



San Francisco Public Library

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the Regular Meeting of December 13, 2018

(As approved as amended at the Regular Meeting of February 7, 2019)

The San Francisco Public Library Commission held a regular meeting on December 13, 2018 at the Koret Auditorium, Main Library.

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

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

The Commission has one vacancy.

AGENDA ITEM NO. 1 GENERAL PUBLIC COMMENT

An anonymous citizen said you should not give money or accept money from the Friends and Foundation. He said there is a new Library Commissioner. He said he hopes that the new Commissioner was told that for five years there apparently was no one qualified to take that seat and that he will now be part of the standard of corruption. He said the Commission is the victim of hate and ignorance and the lies cost more than the money.

Michael with Friends of the Library said this has been a successful year for the Friends. He said they have developed a new five-year strategic plan that is already being implemented. He said it maps out fundraising and advocacy strategies to meet the unique needs of the library system for the next five years. He said they will be making an announcement in January about the Lisa Brown and Daniel Handler Writers residency. He said they will be creating a writer's space for five writers. He said the program will be multi-faceted.

Peter Warfield, Executive Director, Library Users Association, said it is inappropriate for the President and Vice-President to interrupt a person trying to give a message because of the type of language the speaker is using. He said it would be interesting to see the Friends Annual Report.

He said the Library has tremendous assets. He said there was not a good use of the assets as far as getting the word out to the public about the library being open for fresh air during the time of the bad air quality.

Reese Isbell said he is on the Board of the Friends of the San Francisco Public Library, said thank you to the Library for being open for fresh air during the time of the fires and the bad air quality. He said it is wonderful to know that the libraries can be a place of refuge. He said thank you to the Commission for the Library Preservation Fund in the early 90's.

AGENDA ITEM NO. 2 CITY LIBRARIAN RECRUITMENT UPDATE

Maureen Singleton, Acting Chief Operating Officer, said the Hawkins Company will be making a presentation on the Stakeholder Engagement Report and presenting sample recruitment brochures for the Commission's input and approval.

Yonnine Hawkins, Executive Search Consultant, gave a presentation on the City Librarian Stakeholder Engagement Summary. She gave an overview of the Stakeholder Engagement process. She gave the survey response counts and explained the consistent themes for outstanding reputation and for consistent themes for opportunities.

Brett Byers, Executive Vice President of the Hawkins Company explained the consistent themes for the City Librarian key attributes and consistent themes for the City Librarian priorities heard through the survey and community meeting responses.

Explanatory documents: [Stakeholder Engagement Report](#) ; [Stakeholder Engagement Summary](#); [Steps to Executive Recruitment DHR](#); [City Librarian Recruitment Brochure](#)

Public Comment

Peter Warfield, Executive Director, Library Users Association, said this is not the usual procedure. He said the debookification continues. He said there is nothing in the brochure about strengthening the collection. He said the City Librarian and the Commission have routinely violated the law and he said it needs to be clear in the brochure that the person should have an emphasis in open government and transparency. He wanted to know why the Friends are listed in the brochure since they are not a city agency.

Commission Discussion

Commissioner Ono asked that the Friends be a footnote later on in the brochure but that they not be included on page two. She said there is inconsistency in the numbers for library accomplishments. She said on page four it should include all of the library's strategic priorities. She said she would recommend flipping the minimum qualifications with desirable qualifications and flip that to the top of the page. She said the process

has taken a long time and she would suggest that it be changed to resumes received by February 15 instead of March 1, 2019. Commissioner Huang said he would like double check all of the numbers on the page with library accomplishments. He said he would like to see the Friends taken off of the first page and he likes the photographs with more of the people's faces.

Commissioner Dunning said she agrees with the Friends being taken off of the second page. She said she would like to see more references to the Library being Library of the Year. She said she would like to see the numbers double checked as well. She corrected some typos in the text. She said under Key Priorities it seemed a little passive and she would like to see it made more active and she gave examples of what she would like to see changed. She said she would make some changes to the Ideal Candidate. She said she agreed with moving the qualifications to the top of the page. She said under Minimum Qualifications, she said a Master's Degree should be required but as a minimum requirement she did not think an (MLS/MLIS) should be required. She said it should be desirable.

Commissioner Mall said her fellow Commissioners are excellent copy editors and she agrees with their statements. She said under Ideal Candidate there are 18 items listed and she said she could see some of those being consolidated. She said she thinks the document needs to be perfect and that this document cannot be sloppy in any respect. She said it needs more copy editing. She said she strongly urges that the pictures include faces.

Commissioner Lee said under Ideal Candidate it should emphasize impact driven everything with back up data. He said he agrees with removing the Friends of the Library on the first page.

President Wardell-Ghirarduzzi said it is clear that the Friends should not be included on the first page. She said under Library Accomplishments the numbers need to be accurate and it should be Library at a Glance. She said the entire document needs to reflect the National Library of the Year and the way that this library is a model of excellence throughout the country and internationally. She said she agrees that the Key Priorities section needs to have a stronger voice and active, commanding, leadership adjectives. She said the 18 bullet points under the Ideal Candidate could be condensed to 7 or 8 bullet points.

Commissioner Dunning said she wanted to be clear that this will not need to come back to us and that the corrections can be done after the comments today.

Brad Russi, Deputy City Attorney, said the Commission could delegate one Commissioner to oversee the approval of the final brochure.

President Wardell-Ghirarduzzi said under Minimum Qualifications it should be a Bachelor's Degree and Master's Degree. She said she likes it starting out with the Ideal Candidate.

Commissioner Ono said her reasons for wanting the minimum qualifications about having a MLS or MLIS would be the respect the position would have from staff.

Commissioner Mall said that a person could have a MBA and still be qualified.

Commissioner Dunning said that we could weigh the MLS or MLIS separately and that is why she believes it is desirable.

Commissioner Ono said she is willing to go with minimum Masters and MLS or MLIS would be desirable.

There was a discussion with the Hawkins Company about the date that resumes will receive first consideration. The Commission expressed that they would like it to be resumes received by February 15 will receive first consideration.

Motion: By Commissioner Dunning, seconded by Commissioner Huang, to delegate to President Wardell-Ghirarduzzi the authority to finalize and approve this document incorporating the edits made this evening with a due date for changes to the Hawkins Group by Monday, December 17 and approved by President Wardell-Ghirarduzzi by December 21.

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

AGENDA ITEM NO. 3. FYS 2020 AND 2021 BUDGET PRIORITIES

Michael Lambert, Acting City Librarian, gave an introduction to the FYS 2020 & 21 budget presentation

Maureen Singleton, Acting Chief Operating Officer, gave the presentation on the FYS 2020 & 2021 Budget presentation. She explained the budget calendar for this year. She said the budget is a two year rolling budget. She explained the Mayor's budget instructions and the current budget unknowns. She said the Mayor has instructed that there be no new FTEs in the budget. She said she explained the investments based on the Strategic Priorities of Premier Urban Library, Literacy and Learning, Youth Engagement, Digital Strategies, Partnerships for Excellence, and Facilities Maintenance and Infrastructure. She gave a summary of the proposed investments and the next steps.

Explanatory documents: [Budget FY 2020-21](#); [Budget FY 2020-21 Attachment I](#)

Public Comment

Peter Warfield, Executive Director, Library Users Association, said it is very distressing to hear that books are not mentioned in this budget anywhere. He said under collections the only thing that is mentioned is

the expansion on eBooks by 25%. He said the newspaper section is a mess. He said 300,000 for the asset management plan is preposterous. He said huge funds are being spent on everything but books and open hours.

Commission Discussion

Commissioner Huang asked about the purchasing agreements with our eBook vendors.

Shellie Cocking, Chief of Collections and Technical Services, explained the various types of purchasing agreements and how they add new services.

Commissioner Mall said this seems like a very exciting, ambitious budget.

Commissioner Dunning said she thought the \$65,000 increase for Marketing seems high and this is not a high priority. She asked about Chrome books.

Michael Lambert, Acting City Librarian, said we had a pilot for laptops but the model has proved unsuccessful because they cost too much money and we have not been able to successfully secure them. He said the Chrome model seems to be a better option and we are able to target the communities where it will be most competitive. He said we had 32 bundles. He said 19 were not returned and 7 are damaged.

Commissioner Dunning said if we are going to invest in this she would like to make sure we don't lose money. She asked about the Apple Computer Support.

Maureen Singleton, Acting Chief Operating Officer, said the Apple Computer Support is a subscription support service.

Michael Liang, Chief of Information Technology, said the service supplements the support we currently have.

Commissioner Dunning said she is glad we are addressing the inventory issue for Furniture, Fixtures and Equipment (FF&E).

Commissioner Lee had a question about the learning management system. He also asked about the additional fellow position and how that is being added if we are not allowed to add any FTEs.

Maureen Singleton, Acting Chief Operating Officer, said the fellows are project based positions.

Commissioner Lee asked about the possibility of raising money for the FF&E.

Maureen Singleton, Acting Chief Operating Officer, said we would probably need to work with the Friends on something like this.

Michael Lambert, Acting City Librarian, said the Commission does have a gift policy that is prescriptive about the naming opportunities and the threshold for those opportunities.

Commissioner Ono thanked Maureen Singleton for not only the budget presentation but also her work on the City Librarian Recruitment.

President Wardell-Ghirarduzzi asked about the possible cost increases for the capital projects.

Maureen Singleton, Acting Chief Operating Officer, said the Department of Public Works (DPW) built in escalation factors as well as contingencies for the capital projects.

Commissioner Mall said she loves the idea of the attendants in the bathrooms but wanted to know why this would only be on the weekends.

Tom Fortin, Chief of Main, said the number one recommendation that came out of Civic Bridge was restroom attendants. He said people may come in on a semi-regular basis so he said addressing that issue they are working with DPW to run a pilot with the Hunter's Point Family group, which is a private nonprofit group and they will provide the pit stop monitors. He said the workforce has this experience. He said because it is a pilot they want to test this on the weekends and then will expand if it works out.

Commissioner Dunning asked if the group would have the capacity to expand to seven days if the pilot is successful.

Tom Fortin, Chief of Main, said DPW is managing this pilot but if the library was to take it over, it would probably cost less.

Commissioner Mall said that she thinks \$65,000 is appropriate to go towards Marketing.

AGENDA ITEM NO. 4. CITY LIBRARIANS'S REPORT

Michael Lambert, Acting City Librarian, gave the presentation on the new open hours which will take effect in January, 2019. He said the marketing for this effort is Better Hours at the Best Library of the Year. He explained the process for determining the new hours and explained the increased hours. He said he attended the Library Journal's Directors Summit, where he participated in a panel on Reinventing Inclusion. He said President Dr. Mary Wardell-Ghirarduzzi was the key note speaker at the event. Explanatory document: [City Librarian's Report](#)

Public Comment

Peter Warfield, Executive Director, Library Users Association, said it is a sad day when the public relations bests reality. He said five years ago Library Users Association successfully stopped the Library from cutting evening hours. He said 15 hours have been cut from 11 locations cutting evening hours. He said this is a scam and outrage to the public by cutting evening hours.

Yoon Park, representing SEIU, said it takes a lot of work to change the hours and she appreciates management for listening to staff and making accommodations. She said some of the staff in some of the branches have requested that the branches not be open as late to insure the safety and security of the staff and the patrons getting home.

Commission Discussion

Commissioner Ono thanked President Wardell-Ghirarduzzi and Acting City Librarian Michael Lambert for representing the Library at the Library Journal's Directors Summit.

AGENDA ITEM NO. 5 ADJOURNMENT

Public Comment

Peter Warfield, Executive Director, Library Users Association, said the Commission should insist that before they adjourn there should be an item called New Business for the Commission to share what they would like to see on the agenda. He said let's hear more about the laptop lending, the teen center and other library initiatives.

Motion: By Commissioner Ono, seconded by Commissioner Mall, to adjourn the meeting of December 13, 2018.

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

The meeting adjourned at 6:57 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).