



# BOARD OF LIBRARY COMMISSIONERS

## Meeting Minutes

WEDNESDAY, October 2, 2024

12:30 PM

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

### Attendance

#### Commissioners:

Present: Wendy Urushima-Conn, Pat Bevelyn, Sarah Moga-Aleman, Dr. Wendy Ranck-Buhr, Phyllis Pfeiffer, Sam Yo euth, Linda Sotelo, Scott Walter

**Absent:** Mark Tran, Sitara Sethi

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

**Library Foundation:** Natalie Ganz

**Friends of the Library:** Pat Wilson

**e3 CivicHigh:** Brett Taylor

**Presenters:** Jeff Davis, Library Staff

#### Item 1: Call to Order

Meeting was called to order by Commissioner Urushima-Conn at 12:30 pm. Their last meeting was on July 10, 2024.

#### Item 2: Approval of Minutes

The July 10, 2024, minutes was approved unanimously

#### Item 3: Requests for Continuance

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

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

The Friends have been busy the past several months with outreach tables at San Diego Pride, the One Book/One San Diego kickoff celebration at Central, and at Clairemont Family Day. We sold a number of carefully curated books from our Corporate book store at the One Book event and gave away books from the Clairemont branch book stores at the Clairemont event. There will be an FSDPL booth at the North Park Book Fair on Oct 26th, where we'll also be advocating for the Library and selling books. Please let us know of other events at which we can spread the word about the Library and the Friends!

The monthly Corporate book sales at University Heights continue to go well – the next one will be Oct 19th and 20th. Stop by and check out all the amazing books, puzzles, and random donations!

Our September Presidents' Advisory Council meeting included a Q&A session with Raul Gudino and Jacqueline Angel regarding the Matching Funds Program which was informative and well received. Chapter representatives were interested in the relaxed guidelines on how funds could be spent, though some cautioned against the slippery slope of using private donations to fund building maintenance which should by rights be done by the City. We all look forward to seeing the Matching Fund Pool Distribution amounts when they are released.

The Friends are grappling with the consequences of the vendor programming hiatus which is occurring October – December. While there is arguably need for vendor procedures to be refined, many chapters had already budgeted for and contributed to the Matching Fund pool in FY24 with the intention that that money fund FY25 programming. Some chapters are not in a position to pay for additional/replacement programming out-of-pocket, and even those that can find the decision off-putting. FSDPL Corporate will provide funds for chapters that request programming funding assistance during this time.

As we all eagerly await the opening of the new Pacific Highlands Ranch branch library (the first entirely new branch to come online since North University Community in 2007!), a Friends group is beginning to take shape, with over a dozen community members expressing an interest in bootstrapping the new chapter. There will be a PHR Friends presence at the grand opening on Oct 26th.

Finally, October 20th-26th is National Friends of Libraries week – check in at your local branch to see what's planned!

**Item 6: Library Foundation Report – Natalie Ganz, Chief Strategy & Engagement Officer**

Supporting the library is a joyful experience. Here are some quotes from people who have made donations recently:

Thank you for your effort to bring awareness to banned books and the impact banning books has on libraries and society in general. Also providing every student with a library card is a true advantage to children and their families.

Libraries have always been important in my life. Reading opens new worlds.

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Libraries are key parts of the community!! Thank you!!

LFSD is working with the library and the parks department to hold a Freedom to Read Day of Action at the City Heights/Weingart Branch on Saturday, October 19. This is part of a national effort in collaboration with the American Library Association, New York Public Library, Brooklyn Public Library, Seattle Public Library and others to bring attention to the issue of intellectual freedom and to celebrate libraries, literacy, and the joy of learning. The rally will be from 10 am to noon, and we hope you will all attend!

The Library Foundation has kicked off its new online interview series Overdue, conversations with community leaders about issues relating to San Diego and our libraries. This first conversation with LFSD CEO Patrick Stewart and Dr. Kim Fountain, interim CEO of The San Diego LGBT Community Center, is available on the Library Foundation's website. In this conversation, Patrick and Dr. Kim discuss book challenges, how they affect youth, and how listeners can help.

LFSD prioritizes supporting the library's role in providing the community with opportunities to experience and interact with arts and culture. As part of this effort we are supporting the current exhibit and have named the Art Gallery in honor of former Board Chair, Judith Harris. The current exhibit is part of the Getty's Pacific Standard Time collaboration. The exhibit, Helen and Newton Harrison: California Work, is a retrospective exhibition about the work of husband-and-wife team Helen Mayer and Newton Harrison, who were among the earliest and most notable ecological artists. We encourage you to stop by the gallery to enjoy this important exhibit.

Also, as an effort to support arts and culture at the library, the Library Foundation is supporting the newly launched "Midday Music" collaboration with the library and the Art of Elan. This free, lunchtime concert series, takes place on select Fridays throughout the year in the Shiley Special Events Suite, where concertgoers are invited to bring their lunch and enjoy carefully curated chamber music along with gorgeous views of the city. This brand-new series and partnership is dedicated to James R. Dawe, the Library Foundation's inaugural Board Chair and a longtime arts advocate in San Diego.

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

Last year, e3 Civic High had a renewed focus on re-engaging with the Central Library Teen Center. This effort led to the most after-school attendance in the Teen Center by e3 scholars since the pandemic.

This year, e3 wanted to bring the Teen Center into our school to increase the love of reading among our learning community by reaching more scholars. Every Tuesday, the Teen Center visits e3 during lunch to engage with scholars and increase their access to literature. For their first two visits, the Teen Center generously provided a cart filled with free books, amounting to nearly 40 books given away.

As we look toward the future, we aim to create a lunchtime book club, begin a Library Teen Council, and incorporate a check-out system for popular titles from the library. By connecting

with our scholars, the Teen Center is nurturing a lifelong passion for knowledge, creating a supportive environment where teens can thrive both intellectually and personally.

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

### **The Pacific Highlands Ranch Branch Library:**

The new building construction is substantially complete, and the library department has its keys and started move-in. The bi-weekly progress meetings are no longer being held, the general contractor is completing minor corrections and added work, and their contract closing documents are being submitted to the City to start the Notice of Completion process. The City PIO's Tyler Becker and Jennifer McBride coordinate the new library's opening to the public and ribbon cutting event with the mayor's office, City upper management staff and the community planning board. This event's projected date is late this October.

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

The library new south side parking "Phase I" construction is complete and open to public use, the west side parking "Phase II" construction work has started, progress meetings are being held on time, the design team has reviewed the canyon retaining walls submittal and the general contractor uploaded it in the City DSD portal toward its plan check review and permit. The submittals for the steel drainage pipes and minor retaining walls are in review. The project team has been coordinating with the San Diego County Water Authority to obtain a temporary encroachment permit and an encroachment permit for work in the SDCWA easement, both of which have been completed and approved, and the County Joint Use Agreement process is in progress.

### **San Carlos Library:**

City staff (E&CP and Library) and the Architect, Domusstudio Architecture, finalized the contract compliance requirements for the bid package. The project is currently in the Request for Proposal, RFP stage and is projected to be completed in the Summer of 2025, including selecting a Design-Builder for the project.

### **Ocean Beach Branch Library:**

City Staff received the latest round of comments on 8/21 and are reviewing the latest comments from DSD for the Coastal Development Permit and MND reviews. The comments are relatively minor and are expected to be the last round.

As mentioned previously, the NEPA process must be completed for the grant funding allocation. The Design team also must ensure two City Policies are incorporated into the project:

1. Ensuring Project Labor Agreement (PLA) is part of the Design/Builder requirements and
2. A Power Purchase Agreement (PPA) will be utilized using the Sustainability Department's consultant to design and install a Photovoltaic System, Battery backup system and Electric Charging system.

We anticipate having the bridging documents completed early fall for the contract processing to start soon afterwards. Based on this, we expect the RFQ to be out by the end of year and move forward with the procurement process to award the Design-Builder by Summer of '25.

**Oak Park Library:**

The Request for Proposal (RFP) was issued in December 2023. The extended proposal due date was May 29, 2024, two proposals were received, and the design concepts were on display at the current Oak Park Library as well as the Oak Park Project Website where the community voted for their preferred build. Design-Build teams were interviewed on June 24, 2024. The selection panel has evaluated the submittals and validated community votes. Contracts and Purchasing along with EOC have conducted final evaluation and select a winning proposal. The PM team is in the process to start the Council action to award the contract. The Award process is expected to be completed by January/February 2025 since the award will require a Council action due to the contract amount over \$30 million. The Next step will be to start design. Additional funding is necessary to award the construction phase.

**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 was received, and an update was provided to both Mayor's office and Council Member's office. Both CEQA determination Notice of Exemption (NOE) and NEPA Categorical Exception were also completed. 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. \$3.6M were identified from CDBG funds and are not available on the WBS. The PM team has initiated negotiations with JOC contractor and are waiting for their proposal.

**Rancho Peñasquitos 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**

Security contract was not approved by Council. So right now, we have a sole source with our current security provider until we can figure out what we're going to do. Moving forward, we're going to have to do another RFP or there is a possibility that they're going to take it to full council for a vote. We are also looking at the library breaking off and doing their own RFP because we have very different needs than the rest of the city and we are the majority user of the security contract. We have security through January. We are in the process of hiring a Security

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Services Manager that will be a library position, so that will be an internal position for us, someone who will handle anything security and safety related for the library system.

We were nominated for the Institute of Museum and Library Services Award, so we did submit an application, but we will not hear back until April.

Performer hiatus. We have been having some struggles with our performer process. There have been changing requirements and what types of insurance that they need, how much insurance they need. There's also been an added element from the Compliance department. Of that, they need a living wage document and we've been just going back and forth, and we were actually losing vendors. So, we're taking a three-month hiatus from hiring vendors. In January, we will resume with this very streamlined process, that's very simple, and be able to expand the number of people that were able to work with because we don't have so many requirements.

The California Freedom to Read Act was passed in the California Legislature. This act ensures that all libraries will have and maintain a collection development policy, and that items challenge in the collection cannot be removed based on protected classes such as race and gender.

Holocaust Memorial exhibit is now at the La Jolla Branch library. It's life-size like cut out Holocaust survivors. But it's also memorabilia from World War 2. It's a really phenomenal. It was first at Chula Vista, then it went to the County of San Diego. We had conversations with Councilmember Campillo and the Library Foundation SD about making a permanent location for it at the new San Carlos Branch Library.

**Item 10:      Agenda Items**

- a. Meeting Room Policies – tabled for next meeting. Misty will send the current Meeting Room Policy to Commissioners' ad hoc committee.
- b. Board of Library Commissioners Bylaws – Draft presented to Commissioners for their review.
- c. Program Spotlight: D&G Expansion to Serra – Jeff Davis, Branch Manager presented to the Commissioners.

**Item 11:      Commissioner Comment**

Commissioner Phyllis Pfeiffer mentioned getting a name tag for Commissioners. We'll order them.

Today is Chair Wendy Urushuma-Conn's last commission meeting. The new Chair will be Sarah Moga-Aleman.

**Item 12:      Other Business**

Next meeting is on November 6, 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.

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**Item 13: Adjournment**

Commissioner Wendy Urushima-Conn adjourned the meeting at 1:40 PM