

**OAKLAND PUBLIC LIBRARY
LIBRARY ADVISORY COMMISSION (LAC)
MINUTES – MARCH 31, 2008
African American Museum and Library at Oakland (AAMLO)**

CALL TO ORDER: Chairperson Citron called the regular Library Advisory Commission meeting to order at 5:05 p.m.

Roll Call:

Commissioners Present: Muhammad Alabi, Steve Tidrick, Arthur Noble, Genevieve Katz, Susan Yascolt, Carolyn Mixon, Tom Manley, Susanna Gilden, and Marilyn Citron.

Commissioners Excused: Marian Sylvestre, Billie Wooldridge, and Jacky Wu.

Commissioners Absent: none

Staff: Director Martínez, Gerry Garzón, Diane Satchwell, Gene Tom, Veda Silva, Rick Moss, and Rosalía Arteaga-Romo (recorder).

Others present: Sanjiv Handa, East Bay News Services

2. Approval of Minutes

Commissioner Manley made a motion to approve the minutes of February 25, 2008, as recorded.

Commissioner Citron seconded the motion.

Minutes were approved as recorded. Yes - 7; Noes – 0; abstentions - 2

3. Chairperson's Report

- Chairperson Citron welcomed and introduced Steve Tidrick, who was appointed to the LAC on March 18, 2008.
- Mentioned that Commissioners Yascolt and Gilden attended the California Association for Library Trustees and Commissioners (CALTAC) Workshop, and will hear their reports later on the agenda. Commissioner Gilden prepared a written report for distribution, which will be added on the minutes as part of the record. Director Martínez explained further what CALTAC does.
- Legislative Day is April 16th in Sacramento. This is the day of they year scheduled to meet with State legislators about library issues, advocacy and support.
- On April 4 the San Francisco Center for the Book and AAMLO are hosting a kick-off party for the “Banned and Recovered: Artists Respond to Censorship” exhibit. Invitations were sent to Commissioners.

4. Staff Activities Reports

A. Director's Report -

- Director Martínez welcomed the commissioners to AAMLO, one of the Carnegie libraries built in 1906. It is regarded as the most beautiful example of the Beaux Arts Architecture on the West Coast, for its time. Staff is currently working on setting-up the permanent exhibit from the \$1 million State grant.

- Commissioners will be receiving a save-the-date postcard for the groundbreaking ceremony on May 30 of the 81st Ave. Library Project.
- Library Legislative Day – April 16th. This is an important day for all libraries in California as we visit with our local legislators and discuss library issues in our cities. Staff will email commissioners the current library issues for their review in preparation for this day.
- We have a new Friends group for the Martin Luther King, Jr. branch Library. Staff met with the group to discuss general issues and the need for repairs. Some of the community members were encouraged by the progress of the repairs, and want their community involved. The group also requested cooking classes, nutrition workshops, and more cultural programs. Staff is going to help them get grant funding for these programs.
- Director Martínez attended the PLA Conference in Minneapolis to participate on a Library Master Planning panel. Two case projects were used: Oakland and Sacramento. Approximately 350 people attended this workshop. Also, Teen Outreach Librarian Jessica Snow participated on a panel that focused on library services to foster youth.
- Director Martínez pointed out the exhibit set-up in progress currently at AAMLO, which was funded by a \$1 million State grant. This is a multi-media, audio/video exhibit focused on Oakland residents, with personal interviews and histories of Oakland personalities giving a chronology of the African American experience in Oakland. This is going to be a great exhibit and staff is looking forward to the opening in May.
- Director Martínez introduced Rick Moss, Chief Curator for AAMLO: Mr. Moss welcomed the commissioners to AAMLO and gave a brief description of the exhibit. We are gearing up for an opening night on May 10. The emphasis of the exhibit is the importance of the people, their individual stories, focusing on various agencies that have made a mark on the Oakland history from 1890 to 1990. There's audio and video, and music from the different eras as well. The banners in AAMLO come from the archival pictures. There will also be a youth gallery, temporary exhibit module. Mr. Moss finished his presentation showing a promo video, and inviting commissioners to the opening celebration.

B. Public Service - - Main/Branches Report

Associate Director Garzón gave an update on the branch libraries projects:

- 81st Ave. Library – this is the first major joint school/library project that we've worked on in the city and is taking us awhile to get to this point. We just received the re-bid for this project and are going to Council on April 2nd to get approval to start construction. We plan to have the groundbreaking ceremony on May 30th at 10 a.m.
- Other items on the Capital Improvement Project:
 1. Melrose received additional funding for security cameras of almost \$13,000 from Council member Jean Quan's paygo funds.
 2. Dimond – security system, including more lighting, to improve the outside area. Received funding from Council member Jean Quan's paygo funds.

3. Golden Gate branch will get a new furnace, funded by Councilmember Brunner's paygo funds;
4. West Oakland – received about \$25,000 funding for upgrades, through the Mayor's Commission on Persons with Disabilities;
5. Access Services Division – Staff has been looking for a long time at merging the Bookmobile, 2nd Start Literacy, and Disability & Older Adult Services divisions into one location in order to have a more comprehensive, practical and improved customer service approach, as many of the patrons that we serve in these three units overlap. Staff has attended a couple of conferences and found that other library systems have been merging these units. Staff will keep you updated as to how this project evolves. To answer a question from the Commission, Mr. Garzón indicated that Measure Q does provide funding for these services.

Mr. Garzón explained what Paygo funds are. Every year Council gets appropriated \$250,000 per year for projects that they may wish to fund in their own districts. Council member Larry Reid has been very generous with his share and has provided a lot of funding for the branch libraries in his district. Each council member uses their funding differently for various projects. Commissioner Gilden asked why these projects are not funded with capital improvement project (CIP) money? Gene Tom responded that it is his understanding that the last bond issue for general CIP was exhausted some years ago. The way the City has been able to fund some projects is to close some projects and appropriate unspent money to other projects.

Sanjiv Handa, East Bay News Services, made some comments regarding Council Member's funds.

C. Policy & Strategic Planning

- Diane Satchwell reported that staff continues to work on the strategic plan, branding, working on colors; focus areas are staffing, collection management, program & services, technology, community relations, facilities and funding. Staff will develop a work plan using these 7 components for a rough draft strategic plan.
- Branch profiles and statistics. Staff is putting together a document containing the branch libraries profiles and statistics, as well as other pertinent branch information, which will be a great source of information and help us do allocation funding, presentations to council, among other things. Copies will be distributed to commissioners when complete.

Measure Q End-Year Report

- Mid-Cycle 2008-09 Budget Update. Chief Financial Officer Gene Tom reported that as a part of the City's efforts to close the \$10 million reported budget deficit in the general fund, staff was asked to submit a cost savings plan of 3% of our general fund budget for the next fiscal year. This totals a \$390,650 target and our proposal includes a 3.35% personnel reduction, \$125,000 in Operations & Maintenance costs (primarily in electronic and media materials). The Library won't fill all vacant positions at this time, and we do not anticipate adding hours. We are looking at ways to minimize the impact of these reductions; no layoffs expected. This is the mid-cycle review for the two-year budget. Commission asked how does this affect how

MQ funds will be spent? Mr. Tom stated that this was a very difficult question to answer. It is a matter of looking at how we do things, spending and buying materials at larger discounts to stretch funding as far as it goes, as money is getting tighter. The next Measure Q update report will be due at the next LAC meeting. There is currently an audit being prepared by the City Auditor's Office, and we'll keep the commissioners posted on the results.

Sanjiv Handa, member of the public, made some comments.

5. Commissioner's Advocacy Report:

- Commissioner Alabi reported that the restroom at Golden Gate was fixed.
- Commissioner Tidrick – nothing to report. He mentioned he uses Main, Rockridge, Piedmont and Lakeview libraries.
- Commissioner Noble – none
- Commissioner Katz reported that she met with Diane Satchwell to discuss various types of games and the process to purchase new games. Ms. Katz met with Tracey Firestone and Diane Satchwell to begin conversation on expanding our game collection.
- Commissioner Yascolt attended the CALTAC workshop and reminded commissioners that CALTAC provides a board effectiveness training available for commissions at their site, and the LAC might consider having a session. There was also a panel discussion re libraries focusing on youth and teens. Commissioner Yascolt also attended the Laurel Village Association meeting and people were concerned that Measure N did not pass, it would have given this district a library; also, the Piedmont Branch had a writer event co-sponsored by the Rockridge Branch.
- Chairperson Citron added that she would like to coordinate a Commission Retreat at a later time, as there may be more new commissioners appointed.
- Commissioner Manley – no report
- Commissioner Gilden introduced herself, and provided a copy of her report from the CALTAC workshop. She wanted to share that the most important message from this workshop was - - the work of the trustees is to look outward, what we could tell the decision maker, what we could do.

6. Determination of Schedule of New/Outstanding Items -

- Measure Q Quarterly Report

7. Open Forum (Public Comment) -

Sanjiv Handa, East Bay News Services investigative reporting, made some comments.

8. Announcements

9. Adjournment - - Meeting adjourned at 6:25 p.m.

Submitted by:

Carmen Martínez
Library Director