

## **BOARD OF LIBRARY COMMISSIONERS**

### **Members**

Wendy Urushima-Conn, Chair

Marshall Anderson • Elizabeth Fitzsimons • Elizabeth Hansen • Ben Moraga • Linda Sotelo

### **MINUTES**

#### **BOARD OF LIBRARY COMMISSIONERS**

#### **SAN DIEGO PUBLIC LIBRARY**

Wednesday, January 5, 2022

### **ATTENDANCE**

#### **Commissioners:**

**Present:** Wendy Urushima-Conn, Elizabeth Hansen, Elizabeth Fitzsimons, Ben Moraga, Linda Sotelo

**Absent:** Marshall Anderson

**Staff:** Misty Jones, Director – Library, Raul Gudiño, Deputy Director – Library; Bob Cronk, Deputy Director – Library; Jennifer Jenkins, Deputy Director – Library; Tricia Nool, Executive Assistant – Library; William Curtis, Program Manager – Library; Oscar Gittemeier, Program Manager – Library; Charlie Goldberg, Director of Marketing – SDPLF

#### **Public:**

Ann McDonald – FSDPL, Patrick Stewart, CEO – SDPLF, Adrienne Peterson, Allison, Jeff Rowland, Kymberly Mueller, Pat Wilson

### **CALL TO ORDER**

Meeting was called to order by Commissioner Urushima-Conn at 12:32 pm via Zoom. Their last meeting was on December 1, 2021.

### **APPROVAL OF MINUTES**

The December 1, 2021 minutes was approved unanimously.

### **REQUESTS FOR CONTINUANCE**

None

**NON-AGENDA PUBLIC COMMENT**

None

**REPORT FROM THE FRIENDS OF THE LIBRARY:**

Joan Reese

President, Friends of the San Diego Public Library

We're pleased to share some exciting news! The Friends of the San Diego Public Library (FSDPL) has been selected as a LEAD San Diego Leadership Action Team Partner as we work to develop DEI (diversity, equity, and inclusion) strategies, which we are hopeful will strengthen our organization going forward.

Continuing with more good news: One of our longtime volunteers, Mr. E. T. Perry, will celebrate his 100th birthday next week! E. T. served as treasurer of our organization for 25 years, as well as treasurer of the College-Rolando Friends chapter for many years. He also assisted with several additional Friends chapters in need of treasurer expertise at various times over the years. In addition, E. T. served as manager of the monthly FSDPL book sale and helped out with a variety of needed tasks in the FSDPL office twice weekly up until the pandemic related closures.

Online book sales continue to bring in some income for the "greater" FSDPL and several of our chapters.

Friends chapters have continued to hold both outdoor and indoor book sales, and Friends' used bookstores are open at many branch libraries—most still on curtailed schedules relative to pre-pandemic times due to limited volunteer availability.

The FSDPL board and the Presidents' Advisory Council will meet next on January 15th.

**LIBRARY FOUNDATION UPDATE:**

Patrick Stewart, CEO – SDPLF

We will be again be hosting a virtual watch party for the State of the City address on Wednesday evening, starting at 5:45 PM with opening remarks from Wendy, Joan and myself. The State of the City address then will begin at 6:00 PM and just like last year, if you plan to join us, you do not leave our zoom room, it will broadcast directly through there. Our end of the year fundraising efforts have gone remarkably well and I bring this up for two reasons, one of the joys that we have is getting to communicate the value and the impact and the joy that the library brings to your supporters and they love hearing the stories ,they love understanding where their support goes and they love knowing that they are supporting their friends and neighbors and their ability to be able to use the library and reap the libraries benefits.

We identify what the projects are that the Foundation has the capacity to be able to fund and support throughout the year. When we're our fundraising, capacity grows and it gives us the opportunity to support those new initiatives that you may not have known were coming down beforehand, and one of those that we're really proud to be able to support is staff development training, being able to create more opportunities for more staff to attend conferences, etc. I know that each of you are supporters of your library through the Foundation and it gives a lot of pleasure to be able to support new initiatives, new projects, things that we may not have

thought of that Misty and her team are able to roll out to the Community so with that, thank you. We have been working diligently on fundraising communicating and the value in the power of the libraries and continue to do so into 2022.

### **CONSENT AGENDA ITEMS**

#### **a. Report on Library Construction Projects**

The Pacific Highlands Ranch Branch Library:

This project is in re-advertisement, and its new bid opening date is January 19th of 2022.

The Scripps Miramar Ranch Library Parking Lot Expansion:

The design consultant submitted the updated final design drawings, to the City DSD toward the Building Permit, ADA and Traffic compliances. The E Contract process is in progress.

#### **b. Update from Library Director**

We are getting more and more positive cases, more exposures on a daily basis and so we're monitoring it very closely of what the service impacts are going to be if we get to critical staffing levels and if we may have to close locations temporarily. Hoping that we don't get there, we are going to pull back on some of the big programs that we're having. You know we're going to kind of limit the things that we're doing just to try to get through these next few weeks.

The city has gone back to if people can work from home having them work from home, as you know, library can't really do that but we're continuing to kind of stay on top of it to make sure we don't get in critical staffing situation. The loss of anybody for 5 to 10 days is a huge hit so we'll keep you updated if we change any service levels.

We're also working the mandatory vaccine for all employees; we are very fortunate that our employees did what they needed to do. They responded if they were vaccinated or not and if they were not vaccinated, they did submit for their reasonable accommodation. The next step is for those staff that have submitted for an exemption is to work through that. We hope to have a better understanding of what that's going to look like by the end of the month.

Special Events - One thing that we've been looking at in operations is how do we better. When we first opened the Central Library, we explored having a property manager for the building and contracting out the special events piece. At that time, the administration did not want to pursue that. They wanted it to be completely in-house and we reassigned some staff to Special Events. The unfortunate thing is that we do not have the capacity to meet all of the demand from the Community. we're getting more and more requests. It's also difficult to have events when we're closed or on holidays and things like that. There's a couple of things that we've been looking at. One is exploring contracting out that piece. So, contracting out the big outside of the corporate events, the weddings all of the external events and having a special events management firm do that. I have a meeting with the Convention Center in a couple of weeks to talk to them about how they handle their special events and kind of get some input from them. The other part is looking at is hiring a special events coordinator in house and then revamp how we're doing that

internally. I have a discussion with Boston public library tomorrow. They do a lot of special events at Boston Public and have a pretty extensive special events program and so I'm going to talk to them. When I get that information, I'll bring that all back to you and would really like your input and your recommendation for how we would move forward. We do have so many internal events as well, so it's kind of tricky how we would balance that and still maintain the access for city departments and library programs.

Jennifer Jenkins is the new Deputy Director for Customer Experience and her first day was December 27, 2021. She was previously the Supervising Librarian for the Central Library and also District Three branches: Mission Hills, University Heights and North Park. She's been with San Diego public for six years now coming from South Carolina.

## AGENDA ITEMS

- a. Budget – Raul Gudino presented to the Commissioners  
We were not given a target number this year. What they did ask for us to do was to look for operational efficiencies and to look at three programs that we might either reduce or eliminate or if there's things that we were doing, priorities of previous administrations, that that we no longer wanted to continue. This really is more of an exercise in looking at some of our operations and exploring how we can just streamline and be a little bit more effective. We do have some asks, some additions that will be asking for.

Commissioner Urushima-Conn: Motion to move to approve the additions and reductions as submitted by Raul, Misty and team.

Moved by Commissioner Hansen. Second by Commissioner Caballero Sotelo.

Passed by unanimous vote.

- b. Hiring Update – We added all of the new positions, are working to eliminate the hourly positions and transition those all to benefited. We knew it was going to be a huge work pill for us, a lot of interviews, a lot of hiring, but slow and steady, we have been working through it. We just finished the Library Assistant III and the Librarian II process and I'm happy to say we have filled the majority of the positions. That being said, what happens is we promote from within a lot, so we create new vacancies in lower classifications. The next classification that we have is our Library Assistant I and II. We have 164 of those positions to fill, so that is a lot of hiring and those positions are the ones that are crucial for us resuming Sunday hours and really getting all of our locations open. We really thought with the Librarian Is and IIs and the Library Assistant IIIs that we'd be able to get that remaining four that are still completely closed reopened. They're still going through background checks from outside, and so we hope that when they get on board will be able to do that, but like I said before, Covid is hitting us hard, so we are having a lot of people out at various times and that's making it challenging. The first priority for us this year is to get all of our locations open six days a week and then to start working on Sundays. We will be going back to Public Safety and Livable Neighborhood committee probably in February to give that committee an update on where we are with hiring. We have also been giving monthly updates to MEA.

The total number of vacant positions that we have is 174. And like I said 164 of those are going to be the new positions that we're hiring so we're making some progress. A couple

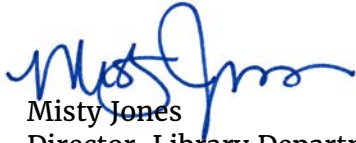
of months ago we were 250 something so we're making some progress slow and steady, and we will get there eventually. But it's exciting, you know we I'm really hopeful and very optimistic that this will be the way that we get to a more stable workforce and we will have to do less hiring processes and that will really be able to keep people on longer term and won't have as much transition.

**OTHER BUSINESS**

The next Board of Library Commissioners meeting will take place on February 2, 2022 at 12:30 PM via Zoom.

**ADJOURNMENT**

Commissioner Wendy Urushima-Conn adjourned the meeting at 1:18 PM.



Misty Jones  
Director, Library Department

/tn