



# BOARD OF LIBRARY COMMISSIONERS

## Meeting Minutes

WEDNESDAY, June 5, 2024

12:30 PM

330 Park Blvd. Central Library, Mary Hollis Clark, Ground Floor

### Attendance

#### Commissioners:

Present: Wendy Urushima-Conn, Pat Bevelyn, Scott Walter, Dr. Wendy Ranck-Buhr

**Absent:** Linda Sotelo, Sarah Moga-Aleman

**Staff:** Jennifer Jenkins - Deputy Director, Bob Cronk, Deputy Director, Raul Gudino, Deputy Director, Curtis Williams – Program Manager, Tricia Nool - Executive Assistant

**Library Foundation:** Patrick Stewart

**Friends of the Library:** Pat Wilson

**e3 CivicHigh:** Brett Taylor

**Presenters:** Zeina Guoin, Jason Rogers, Jessica Buck– Library Staff  
Oscar Gittemeier, Program Manager  
Jennifer Jenkins, Deputy Director

### Item 1: Call to Order

Meeting was called to order by Commissioner Urushima-Conn at 12:30 pm. Their last meeting was on May 1, 2024.

### Item 2: Approval of Minutes

The May 1, 2024, minutes was approved unanimously

### Item 3: Requests for Continuance

### Item 4: Non-Agenda Public Comment

Francine Maxwell, Southern San Diego Resident

Ms. Maxwell mentioned she was a member of the Malcolm X Friends group. She wants the MX Friends to plan and pay for a celebration of Malcolm X at the library, including flying in

June 5, 2024

Page 2

dignitaries from out of the area. At the last MX Friends meeting she said she asked to see their financial records. She said her request was denied. She believes she has a right to see the records and was at the Commission Meeting to make a record of her request. She indicated she would continue up the chain of command if she didn't receive an outcome to her satisfaction.

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

The Annual Meeting of the Friends of the San Diego Public Library will be on the morning of Saturday June 8th in the Shiley Events Suite at the Central Library; Commissioners are cordially invited to attend. Details are on our website at <https://friendsofspdpl.org/AnnualMeeting2024.htm>.

The FSDPL Corporate office will donate a total of \$125,000 towards the Match this year, in addition to Match contributions from the member Chapters. \$25,000 of this was contributed to help staff attend the upcoming ALA Conference to be held in San Diego.

The Friends will be participating in the Adult Summer Reading Program by contributing vouchers for one free book from any Chapter book sale to all adults completing the program.

The Paradise Hills chapter has been awarded an ET Perry Centennial grant to allow it to buy umbrellas for its patio, facilitating more use of the space during the summer months.

Balboa chapter will be having a Summer Book sale on June 15th 10-2. The monthly FSDPL book sale is June 15-16 at our University Heights location. Donations have picked up again, so come see what's new!

Several chapters, including Malcolm X, Oak Park and Logan Heights, are collaborating on a 5K run event fundraiser. Oak Park is also working with Carver Elementary on an event involving an astronaut reading an astronomy-themed book to the students and are raising money to buy books for the children.

Members of the Kensington-Normal Heights chapter handed out 300 monthly branch calendars along the parade route at the community Memorial Day parade, raising awareness of the branch programming (much of which is supported by the Friends).

**Item 6: Library Foundation Report – Patrick Stewart, CEO**

One of the big things we've been doing lately, obviously, is advocacy. A lot of ads. And I just wanted to thank everybody that showed up to the various City Council meetings, made their voices heard. We had one of the best turnouts at City Council, and I think it really helps, didn't get everything that the library was hoping for, but certainly did make some strides in reversing some of the cuts that the mayor had originally. I would invite people to come back Friday morning. There is the second to last budget portion of the City Council activities at Friday's meeting. I talked to Kent Lee's office. Friday's meeting is largely an informational meeting, but the City Council members will be laying out some of their additional priorities. It's a great opportunity. Just to get up and say the word library. Just to remind them library, there's also

opportunities of course to call in or zoom in. And then Tuesday the 11th is sort of the final day, at which point we will know the final city budget. We're making a concerted effort to raise our advocacy efforts next year, making that much more of a priority on an annual basis, not just a reactive effort to the budget, but a proactive effort. Natalie Ganz and I will be attending the International Public Library fundraising conference in Washington DC. Advocacy is a central priority of that conference, and while we're there, we are presenting a panel on what it means when library foundations actually embrace communications, how it helps fundraising, outreach and advocacy. And we're also going to do a congressional walk around and visit with our congressional reps, while we're there and remind them How important libraries are. And then my final thing, I'm really excited to announce Misty and I have kind of been sitting on this for a little while, but the old Mission Hills Library is currently being redone, and then we're going to be able to move in and have a second library shop. So, with that, any questions always feel free to get in touch. Please do join us Friday morning the June 7th.

**Item 7: e3CivicHigh Update Report - Brett Taylor, CEO**

e3 Civic High will be offering tours and a presentation for libraries from around the country on Saturday, June 29th from 3:30 to 5:00 pm during the ALA Conference and Exhibition. We are excited to showcase the unique partnership between e3 Civic High and the San Diego Central Public Library and hope it will inspire library leaders nationally to explore other opportunities to build public school and charter library partnerships and potential shared-space possibilities.

**Item 8: Report on Library Construction Projects**

The Pacific Highlands Ranch Branch Library:

The new library building's construction is near completion, bi-weekly progress meetings are being held on time, the facility's exterior site work is almost complete, its interior finishes are being installed, and the data cabling and computers equipment installation started. The work is progressing per schedule and budget, completion is planned in July of 2024. E&CP PIO Tyler Becker is working on updating the project's web page and social media posts, and the Library Dept. needs to work with him on planning the library opening, possibly ribbon cutting event.

The Scripps Miramar Ranch Library Parking Lot Expansion:

The library new east side parking "Phase I" construction is complete and open to public use, "Phase II" construction work started, progress meetings are being held on time, the design team is working with the general contractor, responding to existing site conditions RFI's, Shop Drawings and Materials Submittal. The team is also working with San Diego County Water Authority to execute Encroachment Permit and Joint Use Agreement that will allow the City to install improvements within their easement.

San Carlos Library:

The Request for Qualification (RFQ) of the Design-Builders has been finalized. Three (3) potential Design Builders have been qualified via the RFQ process. The next step is the Request for Proposal (RFP). However, with the recent Federal funding to be added and the sustainability electrification policy requirements, City staff (E&CP and Library) and the Architect, Domusstudio Architecture, are in the process of incorporating and finalizing the contract

June 5, 2024

Page 4

compliance requirements for the bid package. The RFP process is projected to be completed in the Summer, including selecting a Design-Builder for the project.

Ocean Beach Branch Library:

Anticipating receiving Geotechnical report first week of February to submit to DSD to complete all required documents needed for the Coastal Development Permit and CEQA Mitigated Negative Declaration (MND) process. The MND and Coastal permit is still estimated in the spring, but the NEPA process (which is a new requirement triggered from the Federal Grant Funding) is expected to be completed in summer.

We do expect to have the bridging documents completed by next month, for the contract processing to start soon afterwards.

With the NEPA process completion a requirement for the grant funding allocation: Awarding design-build contractor and consultant process will begin Spring 2024. We expect the RFP to be put out in late summer 2024.

April Update: Geotechnical report and have submitted to DSD. Design team is addressing another round of comments and anticipate resubmittal by the end of the month. The MND and Coastal permit is still estimated in the late spring, and the NEPA is still expected to be completed this summer.

The NEPA process must be completed for the grant funding allocation: Awarding design=build contractor and consultant process will begin expected to begin in May/June and we expect the RFP to be out in late summer 2024. The Design team also has to ensure two City policy directions are incorporated into project: 1) Ensuring Project Labor Agreement (PLA) is part of Design/builder project requirements and 2) Power Purchase Agreement (PPA) will be utilized using Sustainability Department's consultant to design and install Photo-voltaic System, Battery Back-up system and Electric Charging system.

Oak Park Library:

The Request for Proposal (RFP) was issued in December 2023. The due date has been pushed mainly to the increase of the fixed contract amount and recent RFI's from the two D-B Firms. The new proposal due date is May 29, 2024, with a three-week Design Competition Period where the design concepts are on display at the current Oak Park Library as well as the Oak Park Project Website where the community can vote for their preferred build. The next step will be to review submittals and conduct interviews by the selection team (Members of The Friends of Oak Park Library represented) and select a winning proposal. The Bid & Award process is expected to be completed by Winter 2024 since the award will require a Council action due to the contract amount over \$30 million.

Old Logan Heights Library:

The 100% building rehabilitation design was received on April 17, 2024. The set was sent out for final City-wide plan check and also submitted to DSD for permitting. The 100% cost estimate has been delayed due to unforeseen health-related issues affecting the sub-consultant. The new estimate date for completing the cost estimate is end of May 2024 (next week) with presentation

to the Mayor's Office and Council District 8 scheduled for the first week in June. CEQA determination Notice of Exemption (NOE) is anticipated by end of April 2024. However, due to additional funding to be obtained from CDBG funding a NEPA determination must be completed for the grant funding allocation. The supporting NEPA determination was completed earlier this month. The next steps will be to finalize the building permit with expected completion by Summer 2024 and begin the Bid & Award process for the construction as soon as funding is allocated.

**Rancho Penasquitos Library Rehabilitation:**

The project is currently at 90% design with an expected design completion in Summer 2024. The request for the addition of a community patio to the scope of work, was re-evaluated due to significant stormwater compliance requirements and will be pursued as a stand-alone project in the future. Currently, the project construction is underfunded by approximately \$1.5M. Will reach out to Public Libraries Department and evaluate alternatives to mitigate these recent unanticipated impacts to the project. The project is still on track for award in FY25, pending resolution funding shortfall.

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

**Budget** - The May Revise was released and the \$250k programming reduction and \$300k matching fund reduction were restored. Additionally, we received funding for three full-time Youth Service Librarian positions for Beckwourth, Oak Park and Paradise Hills. This will leave 5 locations (Tierrasanta, San Carlos, North Clairemont, Kensington, Benjamin) that still have only a Half Time YSL. We are continuing to work on creating FT positions at these locations.

The State budget is challenging this year as well and several key initiatives for library were proposed to be cut.

**Security** - The City will be entering into a contract with Allied for security services. This means our current vendor will change but the contract does allow for up to 90% of current guards to be hired by the new company. The goal is to have the transition take place the first part of August. We will be hiring the new internal Security Program Manager and hopefully this person will be on board for the transition.

**American Library Association** - Thanks to the Foundation and the Friends, staff have been provided the opportunity to attend the ALA conference here in San Diego on July 1, 2024. Over 300 staff will be attending so we will be closing the branches for Staff Development. Central will remain open. SDPL will also be co-hosting a reception with Urban Libraries Council and there will be several activities happening throughout the week including tours of both Central and e3.

**Library NExT** - We recently heard from UCSD Extension that they need to pause Library NExT programming indefinitely starting in September. We will be focusing on expanding the Discover U programming and finding other partners.

**Workforce Partnership** - The Career Center on the 5<sup>th</sup> floor of Central will be close for an indeterminate period starting May 31, 2024. I recently spoke to the management team from Workforce Partnership and they are doing strategic planning and trying to best determine how to provide services throughout San Diego. At this time, we do not know when or if they will reopen the center but have asked them to keep us updated.

**Item 10: Agenda Items**

- a. **ACTION ITEM: Approve AB 817 - City of San Diego Letter of Support**  
Commissioner Bevelyn: motion to approve signing our AB 817 - City of San Diego Letter of Support  
Commissioner Dr. Wendy: second the motion  
Passed unanimously.
  
- b. **Program Spotlight: Accessibility Resources and Programming:**  
Zeina Guoin presented on Accessibility Programs Success Story  
Accessibility is about creating access equity for all people, regardless of their ability status, age, etc.  
Good accessibility is the practice of designing and developing websites, apps, and other digital products and services that are usable by everyone, regardless of their abilities or disabilities.  
Jason Rogers presented on The I CAN! Center provides services, programs, resources, and expertise in a safe and comfortable environment to adult patrons with accessibility needs.  
  
Jessica Buck presented on Storytime for Adults with Autism spectrum disorder (ASD). The goal of this program is to offer a space where adults with ASD—most who have aged out of educational support and services—can continue to foster social connections while also practicing verbal and non-verbal communication.
  
- c. **Adult Programming Update: Oscar Gittemeier, Program Manager**  
Presented on Adult Summer Reading Program, Comic Con for Educators and Librarians (CCEL), Comic Con Card/Booth Outreach, 2024 Patron Satisfaction Survey Results, Summer Sustainability Programs, Trailblazer Park Pass Backpack, Adult High School Diploma Program, City Heights Performance Annex for June and July, Gallery Programming for June and July, OnView: Voices on the Inside, I Can Center Programming for June and July
  
- d. **Youth Programming Update: Jennifer Jenkins, Deputy Director**  
Presented on Fresh Start Youth Fine Forgiveness Program which began April 8, 2024, sponsored by the Library Foundation SD  
Library users with fines on their juvenile accounts can request a one-time fine forgiveness by filling out the request form on our website or with a paper form

June 5, 2024

Page 7

**Item 11: Commissioner Comment**

Commissioner Dr. Wendy: It's tied to the presentation, but we got our agreement in place to continue our library cards with the partnership with the Library and San Diego Unified.

**Item 12: Other Business**

Next meeting is on July 10, 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 1:38 PM