



BOARD OF LIBRARY COMMISSIONERS

Meeting Minutes

WEDNESDAY, May 10, 2023

SULLIVAN COMMISSION ROOM, 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, Elizabeth Hansen, Sarah Moga-Aleman, Dr. Wendy Ranck-Buhr, Ben Moraga

Absent: Shawna Hook-Held, Linda Sotelo

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

Library Foundation: Patrick Stewart, CEO

Friends of the Library: Ann McDonald, President

Presenters: Jaqueline Aguilar, Bonnie Domingos - Staff

Item 1: Call to Order

Meeting was called to order by Commissioner Urushima-Conn at 12:31 pm. Their last meeting was on April 5, 2023.

Item 2: Approval of Minutes

The April 5, 2023 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

Ann McDonald, President, Friends of the San Diego Public Library

We enjoyed our meeting at Serra Mesa/Kearny Mesa Branch Library in April when it was necessary to change our meeting date and venue. Some of our Board members had never before visited that library, so the change of venue was a pleasant learning experience for us!

Both our online and in-person sales went well in April. We received several customer comments about how helpful our volunteer staff were in helping to find desired books and how well-organized our books are. Our next in-person weekend sale will be Saturday, May 20, from 9-3 and Sunday, May 21, from 12-3. We invite you to drop by.

We were disappointed that this year Earth Day in Balboa Park did not have booths where we could sell books. However, we will be participating in the North Park Book Fair on Saturday, June 24.

The FSDPL has agreed to support the Adult Summer Reading Program by supplying vouchers for a free book for those enrolled in the SRP who read 10 hours or 10 books. The vouchers will be able to be redeemed at chapter bookstores or book sales.

We are delighted with the return of Sunday hours at 13 libraries!

We are preparing for our Annual Meeting on Saturday, June 10, at the Shiley Suite at Central Library. All chapters have been invited to submit up to four (4) names of volunteers to be honored at the meeting. The election of Officers and Board Members will be held. While all FSDPL members are invited to attend, all Life Members will receive an invitation via U.S. mail. We will be hearing updates from the Library, the Library Foundation SD and the Library Shop. Refreshments will be at 9:30 am and the meeting will begin at 10:00 am. We invite members of the Library Commission to join us.

Many of our members have been actively calling and writing our City Council Members and the Mayor to support the library's request for more funding for an additional 8 Youth Services Librarians, \$500,000.00 for Maintenance, and \$250,000.00 for increased Materials in the budget. Several of us were at the City Council meeting last week.

Several of our members will be attending the Service with a Purpose Conference on Tuesday, May 23, in Ontario with support from the Friends and the Library Foundation SD.

Item 6: Library Foundation Report

Patrick Stewart, CEO

We have a new social media person who is taking over for us and we're like a whole new group now. If you follow The Library Shop or The Library Foundation and you see some advocacy messages, please interact with it or share it. It's a great way to boost those things.

Last week we had a great conversation with library staff on funding priorities for next year. I'm so thrilled with what this library is doing for next year. Some of the things that we're excited about is literacy programs, staff development, staff attendance in conferences.

Fresh Start – is a program designed to let the juveniles whose accounts have been locked out back into the library system.

Library Parks For All – Still awaiting a response from the City Clerk's office on this.

Item 7: Consent Agenda

- a. Report on Library Construction Projects – Engineering and Capital Projects, Public Works Deputy Director Report

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 main building's steel & wood skeleton framing installation is complete, the rough electrical, mechanical, plumbing, access control and IT systems installations are ongoing, and the site work installation is being prepared. Site visits can be scheduled upon request, they need to be coordinated with the General Contractor, through the Resident CM and the PM Engineers team.

The Scripps Miramar Ranch Library Parking Lot Expansion:

The contract lowest most responsive bidder was identified, it came at approx. \$7.1 million, that was significantly over the City's estimated and available budget, funds were identified, and the bid will move forward, towards the contract's award.

Oak Park Branch Library:

PM team continues to work completion of updated geotechnical report as well RFP preparation with the following milestones:

- Updated Geotechnical Report – On going completion expected by Spring 2023
- Community Engagement for RFP – Spring 2023
- Request for Proposal (RFP) Issuance – Summer 2023
- Community Input Meeting with Shortlisted Teams – Summer 2023
- Community Review on Design Builder Submissions – Summer 2023
- Selection and Award – Fall 2023
- Design Start – Fall 2023
- Construction Start – Fall 2024
- Construction Completion – Fall 2026

Old Logan Heights Library Building:

Community coordination for future use was completed. PM team is moving forward with the

building rehabilitation design. 30% plans were received and are currently being reviewed Citywide. Provided cost estimate was rejected with request to update the structural component to reflect actual repairs needed. 60% design expected by end of June 2023.

Ocean Beach Branch Library:

AEP's design section received the first round of comments mid-April from Development Services Department (DSD) for the Coastal Development Permit and CEQA Mitigated Negative Declaration (MND) process. The design section plans on submitting the revised documents to DSD within the next month. 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 in Winter 2024. Awarding design-build contractor and consultant process will begin Winter 2024.

b. Update from the Library Director

Hiring- We are onboarding the Library Assistant I candidates that were hired at the Career Fair in March. Overall, we made 62 total offers. We are making final appointments for Library Assistant II and will begin interviews for Library Assistant III in June. Librarian I/II recruitment will start June 9. We are continuing our Do Your Homework @ the Library positions but are still having trouble filling these positions. We are looking at new recruitment efforts as well as using interns to assist with coverage.

Library Masterplan- Carson Block of Carson Block Technology will be here June 12 and 13 to conduct technology visioning sessions with key staff.

Phase 2 of the Library Masterplan is close to being wrapped up with the consultants finalizing the draft report. This will be presented to the Board of Library Commissioners at the June 14 meeting.

Reopening- We reopened on Sundays on April 16. There were a few hiccups, but it was otherwise a successful day and patrons were very happy. The restoration of Sunday hours marks the complete restoration of pre-pandemic service hours.

Security- The statistics are showing fewer incidents in most locations, but we are still seeing most incidents are related to disorderly conduct. We are going to start tracking the types of incidents by location. Additionally, Raul Gudino and Robyn Gage-Norquist attended a Security conference in Columbus, OH and came back with some great insight and suggestions.

Item 8: Agenda Items

a. Juvenile Collection accounts – Misty Jones

We have about 3,000 juveniles that are in collection and the total is about \$189,000 and that's just materials lost. We're proposing to remove them from

collections. The City Treasurer's will need to waive the collection fee and interest that has been accrued. Seattle has a Fresh Start Program where a juvenile's account will be paid off so that they will be back in good standing, and they can use the library again. It will cover 0-18 years old.

ACTION ITEM: Commissioner Hanson made a motion in support of proposal. Commissioner Moraga seconded. All Commissioners - Aye

- b. Adult Programming Spotlight Presentation: Bonnie Domingos - Good Natured: Gallery Exhibit Opening
- c. Adult Programming Update Presentation: Jaqueline Aguilar - Adult Programming SharePoint Page: Efficiency and Consistency Across the Library

Item 9: Commissioner Comment

Item 10: Other Business

The next Board of Library Commissioners meeting will take place on June 14, 2023 at 12:30 PM at Central Library, Mary Hollis Clark Conference Room

Item 11: Adjournment

Commissioner Wendy Urushima-Conn adjourned the meeting at 1:22 PM