

**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 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, oversight 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