been able to participate in one of the forum sessions and she thanked staff for the opportunity.

President Wardell-Ghirarduzzi said she also had an opportunity to participate and she marveled at the brilliance throughout the system.

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

Luis Herrera, City Librarian, introduced the items that will be heard under the City Librarian's report.

Elizabeth Thacker-Estrada, Merced Branch Manager, gave a presentation on Everybody Plays Learns Connects, inclusive programming for all ages with developmental disabilities. She explained the Inclusive Programming Committee's charge.

Laura Lay, Learning Differences Librarian, explained the Next Chapter Book Club and said the focus is on reading to learn rather than learning to read. She explained the programs at the Bridge.

Nicole Termini Germain, Portola Branch, explained the Next Chapter Book Club at the Portola Branch Library.

Elizabeth Thacker-Estrada, Merced Branch Manager, explained the Next Chapter Book Club at the Merced Branch and the Eureka Valley Branch.

Michael Lambert, Deputy City Librarian, said the Library is very proud to have two programs which were selected by the Mayor's Office of Civic Innovation. He said Civic Bridge- Bridging the Public and Private Sectors on Critical Challenges.

Tom Fortin, Chief of Main, gave the presentation on the Main Library UX Design with Adobe. He said they looked at problem behavior and incidents and how to come up with recommendation on how to change that atmosphere.

Michelle Jeffers, Chief of Community Programs and Partnerships, gave the presentation on Marketing to Millennials which was a partnership with the Harvard Business School. She said they came up with a Marketing Playbook on how to reach Millennials.

Commissioner Lee left the meeting.

Explanatory documents: [Everybody Plays, Learns, Connects](#) : [Civic Bridge](#)

### Public Comment

E.K. Keith, teacher librarian at Phillip and Sala Burton High School, said she has four book clubs for diverse readers at her school and the librarians in the area have been extremely supportive. She said the Next Chapter Book Club is extremely appreciated at her high school.

Peter Warfield, Executive Director, Library Users Association, said it was not clear what they actually do at the Book Club but he is thrilled that they are talking about books. He said he would love to see the program expanded. He said the other two presentations were interesting and he would like to have the presentation in a more readable version. He said the partnership with the Friends is highly problematic.

### Commission Discussion

Commissioner Ono said she is very glad to hear about these programs. She said she wanted to take the opportunity to thank Luis Herrera for his leadership, his people skills, and openness. She said it is great that other people in the city want to come and work here. She said he has represented the library system very well and he makes us very proud. She said it has been her honor and privilege to work with Luis.

Commissioner Mall said she echoes everything Commissioner Ono has said. She said Luis Herrera is the heart and soul of the library and she presented him with a box of chocolates. She said the joy on this Commission has been for her to be able to work with Luis.

Commissioner Dunning said she appreciates the report on all of the programs. She said Luis Herrera has been part of the trajectory of the future of libraries. She said Luis Herrera supports an engaged Commission and she appreciates that. She said he is innovative, collaborative, curious and inclusive. She said he has passion and steadiness.

President Wardell-Ghirarduzzi said thank you for the presentations by the staff on the programs. She said she has had the pleasure to serve on the Commission for two years and has been reappointed for four more years. She said leadership is recognized by the way people in their profession think of you. She said she learned about Luis Herrera from the respect he has in the library community. She said thank you to Luis for being an excellent librarian and an excellent example to so many professionals and youth of color of what one can be.

## **AGENDA ITEM NO. 5 APPROVAL OF THE MINUTES JANUARY 18, 2018**

### Public Comment

Peter Warfield, Executive Director, Library Users Association, said his comments on pages one and two need to be clarified. He said Shellie

Cocking's comments on page five need to be clarified. He said Bill Kolb's comments on page five need to be clarified.

Motion: By Commissioner Mall, seconded by Commissioner Ono, to approve the [Minutes of January 18, 2018](#).

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 it has a discussion on new business. He said the Commission needs to have a discussion soon about its public process for the search for a new City Librarian. He said it is imperative that the records of the City Librarian are maintained in accordance with the Sunshine Ordinance. He wished good luck and best wishes to Luis Herrera on his retirement.

Motion: By Commissioner Dunning, seconded by Commissioner Ono, to adjourn the meeting of February 15, 2018.

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

The meeting adjourned at 6:33 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).