



# *San Francisco Public Library*

## **SAN FRANCISCO PUBLIC LIBRARY COMMISSION**

### **Minutes of the Regular Meeting of August 15, 2019**

#### **(As approved at the regular meeting of September 19, 2019)**

The San Francisco Public Library Commission held a regular meeting on August 15, 2019 at the Koret Auditorium, Main Library.

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

Commissioners present: Dunning, Huang, Lee, Mall, Wardell-Ghirarduzzi, and Wolf.

Commissioner excused: Ono

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

Katherine Doumaini, said she lives in the Dogpatch community. She said she handed out a presentation called The Dogpatch Hub: a proposal. She said it is a proposal for a community center and library in Dogpatch. She said she has met with Administrative staff and she wanted to make sure the Commission is aware of this proposal. She said they are asking for a partner from the City. She said they have a building and have raised \$6.7 Million. She said the Potrero Branch cannot handle the growth in the area.

Mark Dwight, resident and business owner in Dogpatch explained the new development in Dogpatch and said they are looking for the library to partner with them on this project. He described the location of the proposed project. He said they have an experienced design team in place. He described the concept as a community living room. He said they have a board made up of community activists and residents.

Peter Warfield, Executive Director, Library Users Association, said the library did the absolute minimum in doing away with fines and he said for

years he has supported the elimination of fines and fees. He said lost material fees can hurt people very badly. He said fees hurt people of low income and minorities the most.

Marie Ciepiela, Executive Director, Friends of the Library, said the Friends have their poster for the Big Book Sale which will start September 18. She said Friends are really excited with the Middle Ground exhibit outside the Main and they are very proud to be partnering on this.

## **AGENDA ITEM NO. 2 SAN FRANCISCO UNIFIED SCHOOL DISTRICT (SFUSD) PARTNERSHIP**

Michael Lambert, City Librarian, said he is happy to introduce this item on the Library's partnership with San Francisco Unified School District (SFUSD). He said Christy Estrovitz will be giving the presentation and he said we are pleased to be joined by Kevin Truitt, Chief of Student, Family and Community Support Division for SFUSD.

Christy Estrovitz, Manager of Youth Services, gave the presentation on Partners in Education. She said the Library and SFUSD have been partners for 52 plus years. She said we work with our partner librarians on many programs including the scholar card program and she showed a short video about the scholar card. She said we partner in developing a summer reading list for students on Kidquake and back to school resources and she said thank you to Kevin Truitt for his partnership.

Kevin Truitt, Chief of Student Family and Community Support Division, SFUSD said he is thrilled to be here and he is so impressed with the work the library does in partnering with SFUSD.

Explanatory document: [SFUSD Partnership](#)

### Public Comment

Peter Warfield, Executive Director, Library Users Association, said it is good to see that there are efforts to encourage students to use the library. He said he values the independence of the library from other agencies so this concerns him. He said there should be a relationship with the library or librarian and the individual with no outside entities involved. He said the Scholar Card doesn't charge the holder for fines or fees. He said it underscores the importance of having a fee free system in the library. He said he would like to know more about what is being done about lost materials.

### Commission Discussion

Commissioner Mall said this was a great presentation. She asked who owns the books in the schools.

Christy Estrovitz, Manager of Youth Services, said the books in the schools are owned by the school district.

Kevin Truitt, Chief of Student Family and Community Support Division, SFUSD, said a portion of the Public Enrichment Fund (PEF) goes to Library services for the librarians and to the library materials. He said the school librarians are SFUSD employees and they must have a librarian degree. He said when you get your teaching credential your library services credential is an additional credential.

Commissioner Mall asked about the difference between a regular library card and a Scholar Card.

Christy Estrovitz, Manager of Youth Services, said the Scholar Card waives all fines and fees.

Michael Lambert, City Librarian, said one of the benefits of the partnership is sharing data with SFUSD.

Commissioner Lee asked if there are any impact measures.

Christy Estrovitz, Manager of Youth Services, said we are measuring the effects of Summer Stride as well as listening to stories from the students.

Kevin Truitt, Chief of Student Family and Community Support Division, SFUSD, said it would be very important to have some hard data to show the impact.

Commissioner Wolf said she loves that when the school libraries are closed, the library through Summer Stride encourages reading.

Commissioner Mall asked if the Scholar Card applies to private schools also.

Christy Estrovitz, Manager of Youth Services, said we are ready to pilot independent schools in the program.

President Wardell-Ghirarduzzi said that schools and libraries are the heart line of students' lives. She said she would like staff to seek more information about metrics.

### **AGENDA ITEM NO. 3. FINE FREE IMPLEMENTATION**

Michael Lambert, City Librarian said with the signing by the Mayor of the Fine Free legislation last Friday we are now poised for it to take effect in the coming weeks.

Cathy Delneo, Chief of Branches, gave a presentation on Fine Free Implementation. She explained the Timeline of the process. She explained the messaging including elimination of overdue fines on September 16, 2019; forgiveness of past overdue fines; implementation of auto renewal and restoration of access and welcoming back patrons. She explained the preparation that has been done by the library to get ready for this.

Jaime Wong, Public Relations Officer, gave a presentation on the marketing campaign including goals, audiences, marketing assets, peers' fine forgiveness campaigns and the Fine Free Campaign with the tagline: Fabulously Fine Free.

Cathy Delneo, Chief of Branches, thanked everyone on the team who has been working on this.

Explanatory document: [Fine Free Implementation](#)

#### Public Comment

Peter Warfield, Executive Director, Library Users Association, said it sounds like an entertaining and lively campaign. He said Library Users Association should also be thanked for encouraging the library to go fine free. He said he is concerned that there is no direct communication at all with patrons who have fines. He said there has not been any noticing in the branches. He said there should be a direct contact with all patrons of the library.

#### Commission Discussion

Commissioner Huang asked if we are marketing differently neighborhood by neighborhood.

Jaime Wong, Public Relations Officer, said we will be doing an informational mailer to targeted areas including information about their branch.

Commissioner Wolf said she appreciates the efforts to make this happen. She said she hopes the marketing will be highly targeted. She said this is a great time to start gathering statistics to be able to report back to the Commission.

President Wardell-Ghirarduzzi said there is a great appreciation for the work that staff is doing and she hopes the marketing has enough specificity and is looking through an equity lens. She said she looks forward to the statistics brought back to the Commission in the future.

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

Paula Heaney, Transitional Age (TAY) Services librarian on the fourth floor, gave a presentation on TAY services. She described who TAY are. She said they are young adults between the ages of 18 -25 who are transitioning out of the foster care or criminal justice system and/or marginalized in some way. She said there was a TAY Task Force that developed a TAY Advisory Board. She said they are in the process of transforming the Fulton Meeting Room into a TAY-friendly program space, convened a TAY focus group to inform the Library's efforts to TAY and identified potential opportunities for the TAY Team. She said they held a creating resilience exhibit celebration.

Michelle Jeffers, Chief of Community Programs and Partnerships, shared the San Francisco Giants Library Card. She said the Junior Giants Community Day is this week and we will be partnering with them and the card will be available at that event. She said there will be a PSA on the video board at the August 26 Giants game and the library will have a table signing up new library card holders.

Michael Lambert, City Librarian, said he wanted to make a major Personnel announcement that Maureen Singleton has been promoted to Chief Operating Officer for the San Francisco Public Library. He said the Library is extremely fortunate to have Maureen in this leadership capacity.

Maureen Singleton, Chief Operating Officer, said she wanted to extend her thanks for the opportunity she has had in working at the Library. She said she is honored to continue working for the Library and to make a difference in our society. She gave an update on the FYs 20/21 budget. She gave an overview of the approved budget and explained sources of funding and uses by type and uses by division. She said everything the Commission had approved was approved except for the additional Health and Safety Associate (HASA) positions. She said that was because the Department that provides those positions was not able to provide them. She said the Fine Free legislation was approved as well as the Accept and Expend money from the Friends of the Library.

Explanatory documents: [TAY Services at SFPL](#) ; [San Francisco Giants Library Card](#) ; [Budget FY 2020-21](#) ; [Budget FY 2020-21: Attachment I](#) ; [Budget FY 2020-21: Attachment II](#) ; [Budget FY 2020-21: Attachment III](#) ; [Budget FY 2020-21: Attachment IV](#)

#### Public Comment

Peter Warfield, Executive Director, Library Users Association, said he is disappointed that there is not a specific number for just collections. He said this library does not have 15% of its budget going to books and materials and it should. He said that is a key measure that needs to be stated specifically by itself. He said he is concerned about the partnership with the Giants. He said he thinks the Library should keep its independence.

Marie Ciepiela, Executive Director, Friends of the Library, said the Friends would love to explore a way to see if they could help in some way in getting the additional HASAs for the Library. She said as a mother of two SFUSD students she wanted to thank the Commission and the Library for the Scholar Cards.

#### Commission Discussion

Commissioner Wolf said congratulations to Maureen Singleton and thanked her for her service. She also wanted to acknowledge the TAY team. She asked how success will be measured for that program.

Alice Chan, Third Floor Manager, said they follow the usage of the library cards and will be looking at other ways to measure the outcome.

Commissioner Lee asked how the idea of TAY came about.

Alice Chan, Third Floor Manager, said the Third Floor contains all the materials on social issues so it developed because of this.

Commissioner Lee commended the Library on the program.

President Wardell-Ghirarduzzi said she agrees about the vulnerability of this population and she said it is a very important program. She asked for more information on the Task Force.

Michael Lambert, City Librarian, said the Task Force could become a standing committee.

President Wardell-Ghirarduzzi congratulated Maureen Singleton on her promotion.

#### **AGENDA ITEM NO. 5 APPROVAL OF THE MINUTES JUNE 20, 2019**

##### **Public Comment**

Peter Warfield, Executive Director, Library Users Association, said the Minutes are where the Library changes and controls what is the history and what has been said. He said under public comment he said that he did not say the Library went against its own surveys, what he said was the library went against the results of the surveys. He said under the City Librarian's report he said he did not say there was not a budget discussed under the Facilities Projects update but that there were no costs mentioned. He said that he said the Eureka Valley project was anti-human. He said the name of the branch is the Harvey Milk Eureka Valley Branch.

**Motion:** By Commissioner Huang, seconded by Commissioner Mall, to approve the [Minutes of June 20, 2019](#).

**Action:** AYES 6-0: (Dunning, Huang, Lee, Mall, Wardell-Ghirarduzzi and Wolf)

#### **AGENDA ITEM NO. 6 ADJOURNMENT**

##### **Public Comment**

Peter Warfield, Executive Director, Library Users Association, said the Commission should not adjourn without insisting that there is an item on the agenda about new business or future agenda items.

**Motion:** By Commissioner Dunning, seconded by Commissioner Huang, to adjourn the meeting of August 15, 2019.

Action: AYES 6-0: (Dunning, Huang, Lee, Mall, Wolf and Wardell-Ghirarduzzi.)

The meeting adjourned at 6:13 pm.

Sue Blackman  
Commission Secretary

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).