

**OAKLAND PUBLIC LIBRARY
LIBRARY ADVISORY COMMISSION (LAC)
MINUTES – September 26, 2005
Main Library West Auditorium**

- I. **CALL TO ORDER:** Chairperson Scott called the LAC meeting to order at 5:10 p.m.

Roll Call

Commissioners Present: Tracey Scott, Genevieve Katz, Muhammad Alabi, Arthur Noble, Bridget Berrigan, and Beatrice Wong.

Commissioners Excused: Marian Wilson-Sylvestre.

Commissioners Absent: Evelyn Wesley and Sharon Crandall.

Staff Present: Director Martínez, Gerry Garzón, Julie Odofin, Gene Tom, and Rosalía Arteaga-Romo (recorder).

Disposition of Minutes

Commissioner Wong made a motion to approve the minutes of July 25, 2005 as amended. Commissioner Katz seconded the motion. All approved.

II. REPORTS

a. Chairperson's Report – None

b. Director's Report

- **Library Foundation Dissolution Update** – The process continues for the dissolution of the Library Foundation, as announced back in May. The Foundation owes the Library money and library staff is working with the City Attorney's Office and the Foundation to settle this. Staff is looking to the Friends of the OPL for more involvement in the Library fundraising needs.
- **Library Accomplishments** – Every year the City Administrator's Office works on standards for all City Departments' accomplishments, as part of the annual Performance Appraisal Plan. Director Martínez elaborated on these accomplishments which included various successful AAMLO events and programs; the new Splash Collections at all the branches and Main; the "Hot Picks" collection at the Main Library; and the completion of the infrastructure for the OPL Customer Service model.
- **Library's New Organizational Chart** - As an organization looking for ways to improve its services and to reflect the budget reductions, it was necessary and timely to restructure the Library operations. Under this new restructuring all Public Services – Main Library, Branch Libraries, Teen Services, Literacy, Children's Services and Children's Room are one new operational division under the direction of newly appointed Deputy Director, Gerry Garzon. All the non-public service units such as Financial & Administrative Services Office, Cataloging and Processing Unit,

Acquisitions Unit, Computers Services Unit, and system-wide facilities management are under the direction of current Library Chief Financial Officer Gene Tom. The Computer Services Unit will transition from Mr. Garzon to Mr. Tom and be completed by January 2006, while the major projects in this unit are being implemented. In light of this restructuring, Administrative Librarian Julie Odofoin has assumed an important role for OPL by being responsible for OPL Policy Development & Strategic Planning, and will oversee other administrative projects, as well as heading a task force that will research, explore and develop new models of service. Also, Leslie Rodd, in the capacity of Supervising Librarian, will be responsible for development and coordination of OPL fundraising activities, major programs and events, as well as identifying, applying for, and managing grants.

- **Library Events**

- **Bookies by the Bay Fundraiser** event held at the Waterfront Hotel to raise funds for the East Bay & Contra Costa Literacy Program.
- **Conversations of Conscience Series.** OPL hosted a book signing event featuring author and sportswriter Dave Zirin talking about his latest book, “What’s My Name, Fool? Sports and Resistance in America”.
- The Library recently launched “Pictograms”, which are now in the subject areas sections, as well as in the children's and Teen Zone rooms of the Main Library. These graphic models of subject areas help patrons with learning disabilities identify books by subject.
- The City of Oakland organized a Katrina relief effort and the OPL raised \$1000.

- c. **Administrators’ Report**

Public Services Division – Gerry Garzón reported:

- Master Plan Update - Plans are under way to resume meetings with the Community Action Committee to continue working on the Master plan and provide feedback regarding the feasibility of the Kaiser Center as a new Main Library.
- Staff met with Community & Economic Development Agency staff to discuss a potential library in the Laurel District (High St. & MacArthur Blvd. area).
- Considering inviting the Branch Supervising Librarians to present the branch reports as part of the LAC agenda update.

- d. **Commissioners Advocacy Report**

- Commissioner Berrigan attended the BALIS/System Advisory Board meeting. BALIS is planning a joint SAB/PLS/BALIS breakfast meeting.
- Commissioner Alabi wanted to know whether the Teen Homework Assistance program would be reinstated. Director Martínez informed the Commission that funding for this program was provided by the Lila Wallace Foundation. When the funding ran out and the Foundation folded in May, it affected future funding for this program. The Library currently provides staff and support for 6 PASS homework sites.

III. **OLD BUSINESS - None**

IV. NEW BUSINESS

Discussion of LAC Measure Q Oversight Responsibility

When Measure Q was approved by voters and adopted by the City of Oakland, there was a provision stating that there should be a Committee appointed by Council to oversee and review the expenditures of Measure Q funds. The City Council has appointed the Library Advisory Commission as the Oversight Committee, which assisted by Library staff, will provide semi-annual reports to the City Council. Gene Tom, the Library's Chief Financial Officer, will develop a draft format for review and recommendation at the next LAC meeting before submitting to Council and City Auditor's office.

V. AGENDA BUILDING

- Discussion of Measure Q Oversight and Role of the LAC.

VI. OPEN FORUM

VII. ANNOUNCEMENTS

- Confirmation of LAC meetings on October 31st and November 28th.
- Library Holiday Party on December 9th at the Main Library.

Meeting adjourned at 6:20 p.m.

Submitted by,

Carmen Martínez
Library Director