



# BOARD OF LIBRARY COMMISSIONERS

## Meeting Minutes

WEDNESDAY, January 4, 2023  
Virtual/Teleconference, 12:30 p.m.

### Attendance

#### Commissioners:

Present: Wendy Urushima-Conn, Elizabeth Hansen, Sarah Moga-Aleman, Ben Moraga, Dr. Wendy Ranck-Buhr, Linda Sotelo, Shawna Hook-Held

#### Absent:

**Staff:** Misty Jones, Director, Jennifer Jenkins, Deputy Director, Bob Cronk, Deputy Director, Raul Gudino, Deputy Director, Ady Huertas, Program Manager, Oscar Gittemeier, Program Manager, Tricia Nool, Executive Assistant

**Library Foundation:** Patrick Stewart, CEO; Charlie Goldberg, Marketing Director

**Friends of the Library:** Ann McDonald, President

**Presenters:** Dustin Vogel, Jeremy Davies – Library Staff

**Public:** Steve Hermes, Pat Wilson

#### Item 1: Call to Order

Meeting was called to order by Commissioner Urushima-Conn at 12:30 pm via Zoom. Their last meeting was on November 2, 2022.

#### Item 2: Approval of Minutes

The November 2, 2022 minutes was approved unanimously

#### Item 3: Requests for Continuance

#### Item 4: Non-Agenda Public Comment

#### Item 5: Friends of the Library Report

Ann McDonald President, Friends of the San Diego Public Library

After almost three years of Covid-19 shutdown and reopening, the Friends are operating with purpose and focus. We have unloaded our storage shed which had been filled to the roof and now have unpacked and put away the stored books. We are now able to accept donations, even large donations. We have

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reorganized the downstairs and much of the upstairs display areas and feel that we will have bigger and better book sales. You are invited to our next sale on Saturday, January 21 and Sunday, January 22.

In December we did not have our usual Board of Directors meeting but are now looking forward to our January 14th meetings of our Officers, Board and President's Advisory Council.

We are anticipating the Mayor's State of the City address on January 11th. Of course, we will be continuing our advocacy for the SD Library System.

We are participating in the Library Master Plan Listening Phase 2 meetings that are being held at each branch library. We are trying to help publicize these meetings so community members know about them and can plan to attend and participate.

Many FSDPL members participated in the petition gathering for the Libraries and Parks for All. We look forward to having the official announcement that our effort was successful.

We are working toward our two goals for this year: (1) Increasing awareness of the Friends and their impact and (2) Making sure chapter contributions are acknowledged by the branches and the Library System.

#### Item 6: Library Foundation Report Patrick Stewart, CEO

Master Plan listening engagement sessions - I just wanted to go on record how wonderful it has been to work with the branch managers thus far, and the community has been turning out to contribute their input and everything. One of the best parts of this process, so far as hearing from the branch managers themselves about what they love, would change, or would add to their branches, and the insight that they bring. I just wanted to give a shout out there and then also to Jennifer and her team, for all of the work with organizing. Second thing I want to just point out, you know one of the things that I hear on almost a weekly basis from Misty and her team is that the most important thing that we can be doing and should be doing and will be doing for the library system is advocacy work. As many of you know, we have a communications firm that we have retained for the last several years that works with us at being able to talk about and develop a real quality narrative about the impact that the library has out in the community, and one of the cornerstones of this communications plan is going to be advocacy, and how we can expand our advocacy efforts not only here locally, but regionally and statewide as well.

Once again, I was speaking at something recently, and it had to do with how those of us that are in a position that we're in, that we're all here to support our library system. What can we be doing to support them even more? And just before I spoke in this panel I talked to Misty, I said just answer the question. What can we be doing more for you? The answer is advocacy. So, we are doubling down on that request, and making advocacy a real serious cornerstone for our communications for our marketing efforts this year and want to also thank all of you as the Commission. Your part along with the Friends part of the library's transform SD Coalition, which serves as the advocacy arm for our library system, and It is a pleasure to work with you all doing that, and you'll probably be hearing a lot more about that each month.

State of the City - Each year during Covid we have been hosting a State of the City's watch party, where we invite you to watch the state of the city address that the Mayor gives through the library, transform SD coalition, and we have a little talk about it beforehand. This coming Wednesday a week from today, 6:15 PM.

Final thing is, you know, your Library Foundation serves also as the philanthropic arm and the fundraising arm for your library, and, as most of you know, who have intersected or work with nonprofits year-end, is a really great time to raise money for causes that are near and dear to our hearts, and I have to tell you this year we raised a lot of unrestricted money for the Library Foundation and the Library ultimately, and there were a couple of reasons. One of the women that works with us has put together a survey to ask donors, you know specifically why they give, what tugs on their heartstrings. We do a lot of talking about the impact that you have and the programs that you have. Two things came up one the efforts that you all put towards advocacy. So, this is not a Library Foundation thing. This is a Libraries Transform SD. This is a Commission, Friends and Library Foundation group effort. People love hearing about where their money is going, how their money is being spent, and more importantly, hearing about the impact and the transformational opportunities that happens when they come into contact with libraries. We have a thousand stories. I can take the entire meeting telling you incredible stories that we've heard from donors and supporters about what the library means to them in the last month and a half. So, I'm just going to say on behalf of all of them, thank you for the work that you do. And then I look forward to spending a good chunk of this year, really revamping and upping our advocacy efforts so that we continue to get that word out.

Item 7: Consent Agenda

- a. Report on Library Construction Projects – Engineering and Capital Projects, Public Works Deputy Director Report

**The Pacific Highlands Ranch Branch Library:**

The new library building construction is ongoing, and the bi-weekly construction progress meetings are being held on time. The building's foundations, slabs and the in-slab rough utilizes were installed. The building's framing installation is ongoing.

**The Scripps Miramar Ranch Library Parking Lot Expansion:**

The design consultant submitted the final set of drawings on 12/12/2022, and the contract documents were compiled, and is with E&CP Purchasing & Contracts, towards its final review, prior to setting the contract advertisement dates. The design addition of replacing (2) large storm water drainage pipes, at higher elevations, with a velocity dissipater, is ongoing, and will be issued as a contract addendum.

**Ocean Beach Branch Library**

In December, AEP's design section submitted the plans, documents and analysis to Development Services to start the Coastal Development Permit and CEQA Mitigated Negative Declaration (MND) process. We are currently in the process of awarding the electrical and mechanical consultants to work with our in-house architectural, structural and civil designers to finalize the bridging documents. The bridging documents are scheduled to be completed fall 2023.

- b. Update from the Library Director

**Hiring** - We continue to struggle to fill all our vacant positions. As of December 13, we had 93 vacancies which is about 15%. We recently conducted interviews for Library Assistant II and Library Assistant I. For the Library Assistant II, we were able to fill all 11 FT vacancies but only 3 of the 30 HT vacancies. Library Assistant I selections will be made the 2nd week of January. We will be able to underfill some of the Library Assistant II positions with Library Assistant I, but it will mean that we will be unable to fill all of the 59 Library Assistant I vacancies because we do not have enough candidates. We have been

working with Personnel to broaden the requirements for Library Assistant II so that we will be able to recruit more candidates. Recruitment for all classifications recently commenced.

**Budget** - Budget development is well under way. All indications show that budgets will be that for the next few years so we have been asked to look at efficiencies and potential cuts that will not impact core services. We will be over budget this year in contract due to increased janitorial and security, but we will mitigate that with budget savings due to vacancies.

**Library Masterplan** - Library Masterplan listening sessions are well under way. We have held 13 sessions so far and are scheduling the remaining 23 for January and February. We are also planning some broader listening sessions as well as targeted outreach.

**Reopening** - We recently hired a FT librarian for Ocean Beach which means, as soon as they are onboarded and trained, we will be able to open OB on Friday and Saturday. We are currently in negotiations with MEA on the implementation of Sunday hours and a potential schedule change for FT staff.

**Security** - I attended a Safety in the East Village Corridor meeting on December 9 with representatives from several area schools, SDPD, Mayor Gloria's office, East Village Residents Association and Councilmember Whitburn's office. This meeting was to discuss the increasing security issues in and around the East Village and its impact on residents and, particularly, students. I shared all the challenges we face as well as all the services and programs we offer to try to be part of the solution. I will be meeting with the new CEO of e3 when they return to campus to discuss how we can work together to address the issues around the Central Library.

We have also been working closely with SDPD, Neighborhood Policing and Homeless Solutions and Strategies to make sure that we have a safe and clean area around the library as well as inside.

### **Other**

San Diego Public Library has received a three-star ranking from the "Library Journal" in its annual "America's Star Libraries" report for 2022. 5,359 libraries were reviewed, with only 258 making the list.

[America's Star Libraries](#)

Item 8: Agenda Items

- a. Program Spotlight – Peace Train & When Voices Meet – Justin Vogel and Jeremy Davies

Item 9: Commissioner Comment

Item 10: Other Business

The Board of Library Commissioners meeting is adjourned. The next Board of Library Commissioners meeting will take place on February 1, 2023 at 12:30 PM via Zoom

Item 11: Adjournment

Commissioner Wendy Urushima-Conn adjourned the meeting at 1:33 PM