Library Advisory Commission Sustainability Subcommittee - Draft Minutes

Date: August 10, 2022
Call to Order: The meeting was called to order at 6:03PM
Commissioners in attendance: Cathy Smith, Mary Forte
Commissioners absent: Karen Roye

1. Review and Approval of June Draft Minutes—
   I. Commissioner Cathy Smith moved to approve the June meeting minutes. The minutes were approved unanimously by Commissioners.

2. Refine Committee Mission (Purpose) and Action Plan
   I. Commissioners Forte Forte and Smith reviewed the ordinance amending the duties of the LAC as posted on the library website.
   II. “Oversee timing and strategy with regard to ballot initiatives to ensure adequate funding for OPL.” Should be struck from the responsibilities of the sustainability committee because it has been completed.
   III. “Maintain” should be replaced with “provide” in bullet points 2 and 4.
   IV. There was a proposal that the purpose statement reflect the goal of overseeing appropriate budget spending to ensure equitable access to library facilities and a good experience for all patrons. This purpose will be further refined.

3. Renaming the Committee
   I. There was a brief discussion about certain tasks of this committee which could be generalized as patron experience: budget, maintenance of the branches, oversite of the feasibility study, and development and overview of the branch surveys.
   II. Commissioners Forte and Cathy Smith would like to revisit this when there are more members in attendance.

4. Committee Meeting Day
   I. The commissioners discussed and agreed that many groups want to meet Wednesdays so there are frequently conflicts.
   II. Commissioner Forte suggests Thursday and Commissioner Cathy Smith agrees. A motion is made and approved to move the meetings to Thursday going forward.

5. Quarterly Maintenance Report Changes/Update
   I. The commissioners reviewed the answers to the questions about the Quarterly Maintenance Report as publicly posted with the August meeting agenda.
   II. The commissioners would like that the list of open requests be sent to the full commission.

6. Custodial Hiring Update
   I. The committee received an update from Mark Hayes stating that James Colding has filled the full-time position vacancy and his return has made a huge difference. He passed the performance test and is now full time. Esther Leon was promoted from PPT to Full time which allows her to work an extra 5 hours per week, and that helps as well. Public works currently has 4 vacancies for TPT’s and will be posting those positions starting the hiring process in August. Also, Harold Duffy and Derin Minor are looking into adjusting the library custodial budget for 3 additional full-time positions. Mr. Hayes will update the committee on the 4 TPT’s allocated to the library. One part time custodian will be assigned to the main library to work the 2pm - close shift which will
eliminate the after-hours issues we've had there, especially with the restrooms. The other 3 TPT positions will be for the weekend shifts where we are currently short staffed.

7. **Library Survey**
   I. Commissioners agree that an action item in advance of the next meeting will be to review the San Francisco Public Library Needs Assessment Report.
   II. The commissioners would like to move towards the inclusion of a race and equity section to the questionnaire.

8. **Open Forum**
   I. No members of the public attended

9. **Agenda Building for the Sustainability Committee:**
   I. The sustainability committee would value the feedback of the Library’s Race and Equity Team in the development of a library branch survey. There also needs to be an in-depth review of the SFPL Needs Assessment Report.
   II. The committee needs to vote on a permanent chair moving forward.

Respectfully Submitted,
Commissioner Cathy Smith