



THE CITY OF SAN DIEGO

BOARD OF LIBRARY COMMISSIONERS

Members

Abby Weiss, Chair

Ileana Ovalle Engel • Ann Haddad • Katherine Nakamura • Wendy Urushima-Conn • Sarah White • Alan Ziegaus

MINUTES

BOARD OF LIBRARY COMMISSIONERS SAN DIEGO PUBLIC LIBRARY Wednesday, April 20, 2016

ATTENDANCE

Commissioners:

Present: Abby Weiss, Katherine Nakamura, Wendy Urushima-Conn, Sarah White

Absent: Ann Haddad, Ileana Ovalle Engel, Alan Ziegaus

Staff: Misty Jones, Library Director; Nicole Spriggs, Executive Assistant; Bob Cronk, Deputy Director, Public Services; Raul Gudino, Senior Management Analyst; Charlie Goldberg, Marketing Director; Elise Ciez, Community Relations Specialist, San Diego Public Library Foundation

Public: Ann McDonald, Jon Dwyer

CALL TO ORDER

Meeting was called to order by Commissioner Weiss at 12:36 p.m. in the Sullivan Commission Room.

APPROVAL OF MINUTES

The March 2, 2016 minutes were approved unanimously.

REQUESTS FOR CONTINUANCE

None.

NON-AGENDA PUBLIC COMMENT

None.

REPORT FROM THE FRIENDS OF THE LIBRARY: Ann McDonald

The Friends of the Library book sales continue to do well. Last month's sale yielded approximately \$4,000.00. Thanks to the efforts of our volunteers and the Co-Chairs of the Book Committee: Vickie Church and Judy Kravetz. The final reading of the essays was completed last week. Out of 2,000 essays 14 essays were chosen as the best. The students who wrote the essays will all receive a laptop computer. The names of the winners will be reported at the next meeting. All students who wrote an essay have received a certificate and a memorial pen. Carleen Hemric typed all the certificates and Marian Day worked with her. A special thanks to them for all their work.

At the March Friends of the Library Board Meeting, the San Diego Public Library Foundation representatives: CEO Jay Hill; Controller Jeff Rowland; Marketing Director Charlie Goldberg; Community Relations Specialist Elise Ciez; and the San Diego Public Library Supervising Management Analyst Raul Gudino, presented an informative overview of their duties in handling matching funds. Questions were answered and the team will be returning on a quarterly basis with updates. It was a very productive meeting.

Lastly, Phyllis Marion has graciously accepted the position of historian of the FSDPL. She will begin to "process" the material next week.

LIBRARY FOUNDATION UPDATE: Charlie Goldberg

The Library Foundation had a few outreach events in conjunction with Library Week. The Leadership Council is a new effort by the Library Foundation to keep former members, Trustees and Board Members engaged and informed. This event will take place annually. Library Director Misty Jones attended the Leadership Council and shared the new direction the Library is taking.

The Library Foundation also used Library Week as an opportunity to reach out to donors to secure additional support. There was a \$25,000 donation by Cole and the Foundation encouraged donors to meet the \$25,000 match. The goal was \$25,000 and the result of donations was \$47,100.

The next campaign will be to reach out to donors at year end in June for the million dollar match.

CONSENT AGENDA ITEMS

a. Report on Library Construction Projects

- Skyline Hills Branch Library: Construction is currently 60% complete. Installation of Mechanical, Electrical & Plumbing is in progress. Installation of roofing system, insulation, drywall, lath screen, ceiling framing and curtain wall in progress.
- San Ysidro Branch Library: Second design progress meeting with the Library Staff and the Design Consultant was held on March 4. The Library Space Program and Adjacency requirements were reviewed and finalized. The shortlisting of the most highly qualified DBs was completed and the following DBs were shortlisted: T.B. Penick & Son/Jeff Katz Architecture, C.W. Driver/Ferguson Pape Baldwin Architects, Turner Construction/SVA Architects, and Reno Contracting/Miller Hull to participate in the RFP Phase of the project. On March 11, 2016, the project was

submitted to the Development Services Department for Public Project Assessment. DSD's review comments were received on April 18, 2016. The project team will meet with DSD's reviewers next week to discuss the review comments. A community presentation is scheduled for April 29. RFP will be sent out in June.

- Mission Hills-Hillcrest Branch Library: Requests for Proposals from three (3) shortlisted Design Build Teams were received in March 2016. These prequalified teams presented their qualifications to the selection panel on April 4, 2016. The RFP packages are currently being reviewed by the Equal Opportunity Compliance Department for scoring of the team's EOC participation component. Once Equal Opportunity has completed their review the selection will be determined and announced.
- San Carlos Branch Library: Architectural work progresses on the new 25,000 square foot library program definition and spatial relationships of program areas. The proposed project site located at Jackson Drive and Golfcrest Drive, adjacent to and including the existing library site, was confirmed by the San Carlos Library New Building Committee this month. Library representatives, the design architects, and Public Works staff will attend the New Building Committee meeting on April 27 to present the work to date.

b. Update from the Library Director

- Misty Jones noted that she will be speaking about the Shakespeare Program at the Rotary Club on April 21st.
- SDPL has been asked to write an article for American Libraries on our system-wide programs for a quarterly publication. The publication will be available at the American Library Association Conference in June 2016.
- Library staff has been brainstorming different ideas for system-wide programming if given additional general fund dollars. The programming will a series of STEAM programs for grades 6-8 and would be rolled out system-wide.
- Extra positions were added to the budget asks for more programming.

AGENDA ITEMS (Discussion Item)

- a. Performance & Analytics provided a draft of the Performance Audit. It is not finalized as of yet. There are some recommendations for the matching funds process and staffing.
- b. The library portion of the budget was distributed. Ms. Jones outlined the significant budget adjustments, budget additions and expenditures. The Youth Education Center (located at Valencia Park/Malcolm X Library) is a new addition to the budget to provide staff coverage at the Teen Center. The additions for the Do Your Homework at the Library Program is to expand this program not the locations. The Library is also asking to add an Administrative position for the Do Your Homework at the Library program to keep accurate metrics of the program. The two Librarians that run the Do Your Homework program will be having their classifications bumped up to split supervision equally. They are currently Librarian II's and are not able to supervise the Tutor Learner Coordinators. Ms. Jones mentioned the addition of two Librarian III's. One Librarian III (Education & Community Engagement Librarian) will be in charge of the coordination of Campaign for Grade Level Reading and Career Online High School. This Librarian III will also have some responsibility for volunteer coordination for the Library and developing new

system-wide educational programs. The other Librarian III (Programming, Development & Implementation Librarian) will be working with individual branches to develop who their target audience is, what types of programs they should be offering and market those programs. Additional responsibility will include analyzing programs to make sure they have successful outcomes. This will start with the Southern region, with hopes to expand next year. The addition of a Senior Management Analyst will be to handle the Library CIP projects. The Library staff training budget was increased to \$30,000. The Rewards and Recognition Program was added to the budget Citywide. The Library awards three employees for Employee of the Quarter due to the large staff. Reductions were noted for Public Internet, Reduction in Supplies for the Do Your Homework @ the Library program, and contractual services.

Raul Gudino highlighted some reductions and noted questions that the Independent Budget Analyst asked regarding the Library budget.

Elise Ciez also reported on some changes in budget asks for the programming and materials budget.

COMMISSIONER COMMENT

None.

OTHER BUSINESS

The next Board of Library Commissioners meeting will be held June 1, 2016.

ADJOURNMENT

Commissioner Weiss adjourned the meeting at 1:46 p.m.

A handwritten signature in black ink that reads "Misty Jones". The signature is written in a cursive, flowing style.

MISTY JONES
Library Director
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