

BOARD OF LIBRARY COMMISSIONERS

Members

Wendy Urushima-Conn, Chair

Elizabeth Fitzsimons • Katherine Nakamura • Ben Moraga • Sarah White • Elizabeth Hansen

MINUTES

BOARD OF LIBRARY COMMISSIONERS

SAN DIEGO PUBLIC LIBRARY

Wednesday, September 5, 2018

ATTENDANCE

Commissioners:

Present: Wendy Urushima-Conn, Katherine Nakamura, Elizabeth Hansen,
Sarah White, Elizabeth Fitzsimons

Absent: Ben Moraga

Staff: Robert Cronk, Deputy Director of Public Services Division; Sheila Burnett, Deputy Director of Support Services Division; Esteban Navarro, Interim Executive Secretary; Charlie Goldberg, Director of Marketing; Catherine Hoang, Public Technology Services Supervisor; Curtis Williams, Technology Resources Manager

Public: Joan Reese, President of the Friends of the San Diego Public Library

CALL TO ORDER

Meeting was called to order by Commissioner Urushima-Conn at 12:33 p.m. in the Sullivan Commission Room. Their last meeting was August 1, 2018

APPROVAL OF MINUTES

The August 1, 2018 minutes were approved unanimously with corrections.

REQUESTS FOR CONTINUANCE

None.

NON-AGENDA PUBLIC COMMENT

None.

REPORT FROM THE FRIENDS OF THE LIBRARY: Joan Reese

The Corporate FSDPL book sale continues to do well. A new record was broken in July after a hiatus due to renovation of the space. The August sale was successful and on August of each year the proceeds are shared with the University Heights Friends Chapter. They got 90% of the proceeds from the Central Library's August 18 sale. The next sale is scheduled to take place from September 14 to September 16. The 40th Annual Meeting of FSDPL will take place on September 8. Board members will be elected and volunteers from all 36 affiliated and separately incorporated FSDPL Chapters will be recognized and given certificates. Their featured speaker this year will be Wanjiru Warama, who just published her third book and is the past president of the Malcolm X Library Friends. She is pleased to announce that Misty Jones, Jay Hill, and Scott Ehrig-Burgess will be providing updates on the SDPL, the Library Foundation, and the Library Shop.

LIBRARY FOUNDATION UPDATE: Charlie Goldberg

The 5th Annual Celebration Under the Dome is taking place October 13. He thanked the Library Commission for all their support. A video will be produced this year to solicit donors at the event and other major donors after the event. The I CAN TOO! Center will have its grand opening on September 15 in the Children's Library. The center is an outgrowth of the I CAN! Center and will include adaptive equipment and specialized programming for children with disabilities. Library staff has been helping to spread the word on the new center. Robert Cronk mentioned that the library's Tactical Plan has recently been updated and that one of their performance indicators is to have five centers like the I CAN TOO! Center in the branches to spread these services throughout different neighborhoods. Charlie Goldberg also stated that the Library Foundation is also in the process of scheduling meetings with District Councilmembers and the Office of the Independent Budget Analyst. There are currently meetings scheduled with six of the nine District Councilmembers all throughout October and the Library Commissioners and the FSDPL are invited to come to the meetings to help advocate for the SDPL.

CONSENT AGENDA ITEMS

a. Report on Library Construction Projects

Mission Hills/Hillcrest Branch Library:

On-site work and the building interior finishes continue. This includes countertops, millwork, ceiling, and flooring. The Front Street improvements and cul-de-sac are completed and open to the public. Library and donor signage is being reviewed and approved by the Library Department and Library Foundation. Sheila Burnett added that the SDPL is scheduled to take over the building on October 22.

Pacific Highlands Ranch Branch Library:

Work on refining and developing the preliminary design into a schematic design continues. The team met to coordinate and integrate the library site work with the adjacent civic use space design. The Library Department reviewed the preliminary interior design furniture/fixture/equipment layout on August 28.

San Carlos Branch Library:

The Architect continues working on incorporating the comments received from Public Works and the Library Department into the bridging documents. The site remediation report in request of a "Case Closure" for the project site was submitted on April 26, 2018 to the County Department of Environmental Health (DEH) by the consultant, Stantec. DEH review comments were sent to the consultant on August 22, 2018 requesting additional information. The County wants to see that the data collected show contaminants stabilizing and/or decreasing within a reasonable timeframe.

Tierrasanta Branch Library:

The pre-construction meeting for the project was held on August 13, 2018. The scope of the project includes, but is not limited to, the expansion of the existing community room, adding two study rooms, an outdoor reading patio room, and American with Disabilities (ADA) improvements to the existing restrooms and the path of travel.

San Ysidro Branch Library:

The San Ysidro Library Project is progressing per schedule as framing is coming to an end and the contractor's team is working to finish MEP (Mechanical, Electrical and Plumbing) rough-ins. Earlier this week, the contractor received inspection on the waste and vent rough-ins and they are working towards the rough electrical inspection. Starting this week, the contractor will be working on the City fiber optic line and the permeable paving section. In addition, hard-lid ceilings and one side of the dry wall will begin after Labor Day and work should begin on the parking lot lights and the waste enclosure in approximately two weeks. Sheila Burnett added that the project is currently ahead of schedule.

b. Update from the Library Director – Robert Cronk on behalf of Misty Jones

The library has been working on updating the Tactical Plan. The goals and objectives have stayed the same. However, there were changes made to the initiatives and the performance indicators to reflect the things the SDPL wants to accomplish in more concrete terms at this time. He mentioned that Misty Jones felt it was appropriate to have different staff member groups to work on their own portion of the plan and have their proposed finished portions worked out amongst all groups in a large meeting that took place earlier this month. The Tactical Plan has been uploaded to the SDPL website (<https://www.sandiego.gov/sites/default/files/sdpl-tactical-plan-2018.pdf>) for the public to look at.

AGENDA ITEMS (Discussion Item)

a. Library Code of Conduct – Robert Cronk

There have been reports in the media regarding the Pacific Beach Branch Library. He states that the SDPL has had experience with homeless impacts at every branch, that Pacific Beach has had issues with homelessness in general, and that the people living around the library are not happy with these issues. Even though staff is trained on addressing behavioral issues, it is important that they make sure they are treating everyone equally so that everyone has equal access to resources. The SDPL has been communicating with neighborhood police and the Homeless Outreach Team and another security guard has been placed there to patrol the outside perimeter of the Pacific Beach Branch Library. The citizens have been asked to report any illegal activity. Commissioner White asked about how often the Rules of Conduct are revised. Robert Cronk stated that they get revised as needed, making sure library staff looks at what the American Library Association advises and at how other libraries are dealing with the same issues in terms of policy to make an informed decision on changes needed to be made. In addition to that, the SDPL wants the Rules of Conduct to enable staff to engage with patrons rather than suspending them right away.

b. Technology Plan Presentation – Curtis Williams and Catherine Hoang

Curtis Williams started the first half of the presentation, providing a brief overview of the goals that have been achieved under the previous rendition of the Technology Plan. Some of these accomplishments include the RFID project, the self-check-in at the Central Library, full Internet access and WiFi at all library locations, automation of notifications, the PC reservation system, and print/copy service. Commissioner Urushima-Conn took a moment to thank and celebrate the SDPL for these accomplishments.

Catherine Hoang continued with the second half of the presentation, mentioning that the SDPL aims to make library services accessible and inclusive to all members of the public. Library staff is working towards that goal through the expansion of makerspaces, the availability of mobile WiFi hotspots for patrons to check out, and the prospect of having credit card payment capabilities at all self-check-out stations as well as multi-lingual accessibility. The SDPL is wanting more staff time devoted better one-on-one patron interactions by implementing technology that will automate current everyday library tasks. Other goals include the expansion of self-check-in stations to all libraries, an increase of library WiFi access points by 25% at all libraries, and the inclusion of multi-media workstations throughout all libraries. The SDPL wants to create a Youtube channel to market their programs and services and train staff. The addition of more security cameras and online security for safer patron digital access are options being explored as well. Staff surveys have been conducted and Library Marketing is helping with a patron technology survey that will be conducted to gather community input. As part of the Urban Libraries Council, the SDPL receives bi-annual edge assessments that go over technology available to patrons, staff training, and patron training. A Technology Advisory Committee comprised of library staff meets monthly to stay as up to date as possible with rapidly changing technology and identify emerging technology to help SDPL staff become technology leaders. Commissioner Nakamura asked about how the SDPL is working to create a nexus between the library and schools. Robert Cronk responded by stating that Adriana Huertas has recently been appointed as a Supervising Librarian overseeing Youth & Family Services to help fill that gap and that she can work with Technology Resources Division to provide better outreach to schools on that front.

COMMISSIONER COMMENT

None.

OTHER BUSINESS

The next Board of Library Commissioners meeting will take place on Wednesday, October 3, 2018.

ADJOURNMENT

Commissioner Wendy Urushima-Conn adjourned the meeting at 1:23 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
/ns