



BOARD OF LIBRARY COMMISSIONERS

Meeting Minutes

WEDNESDAY, May 1, 2024

12:30 PM

Serra Mesa-kearny Mesa Branch Library

9005 Aero Dr, San Diego, CA 92123

Attendance

Commissioners:

Present: Wendy Urushima-Conn, Sarah Moga-Aleman, Pat Bevelyn, Scott Walter

Absent: Linda Sotelo, Dr. Wendy Ranck-Buhr

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

Library Foundation: Patrick Stewart, Natalie Ganz

Friends of the Library: Pat Wilson

e3 CivicHigh:

Presenters: Timothy Donlon, Rachel Kuyper – Library Staff

Oscar Gittemeier, Program Manager

Ady Huertas, Program Manager

Item 1: Call to Order

Meeting was called to order by Commissioner Urushima-Conn at 12:34 pm. Their last meeting was on February 7, 2024.

The Board welcomed the new commissioner, Scott Walter, Dean of the San Diego State University.

Item 2: Approval of Minutes

The February 7, 2024, minutes was approved unanimously

Item 3: Requests for Continuance

Item 4: Non-Agenda Public Comment

Paul Coogan, Chair of the Normal Heights Community Planning Group.
Brokering public/private partnership for new library in Normal Heights as per Library Masterplan.

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

It's been a busy several months for the Friends.

Thanks in large part to a generous donation from La Playa Books, our monthly book sales continue to exceed revenue projections, and donations have once again picked up as we move into Spring. Our next sale will be May 18th and 19th at our University Heights offices. Please stop by!

FSDPL is getting more connected locally and statewide. We have begun collaborating with the Library Friends of San Diego County, with a presentation by County Friends at our March Presidents' Advisory Council meeting and a reciprocal presentation by FSDPL at the County Friends' meeting in April. We hope to be able to leverage ideas and advocacy from both groups to raise awareness and support for libraries throughout the region. In furtherance of this goal, FSDPL President Pat Wilson will be speaking on a California Library Association panel on May 8th about Friends and Foundation advocacy.

FSDPL will also be sending members to the Serving with a Purpose conference on May 22nd. We look forward to meeting other California library Friends and advocates. Unsurprisingly, the Mayor's proposed FY25 budget is not good news for the Library Department. Friends are being strongly encouraged to make their voices heard at the budget hearings on May 1st (evening public comment session for the Budget Committee), May 3rd (the department presentation to the Budget Committee), and May 8th (evening public comment session for the Council). We hope to have a robust physical presence in Council chambers on the 3rd and 8th.

The annual McAllister Scholarship grant decisions will be made the first week of May. There were 17 applicants, which is a fantastic response. Up to 4 scholarships will be awarded this year. As part of National Library, Library Workers' Day was April 9th. Many chapters celebrated their branch staff with catered lunches or staff-facing improvements. FSDPL has also contributed \$25,000 to the Library Match to be used to help send library staff to the upcoming ALA conference that will be here in San Diego at the end of June.

We were pleased to reach an agreement with the Library Foundation to accept an accelerated repayment of the balance of the \$100,000 loan that the Friends had made to help establish the Library Shop. The Shop, and especially manager Scott Ehrig-Burgess, are invaluable partners in raising awareness about the Library and its value to San Diego, and we celebrate its success. Friends chapters will again be participating in the Summer Reading Program by accepting vouchers for one free adult book at their book stores from adults who complete the challenge. The Kensington-Normal Heights Friends' annual essay contest was once again a success – 81

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participants from several local schools competed, and 27 awards (gift cards to local bookstore The Book Catapult) were awarded. There have been inquiries from other local schools about getting involved in the program as well.

The San Carlos Friends continue their work to get their new library under way, and have been part of community meetings with architects and artists. They are also looking forward to this year's Robotics contest on May 18th.

The Paradise Hills Friends will do their 3rd annual Ladybug Release on May 4th after Storytime. Finally, 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. Officer elections will be held, and volunteers will be honored.

Item 6: Library Foundation Report – Patrick Stewart, CEO

The Libraries Transform alliance, which you all are a part of, is very important to understand. We are unhappy with the proposed budget. You've probably heard me screaming a lot at the UT and radio and anybody else who let me. What we've done is we've created an opportunity at the request of our City Council. They want to see library support to show up. They want to see you show up and they want to hear your voice and they want to hear you tell them why libraries are important and what these cuts ultimately mean to your individual communities. The mayor has appointed you to the Commission and this is the perfect opportunity to let the mayor to let the City Council know that the budget as proposed is unacceptable. It relies on private philanthropy to fill in the gaps, yet it removes the incentive. The carrot for private philanthropy to support, so they have to say they have suggested lessening the match by \$300,000, but also lessening the programming budget by 62 1/2%. This is really unacceptable and the way that we can make our voices heard is the Commission to join the friends, join the foundation and I think we have 30 some odd people RSVP for Friday morning and roughly the same for next Wednesday evening. Friday morning, the department will be presenting their budget along with the other two programs, the Neighborhood Services Branch. That's 9:00 AM – 12 Noon at the City Administration Building, 202 C St. and then the same place next Wednesday evening at 6:00 PM. It is a general opportunity for the public to comment on the budget. That's advocacy.

Last month, we had the opportunity to host the nationally recognized poets, authors, scholars getting together for a four-day event at the library and to partner with UCSD parking market celebrating Robert Frost Sesquicentennial, 150th birthday. This is a really great opportunity to showcase not only a partnership with UCSD, but the Robert Frost Society is now housed at the San Diego Public Library. So, it was a really great opportunity to bring everyone together around that. And then on April 11th, the foundation posted what seems to be an annual event. At this point, a library champions event where we got an opportunity to recognize all of you and some particular people for supporting the library. District 7 Councilmember Raul Campillo and his staff will recognize his legislative champions largely because of their support of the San Carlos project. Pat Wilson was recognized as advocacy champion of the year. Mel Katz was recognized as the Jim Dawe Library champion of the year, and then we also paid special tribute to the lovely

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Judith Harris, a former board chair of Library Foundation and was one of the key figures instrumental in getting central built.

Item 7: e3CivicHigh Update Report - Brett Taylor, CEO

No Updates

Item 8: Report on Library Construction Projects

The Pacific Highlands Ranch Branch Library:

The new library building's construction is ongoing, and bi-weekly progress meetings are being held on time. The facility's exterior site work is almost complete, including the courtyard's artwork tiles installation, the general contractor with their subcontractors, are busy installing the interior finishes, the building has electrical power and SDG&E meter is about to be released. The work is progressing per schedule and budget, expected to be fully completed in July of 2024, and the Library Dept. may need to start planning for its opening, possibly ribbon cutting event.

The Scripps Miramar Ranch Library Parking Lot Expansion:

The library new east side parking Phase 1 construction is complete and projected to open to the public on the week of April 22 2024, construction work will then start at Phase 2A - north side parking and canyon expansion, progress meetings are being held on time, the design team is working with the general contractor, responding to existing site conditions RFI's, materials submittal, and reviewing the general contractor's large retaining walls differed approved submittals. The team is also working with San Diego County Water Authority to get their adjacent easement encroachment permits and joint use agreement approvals.

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 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.

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. The new due date is May 15, 2024. The next step will be to review submittals, display concepts for community vote, conduct interviews and select a winner. 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 Consultant is also in the process of substituting the Cost Estimator, Campbell Anderson due to unforeseen health-related issues affecting the sub-consultant. This situation has delayed the final engineering cost estimate with the 100% design set. The new estimate date for completing the cost estimate is end of May 2024. 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. PM team is working with Economic Development Services and Libraries Department to obtain the NEPA determination. Currently the action was taken to the Community and Neighborhood Services Committee and is scheduled to go to Council on April 22, 2024. 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 addition of a community patio to the scope of work, will trigger significant stormwater compliance requirements for the project as a whole due to the added impervious surface area. It is estimated that this will have a 3-month impact on the design schedule as well as budget impacts to be determined at the next cost estimate. Currently, the project construction is underfunded by approximately \$1.5M not including the addition of the above anticipated storm water improvements. 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 of stormwater compliance and funding.

Tierrasanta Branch Library:

Going through a roofing project and it's not only the roof, but it's also we're having a new drop seating put in on the interior. And then we're also getting a branch skylight. That branch has a couple of skylights, and they are huge and it's really nice to. To be able to know that the lighting is going to be a lot better in there, they're doing some water intrusion mitigation and then the lighting system control panel is also going to be upgraded. So that's big for the staff. And paid for the public too. Because, yeah, yeah, it's anticipated to open explodes on the 29th on Monday and we hope to have it back open.

Mira Mesa Branch Library:

Finally getting new carpet and it's a big deal because it's been so long, but also because it's such a large branch and there's some also water intrusion happening there. Getting the pit fixed before installing the new carpet.

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

ALA – The conference is in San Diego at the end of June. They'll be utilizing the Central Library, so it's a big, huge deal for us. I've actually been invited to do the welcoming at the opening ceremony for it.

Serving the Purpose Conference - Patrick Stewart and I and Skye Patrick, who is the director for the LA County Library, will be speaking on the books unbanned initiative.

Item 10: Agenda Items

- a. ACTION ITEM: Naming the Art Gallery after Judith Harris
Chair Wendy: move approval of the naming of the art gallery after Judith Harris. Judith was a force of nature even in her passing. She is still a force of nature and. She was a pleasure, a pleasure to know and work with. And you're right. You just didn't say no to Judith. Yeah. She could have been promoting a lot of things, but what she did for the library was just incomparable so I think it's really special.

Commissioner Pat: Second the motion

Commissioner Sarah: Aye

All Commissioners in favor.

- Judith served on the Library Foundation Board of Trustees from 2004 through 2014 and was Chair 2007-2010.
- Judith was always recognized for her style, grace and presence. She matched that style with a tenacious fighting spirit, strategic approach, and sense of humor.
- She believed in the library's ability to provide equal access to all. "'A Library is THE great equalizer. Everything being free for everyone,'" she said.
- At the Central Library groundbreaking, she told KPBS about the Library Foundation's efforts to move forward despite the obstacles and challenges the Foundation faced. "You shut the door in our face, we go in the window. You shut the window; we're going to go in the basement. You just can't stop this group."
- She was a loyal person and long-time friend of David Copley and was instrumental in communicating the vision for the library to her friend, who became the Central Library's first major donor.
- She was involved every step of the way in moving fundraising for the Central Library forward and put in the time to share her excitement for the project with her friends and contacts. She expertly leveraged relationships with civic leaders to keep the library momentum going and has been credited many times with being able to pull a "rabbit from the hat." That, coming from a story whose cast included Mel Katz, Judith, Darlene Shiley, and former Mayor Jerry Sanders.
- Her loyalty to friends, her fighting spirit, and her sense of humor are evident in the messages she chose for engraved bricks she purchased as part of the community campaign to build the Central Library. One purchased brick honors the marriage of Joan and Dr. Irwin Jacobs. Another brick she purchased in her and her husband Dr. Robert Singer's name.
- Library and Library Foundation staffed liked working with her, developing a special bond throughout the process of getting this library built.
- She was dedicated to animal rights and protection. She often traveled to Africa and was a trustee of the Dian Fossey Gorilla Fund International.
- She was, in all things and all ways, a giver...of her time, of her immense tenacity, and of her "I can do anything" spirit. With many early supporters, including Gus Magee, Katie Sullivan, Jim Dawe, and Mel Katz she ensured that San Diego would have a library worthy of her grand vision of our region.
- Last fall we celebrated 10 years of Central Library's opening, and we can only imagine how proud she would be of that milestone.

In honor of Judith, her support in all ways of the development of the New Central Library and library programs across San Diego, we request that the San Diego Public Library, the City of San Diego, and the Office of the Mayor formally and permanently recognize and name the art gallery here on the 9th floor the Judith Harris Gallery.

- b. Budget – Misty gave an update on what will be presented at the meeting on Friday, May 3, 2024. A lot of what we're seeing in the city is exorbitant increases in our contracts. The new janitorial contract was 78% increase over the previous contract. Landscaping was about 50%

increase over the previous. We just finished up the RFP process for security. We will have a new security contract in July and it is going to be about 50% increase as well. So that is a lot of what is driving then you've got just the structural deficit, stormwater and all of the things that are happening in the city. So, there is a lot of competing priorities for the city, and it's been a really difficult year. So, we again went line by line and really tried to look at what we could cut, we were tasked with a 2% cut and then we did have to come back and do some little additional cuts in order to try to mitigate the increases in contractual expenses. So, we really had to go strategically through and propose some things that we felt would be less impactful to services. So, a couple of things that we were able to do, we got a little bit smart. We consolidated some positions. We had a lot of halftime positions, so we took vacant half time positions, and we merged them together to make full time positions. It's also great for recruitment and retention, so we did that for a number of positions. So, we're holding a number of vacant about 10 1/2 full time equivalent, so that's about 16 positions that we're holding. These are mostly Library Assistant I positions which are the entry level positions. Those are the staff that that do the book drop, things like that. So, we probably will see some delays in books getting back on the shelf. But you know, we tried to mitigate that as much as possible and explain to staff that they may have to just pitch in. We're also holding some positions vacant, like our project assistant position, which is painful because that's the one that helps with all of the projects that we have going on a system wide programming position. We also are holding a couple of technology position that we're holding vacant, just not filling them next year.

The other is the public PC replacement. We were on a three-year schedule to replace all of our computers, so we're going to delay that for another year. Of course, we've talked about the window washing, so we just gave up the window washing budget because our window washing equipment is broken at central. We reduced system wide programming by 250,000. So, of the 400,000 we reduced 250,000 of that. We are going to use matching funds as much as possible to mitigate that it we probably will have to scale back on some of those programs, but we're going to use those matching funds to mitigate the donation match. As Patrick mentioned, there was a reduction of the match from 1.2 million to \$900,000.

We did get we did get the security, the in-house security position, so that is great. So, we that was one thing that was recommended by the independent budget analyst was for us to bring a security position, a security supervisor position in-house.

We are not laying anyone off and we are not cutting any hours. We've been doing briefings for all the Council offices.

c. AB 817 - City of San Diego Letter of Support – moved to Action Item

Chair Wendy: if you would like to support this and also send a letter and we are happy to draft something for you and we can send it for your approval.

I would entertain a motion for the Commission to write a support.

Commissioner Pat: Second the motion

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All in favor, passed unanimously.

- d. Program Spotlight: Community Engagement Committee Activities - Rachel Kuyper & Timothy Donlon – presented on book drive for the incarcerated population.
- e. Adult Programming Update: Oscar Gittemeier, Program Manager – presented on Bike Anywhere Day which is on May 16, Career Online and Gale Excel HS program, How-To Festival.
- f. Youth Programming Update: Ady Huertas, Program Manager – presented on Discover U program that we are rolling so that we can expand the offerings and expand the partnership that we have beyond just with UCSD.

Item 11: Commissioner Comment

Commissioner Pat: I have a quick request. I don't understand the libraries individual budgets in terms of if additional monies coming. Is there anyone who can do like a PowerPoint on it?

Misty: We'll do a Matching Funds presentation for new commissioners.

Item 12: Other Business

Next meeting is on June 5, 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 1:40 PM