

BOARD OF LIBRARY COMMISSIONERS

Members

Wendy Urushima-Conn, Chair
Marshall Anderson • Elizabeth Hansen • Shawna Hook-Held • Ben Moraga • Linda Sotelo

MINUTES

**BOARD OF LIBRARY COMMISSIONERS
SAN DIEGO PUBLIC LIBRARY
Wednesday, November 2, 2022**

ATTENDANCE

Commissioners:

Present: Wendy Urushima-Conn, Elizabeth Hansen, Ben Moraga, Marshall Anderson, Shawna Hook-Held, Linda Sotelo

Absent:

Staff: Misty Jones, Director – Library, Jennifer Jenkins, Deputy Director – Library; Tricia Nool, Executive Assistant – Library; Ady Huertas, Program Manager – Library; Oscar Gittemeier, Program Manager – Library, Kristina Peralta, Deputy Chief Operating Officer

Public:

Ann McDonald – FSDPL, Charlie Goldberg, Steve Hermes, Joe Miesner

CALL TO ORDER

Meeting was called to order by Commissioner Urushima-Conn at 12:31 pm via Zoom. Their last meeting was on October 5, 2022.

APPROVAL OF MINUTES

The October 5, 2022 minutes was approved unanimously.

REQUESTS FOR CONTINUANCE

None

NON-AGENDA PUBLIC COMMENT

REPORT FROM THE FRIENDS OF THE LIBRARY:

Ann McDonald
President, Friends of the San Diego Public Library

After our regular morning Officers and Board Meeting on October 8th, the Officers and Board shared a delicious lunch and had an afternoon Planning Meeting at Mission Valley Branch Library. The meeting was productive. Three new committees were formed: Governance, Operational and LEAD Report.

Two goals for this year are: (1) increasing awareness of the Friends and their impact and (2) Making sure chapter contributions are acknowledged by the branches.

Last Friday, October 28, the upstairs vinyl floor at the UH Friends Headquarters was thoroughly cleaned! This cleaning was paid for by the library because we had suffered through two floods in that area in the past year or two. The upstairs now looks much brighter and more welcoming. The improvement is dramatic! Preparing for the cleaning took several days and involved moving many boxes and tables downstairs out of the way so the floor was accessible for cleaning. The crew did an excellent job!

Book sales at the branches continue to go well. We look forward to an active holiday season at all the branches.

We are working to support the Beckwourth Branch Friends of the Library as they are reactivating their chapter. Mariana Gonzalez, Beckwourth Branch Manager, has been most helpful and supportive!

You are invited to come to our UH monthly book sale on the 3rd weekend of each month. We are open on Saturday from 9-3 and Sunday from Noon to 3. We also invite you to stop by on Tuesday and/or Thursday mornings from 9-12 to volunteer or to see what we do.

LIBRARY FOUNDATION UPDATE:

Patrick Stewart, CEO

Candidate Forums: We held two candidate conversations with the current District Six candidates, Kent Lee and Tommy Hough.

<https://libraryfoundationsd.org/news/stories/librarietransformsd-coalition-speaks-with-district-6-candidate-tommy-hough>

There were really positive conversations, very upbeat, got a little bit of insight into how each of the candidates would address things like some funding issues, supporting equity in the system, capital improvements. We did have a conversation about how they would support their council members and trying to encourage a more expeditious hiring process for the city, and more importantly, for the library. But you can get all of their comments on the Library Foundation's Youtube Channel.

Budget Priorities: This year, the budget priorities were submitted earlier from the City Council members to the Independent Budget Analyst. So, prior to September 30th, we had a meeting with Misty and the team submitted a budget priority memo. Our own budget priority memo to the candidates or the Council members to include in their priority memos, everybody mentions the library in their budget priority memos, some with greater clarity as to what was being suggested than others, but a majority of our Council members all have included at least part of the stuff that was requested. So, with that we are beginning to schedule council visits, and we will tap Wendy and Ann and other friends of the local branches, to be able to sit down and meet each of our Council members to express both our gratitude for the support for the library system thus far, and then make sure that there is clarity around what the library has requested through the Library Transforms SD.

Library Master Plan: We are starting our phase 2 listening engagement sessions, and we have ten of those scheduled, and we'll get those schedules out to all of you. I think it's already on our website, but we'd love to have you come and participate at the branch that you frequent if you see it scheduled. We will try to schedule them at all branches. So, within the next two months or so get everything scheduled.

So, it's been busy for the Foundation and looking forward to an even busier holiday season and fundraising year-end appeals and talking about the great work that you all do.

CONSENT AGENDA ITEMS

a. Report on Library Construction Projects

The Pacific Highlands Ranch Branch Library:

The new library building construction is ongoing, and the bi-weekly progress meetings are being held on time. Between now and the end of the year, the building foundations and slabs will be poured. Pre-installation meetings with the utilities companies (including the City of SD - Water & Sewer) are in-progress, and the artwork engraved text tiles samples are scheduled to be delivered to the project site, in November. The contract required submittals are being reviewed in timely manner.

The Scripps Miramar Ranch Library Parking Lot Expansion:

The design consultant is addressing the newly proposed storm water (2) large drainage pipes design changes, along with the ADA, traffic, electrical and transportation comments, and the "ECON" process towards the contract advertisement is ongoing.

Oak Park Library:

Submitted the RFQ for Oak Park, which is just the request for qualifications, so that is to get interest in contractors and architects to build a team and submit interest for submitting a proposal for that. They're going to do a design build for that project, but they're doing the competitive based community design. So basically, what they do is they get proposals and submissions from hopefully like three to four architects, and they put those before the community and have the community vote on what they like. They also put together a selection committee that has two members from the community on it, as well as architects, and someone from the library. I think it's going to be the best process for Oak Park. We met

with the Oak Park community last week to talk through that and make sure that they know the steps of when they're going to be able to give their input for what they want to see in that library. So, they're super excited, really want to be engaged and be involved.

Ocean Beach Library:

We have a press conference for Ocean Beach on November 16 at 9:00 AM to talk about what the next steps are and to celebrate the funding that we received from the State for that project. The concept design was approved by the planning board, and then they're also going to be hiring a contractor that will have an architect to take that design to the finished product and develop the bridging documents and things like that. So that's underway.

b. Update from Library Director

Hiring - We just hired five Librarian IIIs to take management positions. We had a number of manager vacancies. We also promoted someone to the North University library. So, we now have all of our managers in place. The Librarian I and II process just finished up and waiting to make appointments for that. And then we're going to start the Librarian Assistant II process. The Library Assistant II position has been really troublesome for us to fill because it was a career advanceable position. So, we removed it out of that, made it a standalone position and now we're tweaking the job description a little bit in the requirements. The requirements had applicants have to have six months of experience directly assisting patrons in a library. Initially, it was six months of experience helping patrons in the city library, and then they expanded it to just library experience. So now what we're doing is tweaking it to include other customer service experience, because we're having a hard time recruiting for that position, and also it's a little inconsistent because we have a librarian position that has no requirement for working in a library. But we're asking a position that's two levels below that to have six months of experience so we're working on changing the requirements for that to open up the pool of applicants. So those processes trying to get as many people hired and I think we're close. Once we get these librarians on board, we'll be able to open Ocean Beach on Friday and Saturday. That was our last library that is not open fully six days a week, and then we'll start adding Sundays. But I do not anticipate at this point that we're going to have Sundays before the beginning of the calendar year, so it's probably going to be January before we can get Sundays back. We're just we're still struggling like with everybody with hiring. There are just not enough applicants for the vacancies that we have.

AGENDA ITEMS

- a. Action Required: Library Commissioners to sign onto a public safety letter requesting that parks, libraries, and transit stops be zero-tolerance areas for crime – Marshall Anderson
Tabled for future Commissioners meeting.

- b. Program Spotlight – Oscar Gittemeier and Ady Huertas
Oscar presented on California Library Parks Pass
Ady presented on Youth and Equity Program Highlights
- c. Tactical Equity Plan – Misty Jones and Ady Huertas

COMMISSIONER COMMENT

OTHER BUSINESS

The Board of Library Commissioners meeting is adjourned. The next Board of Library Commissioners meeting will take place on December 7, 2022 at 12:30 PM via Zoom.

ADJOURNMENT

Commissioner Wendy Urushima-Conn adjourned the meeting at 1:45 PM.



Misty Jones
Director, Library Department

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