



BOARD OF LIBRARY COMMISSIONERS

Meeting Minutes

WEDNESDAY, July 10, 2024

12:30 PM

330 Park Blvd. Central Library, Shiley Events Suite, 9th Floor

Attendance

Commissioners:

Present: Wendy Urushima-Conn, Pat Bevelyn, Sarah Moga-Aleman, Dr. Wendy Ranck-Buhr, Phyllis Pfeiffer, Sam Yoeuth

Absent: Linda Sotelo, Scott Walter

Staff: Bob Cronk, Deputy Director, Raul Gudino, Deputy Director, Ady Huertas, Program Manager, Tricia Nool - Executive Assistant

Library Foundation: Natalie Ganz

Friends of the Library: Pat Wilson

e3 CivicHigh:

Presenters: Jackie Angel, Library Staff

Item 1: Call to Order

Meeting was called to order by Commissioner Urushima-Conn at 12:31 pm. Their last meeting was on June 5, 2024.

Item 2: Approval of Minutes

The June 5, 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 Annual Meeting of the Friends of the San Diego Public Library was held on June 8th. New Officers and Directors were elected, and restated Bylaws adopted. There was a presentation by two past FSDPL Presidents about the history of the organization. Details can be found at <https://friendsofsdpl.org/AnnualMeeting2024.htm>.

The Friends will have a membership booth at the Pride Festival on July 20th and 21st – many thanks to the Library for allowing us space in their Lit Café setup! Please stop by and say hi. The monthly weekend book sale at our University Heights office has been pushed back a week due to the Pride Parade congestion and will now be held July 27th and 28th.

FSDPL will be working with the Library and Library Foundation to identify a core group of library supporters to form a Friends chapter at the new Pacific Highlands Ranch branch. The branch has a lovely space for a Friends' bookstore, and we have hopes that there will be a lot of interest in starting a new chapter.

Several chapters are interested in applying for CPPS funding from the Council Offices for various local projects and are attending City-led workshops about the process.

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

- Power of planned giving: LFSD recently received its largest planned gift to date. Planned gifts offer the opportunity to support in ways that work best for the donor, and also to establish a long lasting legacy that ensures the donor's values are reflected through the work of the library and foundation. The current members of the Carnegie Society, some of which are here today, help us to attract this type of support by being members.
- We just started a new fiscal year for the city, and the budget reflects advocacy wins of returning a proposed \$300,000 cut to the city match and \$250,000 for programs. In addition, \$230,000 was added to the budget for materials, funding was approved for full-time Youth Services Librarians at three branches, and \$1,200,000 for the design of the new San Carlos Branch, Thanks to the Commission and Friends. The more people get involved, the better our results, so please be as responsive as you can to our requests for your participation.
- We are also at the start of a new fiscal year for LFSD, and we anticipate facilitating nearly \$1.4 MM in support to the library this year for purposes spanning programs such as the adult high school diploma program to art gallery exhibits and the Fresh Start program for youth.
- ALA conference: thanks to support from LFSD and the Friends, all library staff were given the opportunity to attend, and the cost of participation was covered for 330 staffers. Feedback includes this: "I just wanted to thank you! You gave me an opportunity to experience something I never thought I would ever be able to participate in. I came away from the experience enriched and inspired! I just wanted to express my appreciation to you for doing this."

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Item 7: e3CivicHigh Update Report - Brett Taylor, CEO

No report

Item 8: Report on Library Construction Projects

The Pacific Highlands Ranch Branch Library:

The new library building's construction is near completion, the 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 has started. The work is progressing per schedule and budget, however, the designed (2)15KVA PV solar inverters type is not permitted in California, this prompted a City DSD construction change to (1) 25KVA inverter, which will push the earlier planned July completion to approx. August of 2024 (pending on the City DSD approval). E&CP PIO Tyler Becker and Jennifer McBride were notified to work on the 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 the retaining walls and storm drainage pipes 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:

City staff in process of finalizing the RFP. 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 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.

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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.

E&CP re-submitted to DSD plans to address last rounds of comments for the Coastal Commission Permit and CEQA clearance, the previous update from above is still applicable.

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 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 is now in the process of validating community votes. The next step will be to forward the results to Contracts and Purchasing for final evaluation by EOC 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 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.

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 Budget was approved in June and, thank you to Councilmember Lee, we received an unexpected one-time addition of \$230k for materials. This will be greatly beneficial especially as we are still uncertain if the State will restore the budget for Help Now, our 24/7 online tutoring resource. As of now, it still remains unfunded in the State budget. We also received additional Youth Service Librarian positions for Oak Park, Paradise Hills and Beckwourth.

Security - We are awaiting City Council approval for the new security budget. It now looks like it will be September before we make the transition. We will begin a security assessment for Central, Mission Valley, City Heights and Pacific Beach in the August timeframe. Unfortunately, Council committee rejected the security contract today. I am going to talk to the Deputy Chief Operating Officer and the Mayor's office to see how we can move forward.

American Library Association - Thanks to the Foundation and the Friends, staff enjoyed a one-day pass for the ALA conference on Monday, July 1. Many staff have never attended a conference, so this was a great opportunity.

SDPL staff really outdid themselves to make the Central Library an inviting and welcoming space for all the visitors attending the conference. There were several events, tours and programs as well as representation at the exhibit booth and conference programs.

Other - On June 27, SDPL, along with all library workers in San Diego, received the first annual Unsung Heroes award at the LGBTQ Luminaries Luncheon. Library workers are also receiving the Spirit of Stonewall Award and will be the Community Grand Marshals at the Pride Parade on July 20.

Item 10: Agenda Items

- a. Matching Funds Presentation – Jackie Angel
Jackie presented on donating matching funds step by step process.

Item 11: Commissioner Comment

Commissioner Dr. Wendy: Mira Mesa's 30th Anniversary is on July 13, 2024. Welcomed 2 new commissioners: Phyllis Pfeiffer and Sam Yoeuth

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Item 12: Other Business

Next meeting is on September 4, 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 1:31 PM