



San Francisco Public Library

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the Regular Meeting of August 16, 2018

(As approved at the regular meeting of October 18, 2018)

The San Francisco Public Library Commission held a regular meeting on August 16, 2018 at the Koret Auditorium, Main Library.

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

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

The Commission currently has two vacancies.

AGENDA ITEM NO. 1 GENERAL PUBLIC COMMENT

Jackie Barshak said she is a patron on the library and said she could not download an eBook from the Library because she does not have an operating system on her computer that supports them. She said she has Linux and she asked why she is excluded from downloading eBooks and was told that she could download on Overdrive Read and Overdrive Listen. She said not all books are accessible in those and the book she wanted to listen to was not available. She said this is an access issue.

Peter Warfield, Executive Director Library Users Association, said the last speaker identified an issue with free and equal access and it is an issue if materials cannot be accessed by all. He thanked Michael Lambert for agreeing at the last meeting with Library Users Association about a fine free system. He said the approved open hours are the exact opposite of what patrons want. He said the process for RFID has been shameful.

Bradley Weidmier said he is a member of SEIU and is a delegate to the Labor Council. He said is concerned about the transfer of hours and

cutting night time hours. He said he is also concerned about the RFID system and the health issues surrounding it.

Marie Ciepiela, Executive Director of the Friends of the Library, said there is a great event coming up in September called Added Value and Alternative book sale at San Francisco Museum of Modern Art on September 22 and 23 and there is a special member reception on Friday, September 21.

An anonymous citizen said she is concerned about privacy and RFID and the risk to the health of people using it. She said a great deal of money is being spent on RFID that could be spent on other things. She said she supports more evening hours at the library. She said she urges everyone to do something about the attitude towards the homeless. She said they are unfortunate people and they need to be respected.

AGENDA ITEM NO. 2 CITY LIBRARIAN RECRUITMENT UPDATE

Maureen Singleton, Acting Chief Operating Officer, gave the background on the process to date. She said the agenda says that this is an action item but it is only a discussion item. She said on July 19 the Commission did accept the scores from the panel and did approve entering into a contract with Hawkins, the highest scoring respondent. She said Department of Human Resources is in the process of developing a contract with Hawkins and she hopes that it is done in time for the next Commission meeting. She said at a subsequent commission meeting Hawkins will present to the Commission with a time line and next steps information.

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

Public Comment

Peter Warfield, Executive Director, Library Users Association, said we have not heard directly what step of the Steps to Executive Recruitment we are on. He said apparently we are on Step 2. He said throughout the process it is crucial that we look at the firms and the potential candidates and have a full and open discussion about what the criteria would be for the desirable attributes of a candidate. He said this would be a time to review where the Library has been and where the Library is going. He said he would like to see a City Librarian with excellent Labor relationships.

Bradley Weidmier said he would like to see a really robust process and that there be a discussion on what the strengths need to be. He said it needs to be a multi-faceted selection process.

Commission Discussion

Commissioner Ono, said that the Infographic shows that we are on Step two and that we have not had any closed sessions so far. She said the next step is developing the profile and analysis.

Maureen Singleton, Acting Chief Operating Officer, said the next step will be the preparation of the profile and that will be an open process including public meetings and public input.

AGENDA ITEM NO. 3. REVISION TO THE LIBRARY'S PRIVACY POLICY

Michael Lambert, Acting City Librarian, said it has been over three years since the Library Commission updated its Privacy Policy. He said at the February 1, 2018 Library Commission meeting the Library's FY19/20 budget was approved which included funding the Collections Inventory Modernization Project and the implementation of radio frequency identification (RFID) technology. The budget was subsequently approved by the Board of Supervisors and signed by Mayor Breed. He said there is a memo in the packets outlining the proposed revision to the Privacy Policy and said it is within the section on Radio Frequency Identification (RFID). He said the qualifying statement (*SFPL does not use RFID technology*) needs to be edited and/or deleted from the Privacy Policy. Explanatory documents: [City Librarian Privacy Memo](#) ; [Privacy Policy](#) ; [RFID Fact Sheet](#) ; [City Librarian RFID Memo](#); [RFID Technology](#)

Public Comment

Peter Warfield, Executive Director, Library Users Association, said the ACLU and EFF sent a letter expressing their strong opposition to RFID at the library. He said there has been concerns raised by the unions and concerns surrounding privacy. He said every time there is a change in technology the privacy policy is simply changed.

Bradley Weidmeir said he has been asked by the Living Wage Coalition to express concern about RFID and this change to the privacy policy. He said it is a little over the top to say that there is no privacy concerns. He said there is concern by immigrant communities and by all people about the abusive Federal Government and the Administration. He said it is unwise to deploy a privacy invasive tool into the library system.

An anonymous citizen, said it seems obvious to her if there is a need to change the Privacy Policy then there is some impact on our privacy. She said the system we have works very well. She said this seems to be unnecessary.

Pete Huang said he would like to address the health risks of RFID. He said RFID tags do not have an energy source. He said if there is a powerful chip it is not doing anything so there is no concern about the health aspect of this. He said you probably have more risk from your cell phone than the RFID reader.

Commission Discussion

Commissioner Dunning asked about the timing of this change to the Privacy Policy.

Michael Lambert, Acting City Librarian, said we do think the timing is prudent to take action now as we look to enter into the contract phase with the vendor.

Maureen Singleton, Acting Chief Operating Officer, said the contract will take a while and will probably be in FY19.

Commissioner Lee asked about clarification of the language in the Privacy Policy.

Michael Lambert, Acting City Librarian, said this section describes how RFID would be used in the Library and that only an encrypted number will be included on the chip.

Shellie Cocking, Chief of Collections and Technical Services, said a bar code number is the same as an encrypted number.

Commissioner Lee said that it should be made clear that RFID will not be used on the library card.

Motion: By Commissioner Mall, seconded by Commissioner Dunning, to approve the change to the Privacy Policy on page 3 by deleting the statement: SFPL does not use RFID technology.

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

Brad Russi, Deputy City Attorney, wanted to clarify that the change to the Privacy Policy did not include any of the other changes mentioned in the discussion.

President Wardell-Ghirarduzzi confirmed that the action only included the staff recommendation.

AGENDA ITEM NO. 4. CITY LIBRARIANS'S REPORT

Maureen Singleton, Acting Chief Operating Officer, gave an update on the approved FY2019/20 budget. She explained the Library's sources of funds, expenditures and investments.

Michelle Jeffers, Chief of Community Programs and Partnerships, gave a presentation on the Library's Program Highlights including the partnership with the Golden State Warriors, SWANA (Southwest Asia and North African) cultures programming.

Michael Lambert, Acting City Librarian, said that our FOG Readers program has been awarded the Urban Libraries Council Top Innovator Award in the category of Learning: Birth through Teens category.

Laura Lay, Learning Differences Librarian, gave an update on the FOG Readers program and how it works.

Explanatory documents: [Budget FY 2019-20](#) ; [Budget FY 2019-20 Attachment I](#) ; [Program Highlights August](#)

Public Comment

Peter Warfield, Executive Director, Library Users Association, said the process by which the budget was approved was not a good one and was not presented honestly to the Supervisors. He said RFID was hidden in the budget.

Commission Discussion

Commissioner Ono said she had heard about the FOG program through a friend and how successful it is. She said she was happy about the recognition. She asked about the volunteer requirements of the program.

Laura Lay, Learning Differences Librarian, said that volunteers are high school students, college students and adults. She said there is six hours of training. She said there is three sessions of two hours each.

Commissioner Ono said that she appreciates the SWANA program and the fact that we changed the name. She asked about the partnership with the DeYoung and the podcast.

Michelle Jeffers, Chief of Community Programs and Partnerships said the podcast was developed in the Mix and there will be a launch party for it.

Commissioner Lee said he wanted more information on FOG program.

Laura Lay, Learning Differences Librarian, said the program concentrates on first through fourth graders. She said one of the things we have discovered is that children don't often learn as well from parents. She provided more information about the program.

Commissioner Dunning asked about the budget and the unfunded items including the partnership with the Sheriff's Department.

Maureen Singleton, Acting Chief Operating Officer, explained the budgeting for the program with the Sheriff's Department.

Commissioner Dunning asked about the reallocation of the custodial staff and how that is working out.

Michael Lambert said we have implemented a new custodial branch schedule. He said there has been some success.

Roberto Lombardi, Facilities Director said we had increased our budget with real estate to increase FTEs.

Commissioner Dunning said there is money shown in the budget for fines and fees.

Maureen Singleton, Acting Chief Operating Officer, said that is based on previous years and if we change to a fine fee system we will need to look at how to make up for that loss of funds.

Michael Lambert, Acting City Librarian, said we will be looking at a fine free discussion and he said there is some thought the act of collecting fees may cost more than the revenue it produces.

President Wardell-Ghirarduzzi asked how families find out about the FOG readers program.

Laura Lay, Learning Differences Librarian, said they work with the school district to get the word out.

Commissioner Mall, said FOG Readers would be a really good fundraising program for the Friends.

AGENDA ITEM NO. 5 APPROVAL OF THE MINUTES JULY 19, 2018

Public Comment

Peter Warfield, Executive Director, Library Users Association, said he hopes the Minutes show that Michael Lambert stated that he agrees with Library Users Association about a fine free library. He said on Item 3 he is sure he referred to the architecture at the Eureka Valley Branch as hostile architecture and that it was spoiling some of the public's enjoyment of the facility. He said on Item 4 he was sure he said there was a much larger number of people who did not have their accounts cleared through the Accounts Collections Initiative program.

Motion: By Commissioner Dunning, seconded by Commissioner Mall, to approve the [Minutes of July 19, 2018](#).

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

AGENDA ITEM NO. 7 ADJOURNMENT

Public Comment

Peter Warfield, Executive Director, Library Users Association, said the Commission should not adjourn without having an item on the agenda listed as New Business. He said he is still concerned about the privacy of RFID.

Motion: By Commissioner Dunning, seconded by Commissioner Lee, to adjourn the meeting of August 16, 2018.

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