

Date March 7, 2012

Item No. 11 & 12  
File No. 11098

**SUNSHINE ORDINANCE TASK FORCE**  
AGENDA PACKET CONTENTS LIST

**ITEMS**

**Complaint submittal**

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**Completed by:** Andrea Ausberry **Date** March 1, 2012

**Completed by:** \_\_\_\_\_ **Date** \_\_\_\_\_

\*An asterisked item represents the cover sheet to a document that exceeds 25 pages.  
The complete document is in the file.



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BY LSC

SUNSHINE ORDINANCE TASK FORCE  
1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102  
Tel. (415) 554-7724; Fax (415) 554-7854  
<http://www.sfgov.org/sunshine>

**SUNSHINE ORDINANCE COMPLAINT**

Complaint against which Department or Commission SAN FRANCISCO PUBLIC LIBRARY

Name of individual contacted at Department or Commission LUIS HERRERA, CITY LIBRARIAN

Alleged violation public records access  
 Alleged violation of public meeting. Date of meeting 11/17/11 AND 12/1/11

Sunshine Ordinance Section SECTION 67.16 MINUTES  
(If known, please cite specific provision(s) being violated)

Please describe alleged violation. Use additional paper if needed. Please attach any relevant documentation supporting your complaint.  
PLEASE SEE ATTACHED

Do you want a public hearing before the Sunshine Ordinance Task Force?  yes  no  
Do you also want a pre-hearing conference before the Complaint Committee?  yes  no

(Optional)  
Name RAY W HARTZ, JR Address 839 LEAVENWORTH ST, #304  
SAN FRANCISCO CA 94109

Telephone No. (415) 345-9144 E-Mail Address RWHARTZTR@SBCGLOBAL.NET

Date 12/15/11 Signature Ray W. Hartz

I request confidentiality of my personal information.  yes  no

<sup>1</sup> NOTICE: PERSONAL INFORMATION THAT YOU PROVIDE MAY BE SUBJECT TO DISCLOSURE UNDER THE CALIFORNIA PUBLIC RECORDS ACT AND THE SUNSHINE ORDINANCE, EXCEPT WHEN CONFIDENTIALITY IS SPECIFICALLY REQUESTED. YOU MAY LIST YOUR BUSINESS/OFFICE ADDRESS, TELEPHONE NUMBER AND E-MAIL ADDRESS IN LIEU OF YOUR HOME ADDRESS OR OTHER PERSONAL CONTACT INFORMATION. Complainants can be anonymous as long as the complainant provides a reliable means of contact with the SOTF (Phone number, fax number, or e-mail address).

Thursday, December 15, 2011

At a meeting of the San Francisco Public Library Commission on November 17, 2011 the commission approved minutes for the regular meeting of August 18, 2011 and the regular meeting of October 6, 2011. At a meeting of the San Francisco Public Library Commission on December 1, 2011 the commission approved minutes for the regular meeting of November 3, 2011. All documents were prepared by Ms. Sue Blackman, the Library Commission secretary. In both sets of minutes, 150 word summaries provided by myself and others were not included in the body of the minutes in accordance with the determinations issued by the Sunshine Ordinance Task Force (Determination #10054 Ray Hartz v Library Commission) and (Determination #11054 Ray Hartz v Luis Herrera, City Librarian. The meeting minutes approved at the above listed meetings are three additional violations of the ordinance. Ms. Blackman is a city employee under the direct supervision of Luis Herrera City Librarian. As her supervisor, Mr. Herrera is responsible for ensuring that Ms. Blackman performs her duties in accordance with applicable law. Mr. Herrera has either directed Ms. Blackman to ignore the task force ruling or has failed to ensure that she complies with that ruling in her preparation of the minutes submitted for approval. As a managerial employee, it is the responsibility of Mr. Herrera to ensure that all employees of the San Francisco Public Library comply with applicable laws, in this instance, the Sunshine Ordinance.

