



BOARD OF LIBRARY COMMISSIONERS

Meeting Minutes

WEDNESDAY, September 13, 2023
Mary Hollis Clark Conference Center, 12:30 PM
San Diego Central Library @ Joan A Irwin Jacobs Common
330 Park Blvd., San Diego, CA 92101

Attendance

Commissioners:

Present: Wendy Urushima-Conn, Sarah Moga-Aleman, Dr. Wendy Ranck-Buhr, Ben Moraga, Pat Bevelyn

Absent: Shawna Hook-Held, Linda Sotelo

Staff: Misty Jones – Director, Jennifer Jenkins - Deputy Director, Raul Gudiño - Deputy Director, Bob Cronk – Deputy Director, Oscar Gittemeier - Program Manager, Curtis Williams – Program Manager, Ady Huertas – Program Manager, Tricia Nool - Executive Assistant

Library Foundation: Patrick Stewart, CEO

Friends of the Library: Pat Wilson – President

e3 CivicHigh: Brett Taylor, CEO

Presenters: David Schnee, Group 4 Architecture, Research + Planning, Inc.

Public: Marco Temple, Jan Hintzman, Magdalena Pulham, Martha Jacob, Steve Schmal, Ann McDonald, Toni Brito, Tara Ryan, Tya Valentine, Andrea O’Hara, Jaime Jacinto

Item 1: Call to Order

Meeting was called to order by Commissioner Urushima-Conn at 12:32 pm. Their last meeting was on June 14, 2023.

Item 2: Approval of Minutes

The June 14, 2023 minutes was approved unanimously

Item 3: Requests for Continuance

Item 4: Non-Agenda Public Comment

Item 5: Friends of the Library Report - Pat Wilson, President

The newly elected Friends Board met on July 8 and had a planning exercise in lieu of the August meeting. Our chapter Treasurer has hit the ground running, and we look forward to a year of tightening organization processes and controls.

The Friends participated in June's North Park Book Fair and had a good response - \$3,000 in sales plus several new members. The Friends also were at the San Diego Festival of Books in August and had a robust book sale and membership drive. Many thanks to the Library Foundation's Scott Ehrig-Burgess, who facilitated the Friends' presence at the Festival.

In person and online sales also continue to grow, and book donations remain strong. The second day of our August University Heights book sale was postponed due to the storm, but was held the following Sunday. Thanks to efforts by the UH library staff, the City, and the Friends the rain caused no damage to our facility.

A committee has been formed to accept applications for the ET Perry Centennial Chapter grants, awarded to chapters who need funding for specific projects. Last year, grants were awarded to the Oak Park and Paradise Hills chapters, both primarily for growing awareness of the library and membership in the Friends.

As 15 of the 36 City library branches are in County Supervisory District 4, the Friends ran a Get Out the Vote campaign for the Special Election on August 15th. A non-partisan informational flyer was produced and was available at the participating branches, which all have ballot drop boxes. Thanks to Mark Davis (branch manager at Oak Park) we were able to provide Spanish and Vietnamese versions as well.

The Friends of San Carlos Library are understandably anticipating the celebration of the acquisition of the expansion parcel by the City on Saturday, August 5th from 10-12. The "We Bought the Lot" celebration was well attended (300 people!), and spirits were high. The San Carlos community is very excited to finally having this hurdle behind them!

Long-time Library volunteer Ellen Scott (Tierrasanta) is moving East after 40 years with the Friends organization, including as President of the Tierrasanta Branch Library. There was an event in her honor at the branch on Saturday July 29. We are sad to see her go and wish her well in the future.

Our next book sale at our University Heights offices will be September 16-17.

Item 6: Library Foundation Report - Patrick Stewart, CEO

Patrick introduced David Schnee, Group 4 Architecture, Research + Planning, Inc. for the Library Master Plan presentation. Last presentation was on June 14, 2023.

Item 7: e3CivicHigh Update Report - Brett Taylor, CEO

e3 has enjoyed a 10-year partnership with the San Diego Central Library. However, we have never fully realized the potential of the partnership both in serving our scholars and the library patrons. This year we have rededicated ourselves to changing from a school located in a library to a library school. The e3 CEO and San Diego Public Library Director have been meeting to plan how to more fully engage staff and stakeholders in the partnership.

e3 Civic High has received a California Community Schools Grant from the state of California and has made the partnership with the library the central focus of the e3 community schools work. We have also hired a Library and Wellness Community Coordinator, Janelle Moore, to lead the partnership efforts at e3 and coordinate opportunities.

On August 9, central library staff took all of the e3 learning facilitators on tours of the library. This allowed teachers to think about how they might utilize the resources of the library in future lessons. For most of the e3 staff, this was their first complete tour of the library. Teachers are planning learning activities for scholars both in the core classes and in the advisory class.

On September 7, I reported on the e3 Civic High/ San Diego Library partnership at the San Diego Library managers meeting. I shared the history of the partnership, the goals moving forward, and suggested ways the partnership could extend beyond the central library to other branches of the San Diego Library.

On September 7, Misty Jones attended the e3 Civic High Board Meeting and took the board on a tour of the central library. We were able to update our board on the partnership progress and engage in discussion regarding future possibilities.

Finally, we are coordinating with the teen center to host a 10th anniversary showcase on October 11th. This will celebrate the 10 year partnership of the library with e3, but will also be an opportunity to share the resources of the library with e3 parents and future scholars so that they can become patrons that receive all the resources that the central library has to offer. All are welcome to attend.

Item 8: Report on Library Construction Projects - Raul Gudino, Deputy Director, Library Operations

The Pacific Highlands Ranch Branch Library:

The new library building's construction is ongoing, and the bi-weekly progress meetings are being held on time. The building's roofing system and utilities connections installation are complete, insulation, waterproofing and weather resistance systems installations are in progress, the rough building's utilities installation are in progress too, and the windows / storefront system material were delivered to the site. Project's site visits can be scheduled upon requests, they need

to be coordinated with the General Contractor, through the CM Resident Engineer and the PM Engineers team.

The Scripps Miramar Ranch Library Parking Lot Expansion:

The Pre-Construction meeting is scheduled on September 13th, and the Notice to Proceed will be issued within 5 working days. A meeting was held with the awarded general contractor to discuss the retaining walls design and permitting, which will be the first area of work.

San Carlos Library:

Staff (E&CP and Library) are in coordination with the Architect, Domusstudio Architecture to update the bridging documents. The revision includes addressing the library program needs, incorporate new building codes and sustainability requirements.

The property (a formal Arco Station) located next to the existing library, to be incorporated as part of this CIP project, has received a “No Further Action” determination from the Regional Water Quality Control Board in spring of 2022. The Department of Real Estate Asset Management (DREAM) has been working to acquire the property. Recently, DREAM has completed and closed the escrow on the property with the seller, Tesoro Refining & Marketing Company LLC.

Ocean Beach Branch Library:

The design section submitted the revised documents to DSD in August for the Coastal Development Permit and CEQA Mitigated Negative Declaration (MND) process. The Geotechnical consultant task will be awarded the month of September to address the comments to help DSD with the environmental determination. These processes are ongoing and will be done by Winter 2024. The design team is continuing to update necessary documents with the coordination of multiple design disciplines to finalize the bridging documents. The bridging documents are scheduled to be completed Winter 2024. Awarding design-build contractor and consultant process will begin Winter 2024.

Oak Park Branch Library:

Updated preliminary geotechnical investigation was received and accepted. PM Team is working with stakeholders on the RFP preparation including programming needs. Anticipated RFP issuance expected by end of Summer 2023 beginning of Fall 2023 contingent up on funding availability. Other milestones include design to start winter 2023/2024, permitting winter 2024/2025 and construction start by spring 2025.

Old Logan Heights Library Building:

60% submittals were received, and it is under review. Other milestones include 90% estimated completion by fall 2023 permitting by spring 2024. Additional funding is required for construction start.

Item 9: Library Director Report - Misty Jones, Library Director

Hiring - We have made tremendous progress in hiring over the past year. Currently, our vacancy rate in public facing positions is 10.2%. There are 56 vacancies of a total of 549 public facing positions. This is the lowest I have seen it in years. We are currently conducting several hiring processes to fill the remaining positions.

Security - We are conducting a training with all security contract personnel on September 19. The intent of this training is to make guards aware of what the expectations are when providing security through a customer service lens while working in a Library, within the City of San Diego. We will address items that come up daily and share feedback from patrons and staff regarding security. This will also be an opportunity for security guards to ask questions.

Banned Books Week - October 1-7 is Banned Book Week. We are working with our Circuit Library partners (UCSD, SDSU, USD, SD County, CSU San Marcos) to have a small ceremony on October 2, 2023. Councilmember VonWilpert will present a proclamation declaring Oct 2 Freedom to Read Day in the City of San Diego and we hope to have several special guest speakers such as SD Pride, ACLU, Kumeyaay Nation and SDUSD. We will also be having our annual Banned Book readathon that day.

Unbanned Books - In response to the numerous book challenges throughout the nation and the removal of materials from libraries and schools, we are joining the Unbanned Books initiative with Brooklyn Public Library and Seattle Public Library. We are creating a curated e-book collection that can be loaned outside of our service area. Funded solely through donations, this collection will be targeted to teens and young adults that live in areas where these resources have been restricted. We are aiming to launch this the first week of October.

Other - Central Library is turning 10. We are having a celebration on September 30 with tons of fun events throughout the day. Scripps Ranch is also celebrating their 30th anniversary on September 30.

Item 10: Agenda Items

- a. ACTION ITEM: Naming Request - The Arlene Stanfield Bookstore in Mission Valley Branch
Commissioner Urushima-Conn entertained a motion to approve the naming request of The Arlene Stanfield Bookstore in Mission Valley Branch.
Moved by Commissioner Moraga. Second by Commissioner Ranck-Buhr.
Passed by Unanimous vote.

- b. Library Master Plan - David Schnee, Group 4 Architecture, Research + Planning, Inc.
Link to Presentation: <https://youtu.be/0oTNd9Smml8>
Commissioners will read the report and consider approving a letter of endorsement at the next meeting to attach to the final report. Commissioner

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Chair Urushima-Conn moved an approval to move the draft forward to Committee on Community and Neighborhood Services (CNS). Second by Commissioner Ranck-Buhr. Passed by Unanimous vote.

Item 11: Commissioner Comment

Library Master Plan Presentation and Q&A can be viewed here: <https://youtu.be/0oTNd9Smml8>
Commissioner Ranck-Buhr: Excel library cards has launched. There are 100,000 library cards for students.

Item 12: Other Business

Next meeting is on October 4, 2023, 12:30 PM at the Mary Hollis Clark Conference Center, San Diego Central Library @ Joan A Irwin Jacobs Common, 330 Park Blvd., San Diego, CA 92101.

Item 13: Adjournment

Commissioner Wendy Urushima-Conn adjourned the meeting at 1:28 PM