



# *San Francisco Public Library*

## **SAN FRANCISCO PUBLIC LIBRARY COMMISSION**

### **Minutes of the Regular Meeting of October 18, 2018**

#### **(Approved at the Regular Meeting of November 15, 2018)**

The San Francisco Public Library Commission held a regular meeting on October 18, 2018 at the Koret Auditorium, Main Library.

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

Commissioners present: Dunning, Huang, Mall, and Ono.

Commissioners excused Lee and Wardell-Ghirarduzzi.

The Commission currently has one vacancy.

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

Peter Warfield, Executive Director Library Users Association, said welcome to the new Library Commissioner and said there is still one vacancy. He said the Library is embarking on RFID now that it is funded. He said RFID is toxic and very problematic.

Michael from the Friends of the Library said the Friends had an added value book sale at the San Francisco Museum of Modern Art (SFMOMA) and it was very successful. He said the Big Book Sale will be October 31 – November 4 at Fort Mason and there will be over 500,000 books media and vinyl available for sale. He said the Friends will also be participating in the Mission Lit Crawl this Saturday.

Vice-President Mall said she was remiss in not welcoming Pete Huang as our newest Commissioner.

## **AGENDA ITEM NO. 2 CITY LIBRARIAN RECRUITMENT UPDATE**

Maureen Singleton, Acting Chief Operating Officer, said the Hawkins Company has two representatives present at the meeting. She gave a brief bio for Christine Boulware and Yonnine Hawkins. She also explained the documents in the packet. She said the first document is the steps to executive recruitment. She said we are now moving to step 3, preparing the candidate profile for recruitment. She said there are two draft schedules, a community stakeholder engagement interview and a draft City Librarian Search Survey. She said there is also a representative from DHR to respond to any specific questions you may have.

Yonnine Hawkins gave a little bit of background on the Hawkins Company. She said they have conducted over 750 searches and one of their key areas is in identifying library leaders.

Christine Boulware said we are in the beginning of the community engagement process. She said they look forward to meetings with staff and the community and of course the Commission. She said they look forward to the development of the candidate profile in December. She said immediately following the development of the recruitment profile the candidate recruitment will begin and it will last 7 weeks. She said a search update will be provided at the mid-point of the recruitment. She shared the questions that will be used to develop the profile.

Explanatory documents: [Steps to Executive Recruitment DHR](#); [Executive Search Timeline 12/20/18](#); [Executive Search Timeline 12/6/18](#); [Community Stakeholder Questions](#); [City Librarian Search Survey](#); [City Librarian Search Team](#)

### **Public Comment**

Peter Warfield, Executive Director, Library Users Association, said the schedules should have been marked very clearly as to what those dates represented. He said this is an extremely short time between approval of the profile and placement of the advertisements. He is concerned with the term stakeholders because that usually indicates that they will be only those that the library and recruitment firm identify.

### **Commission Discussion**

Commissioner Ono, asked about the schedule with the December 20 meeting only and asked how the holiday would impact the schedule.

Yonnine Hawkins said the intention was to have this approved at the December 6 meeting but that not all of the Commissioners would be present at that meeting and she feels that is very important. She said if it is approved on December 20 it would probably be launched on January 1. She said they would like to get feedback from the Commissioners at this meeting.

Commissioner Ono asked how this community engagement process compares to other recruitments that have been done.

Yonnine Hawkins said the community engagement process is very similar to other recruitments. She said the online survey will be available November 6 – 16.

Maureen Singleton, Acting Chief Operating Officer, said the survey will be available on the Library's website and in various languages. She said the meeting on November 7 is at the Bayview Branch from 6 pm to 7:30 pm, the meeting on November 8 is at the Richmond Branch from 6 pm to 7:30 pm and the meeting on November 10 will be at the Main Library from 11:00 am to 12:30 pm. She said translation services will also be available at the meetings.

Commissioner Huang asked about the engagement with staff.

Yonnine Hawkins said all staff are invited to participate in the community engagement sessions. She said the one on one discussions will be with senior staff or the direct reports to the City Librarian.

Commissioner Dunning said it seems like the timeline seems to be about six weeks longer than the timeline that was originally proposed. She said she would like to see this expedited as quickly as possible.

Christine Boulware said the timing of the schedule had to do with the schedule of the Library Commission.

Commissioner Dunning asked about how the on line survey will work and made some suggestions for corrections to the survey. She asked why people are being asked whether they are members of the Friends.

Christine Boulware said there is no different treatment of responses from members of the Friends it is only to how people found out about the survey.

Commissioner Dunning asked about the process for evaluating the surveys.

Christine Boulware said there is a lot of individual crunching of each survey. She said they capture the comments made at the community outreach sessions.

Commissioner Dunning asked if we have a description of the job so that people understand what they are commenting on. She suggested spelling out SFPL as San Francisco Public Library.

Commissioner Mall asked if the survey will be accessible online to any user.

Maureen Singleton, Acting Chief Operating Officer, said it will use Survey Monkey.

Yonnine Hawkins said it is very easy to use and you would be able to use it at home.

Christine Boulware said people filling out multiple surveys will be allowed. She said the profile will be developed the following two weeks after the survey is closed. She said the advertisement of the position will be available for 7 or 8 weeks. She said following that Hawkins will do telephone screening for minimum qualifications. She said they would like to have a pool of 6-10 candidates available for the Commission's review sometime in March. She said they will then interview the candidates the Commission has selected and report back to the Commission with the results. She said they would then schedule interviews with the Commission for the top candidates. She said they should have names to send to the Mayor by mid-March.

Commissioner Mall said that during the ten days that the survey is available that the Library will do a good job in getting the word out to the citizens about this.

Michelle Jeffers, Chief Community Programs and Partnerships, said they will be using social media and the website and physical notifications in the branches.

Yonnine Hawkins asked the Commissioners to respond to the question "What are the strengths and weakness of SFPL."

Commissioner Huang said the strength of vision for the organization and the emphasis on inclusion and empathy.

Commissioner Ono said that the Library has various programs for specific audiences. She said we have a very good budget situation.

Commissioner Mall said we are blessed to be living in a city that has highly resourced the public library.

Commissioner Dunning said we seem to be cutting edge and innovative programs. She said that the library has a professionally committed staff.

Commissioner Huang said there is a culture of excellence in the library.

Yonnine Hawkins asked about the weaknesses of the Library.

Commissioner Mall said some of the weaknesses are some of the physical buildings and the homeless situation especially at the Main.

Commissioner Dunning said she would like to rename this as challenges instead of weaknesses. She said it is difficult to meet all the needs of the community because of the immense diversity.

Yonnine Hawkins asked about what background and experience the City Librarian must possess to be successful in this position.

Commissioner Ono said there needs to be an understanding of San Francisco and its environment.

Commissioner Huang said there needs to be someone from a comparable position in a comparable environment.

Commissioner Mall said there should be someone who has worked their way up through a library system.

Commissioner Dunning said the person should have organized labor experience and similar experience in an urban library system.

Commissioner Huang said the person should have strong leadership and the ability to cultivate talent.

Commissioner Dunning said the person should have familiarity with the budget process.

Yonnine Hawkins asked what the Commission thinks are the top 4-5 key personal and professional attributes and experience desired in candidates for this leadership position.

Commissioner Ono said they must have good communication skills.

Commissioner Mall said the person needs to be very savvy politically.

Commissioner Dunning said they need to have a commitment to equity inclusion and personal integrity.

Commissioner Ono said the person should have a sense of humor and the ability to not take things too personally.

Commissioner Dunning said the person needs to be an innovative thinker.

Commissioner Ono said the person should be a visionary.

Commissioner Mall said it is important that the person be likable.

Commissioner Ono said being approachable and having an open door policy is important.

Commissioner Mall said the person should be passionate about books and reading.

Commissioner Dunning said the person should understand the role of free public libraries in a healthy democracy.

Commissioner Huang said the person should know how to be very detail oriented when required.

Yonnine Hawkins asked the Commissioners what they would like to see the new City Librarian focus on as a top priority in their first 12-18 months.

Commissioner Dunning said she would like to see the person develop a good working relationship with staff.

Commissioner Ono said they need to be willing to meet with staff, constituents and patrons of the library.

Commissioner Dunning said they need to be willing to drive public and community relations and getting more of the city involved with library services. She said she would like to see more people taking advantage of the library's programs and services. She said that person should be engaged in measuring our return on investment.

Yonnine Hawkins said the community outreach meetings will be on Wednesday, November 7 at the Bayview Branch from 6:00 – 7:30, on Thursday, November 8 at the Richmond Branch from 6:00 – 7:30 and on November 10 at the Main Library from 11:00 am to 12:30 pm. She said the survey monkey would be available on line from Tuesday, November 6 to Friday, November 16.

### **AGENDA ITEM NO. 3. SUMMER STRIDE**

Michael Lambert, Acting City Librarian, said this summer we enjoyed the most participation ever in our summer reading program Summer Stride.

Christy Estrovitz, Youth Services Manager, gave a presentation on the Summer Stride program. She said this is the largest community engagement program the library has done. She explained the goals of the program and said they exceeded every single goal. She said they had 24% more than 2017 and 197% participation growth since 2008. She said there was more than 16 million minutes of reading, learning, listening and library time and gave other statistics from the program. She explained the programs for youth and adults. She said they were proud of the Library's YELL (Youth Engaged in Library Leadership) program.

Reuben Balderas, Acting Youth Development Coordinator, explained the YELL program. He said this is directed at teens from 10<sup>th</sup> to 12<sup>th</sup> grade. He said six branches hosted Yell.

Jen Woo, Teen Services Librarian at the Richmond Branch, said that YELL and Summer Stride are a natural pairing. She said YELL members engaged with the community on various projects.

Andrew said he is a YELL member and a senior in high school. He said he learned a lot from the program and how to overcome challenges.

Reuben Balderas, Acting Youth Development Coordinator, said overall there were 35 YELL members at 6 branch libraries who attended 66 meetings and contributed 1,210 service hours and delivered 45 STEM programs.

Christy Estrovitz, Youth Services Manager, said this is the third year we partnered with the National Park Service which was hugely successful. She told about the Children's Citizenship Ceremony at Crissy Field. She thanked the Friends of the Library for their support and thanked the internal Summer Stride Team.

Explanatory document: [Summer Stride 2018](#)

#### Public Comment

Peter Warfield, Executive Director, Library Users Association, said he didn't hear anything about prizes for the program. He said it was great to hear that people are being encouraged to read. He said as a procedural matter the chair does not have to ask for anyone's permission to take additional public comment. He said he is shocked that Survey Monkey will be used for the City Librarian Recruitment survey because of the privacy issues.

#### Commission Discussion

Commissioner Ono congratulated the Summer Stride team on such a successful program.

Commissioner Huang said congratulations on the successful program. He said he would love to hear some things about next year.

Christy Estrovitz, Youth Services Manager, said they would like to keep the partnership with the National Park Service. She said they would like to expand the YELL program to 10 branches next year. She said they would like to do some additional staff training on youth engagement.

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

Michael Lambert, Acting City Librarian, said he would like to welcome our newest Commissioner, Pete Huang to the Commission. He introduced Mr. Charles Coleman as the new Manager of the Custodial Department and asked him to stand and be recognized. He said September was National Library Card Sign-Up Month and said we partnered with JetBlue to raffle off a pair of round trip airline tickets. The photograph is of the winning family and six year old Axl. He said there were 5,341 new library cards issued in September.

Michelle Jeffers, Chief of Community Programs and Partnerships, gave a presentation on programs and exhibitions including VIVA, Latino Hispanic Heritage, Tricycle Music Fest and One City One Book, The Best We Could Do, by Thi Bui.

Explanatory document: [Exhibition and Program Highlights](#)

Public Comment

Peter Warfield, Executive Director, Library Users Association, said he is disappointed the City Librarian's report does not include measures of success and said that would be useful to hear. He said he is concerned about surveys that must be completed on computers and the appropriate access to computers.

Commission Discussion

Vice-President Mall said as a member of the One City One Book Committee she encourages everyone to read the book.

**AGENDA ITEM NO. 5 APPROVAL OF THE MINUTES AUGUST 16, 2018**

Public Comment

Peter Warfield, Executive Director, Library Users Association, said it's important that some of the public comments should be made clearer. He said under agenda item 1 the comments by Jackie Barshak included her inability to access documents including the Minutes and she said this was an equity and access issue. He said in his comments following that comment he said it is an important and serious issue. He said his comments were stronger and more specific relating to his support of a fine free system and concern about the open hours cutting evening hours. He said he would like his comments regarding RFID to be more specific.

Motion: By Commissioner Dunning, seconded by Commissioner Huang, to approve the [Minutes of August 16, 2018](#).

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

**AGENDA ITEM NO. 7 ADJOURNMENT IN MEMORY OF EDWARD HOWDEN**

Michael Lambert, Acting City Librarian, requested that the Commission adjourn in memory of Edward Howden and gave some highlights of his life. He said the Library acquired the Edward Howden Papers documenting his life's work fighting for fair employment and fair housing legislation, urban redevelopment in San Francisco, non-discrimination policies and across-the-board desegregation.

Public Comment

Peter Warfield, Executive Director, Library Users Association, said he supports adjourning in memory of Edward Howden. He said his two works are included in the Library collection and he spoke about some of Mr. Howden's many contributions.

Motion: By Commissioner Ono, seconded by Commissioner Huang, to adjourn the meeting of October 18, 2018 in memory of Edward Howden.

Action: AYES 4-0: (Dunning, Huang, Mall, and Ono.

The meeting adjourned at 6:26 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).