

**OAKLAND PUBLIC LIBRARY
LIBRARY ADVISORY COMMISSION (LAC)
MINUTES – August 9, 2010
Main Library West Auditorium**

CALL TO ORDER: Vice-Chairperson Gilden called the meeting to order at 5:07 p.m.

Roll Call:

Commissioners Present: Susanna Gilden, Sylvester Grisby, Steve Tidrick, Carolyn Mixon, Muhammad Alabi, Billie Wooldridge, Jessica Leavitt, Peggy Simmons, and Gen Katz.

Commissioners Excused: Linda White-Taylor, Tom Manley, and Jill Broadhurst.

Staff: Carmen Martínez (Library Director), Gene Tom (Chief Financial Officer), Winifred Walters (Grants Development Manager), and Rosalía Arteaga-Romo (Executive Assistant/Recorder).

1. Approval of Minutes

Commissioner Katz made a motion to approve the minutes of May 24, 2010, as recorded.

Commissioner Wooldridge seconded the motion.

Minutes were approved: Yes - 8; Noes – 0; abstentions - 1

2. Chairperson's Report

Officer's Election

Vice-Chairperson Gilden asked for nominations to elect a chairperson and vice-chairperson to the LAC. Director Martínez explained what the expectations are for these officers. Vice-Chairperson Gilden read the rules of procedure that explain the roles of the chair and vice-chair.

Discussion followed regarding the duties and expectations of the officers. Commissioner Grisby nominated Commissioner Tidrick for chairperson; Commissioner Muhammad seconded.

Motion to accept the nomination of Commissioner Tidrick as the new Chairperson was approved unanimously. Yes - 9; Noes – 0; abstentions - 0

Commissioner Katz nominated Commissioner Gilden to continue as vice-chairperson; Commissioner Tidrick seconded.

Motion to accept the nomination of Commissioner Gilden to continue on her role as Vice-Chairperson was approved unanimously. Yes - 9; Noes – 0; abstentions - 0

3. Staff Activities Reports

A. Library Director reported:

Director Martínez thanked Commissioner Tidrick for accepting the nomination as new chairperson, before starting her report.

- Bradley Walters naming resolution was approved by Council unanimously, followed by positive comments about Brad. Staff now will look into the renaming process, as there are

challenges to removing the signage on the exterior (wrought iron letters) and it will be a costly process. With the new budget in place, we need to see what funding is available to complete the memorial task.

- City Department Directors spent many hours at the Emergency Operations Center receiving training for use in guiding staff during the hours that the Mehserle Verdict was due. Main and all branches were closed around 3:30 the day the verdict was announced, and the Library did not experience any problems related to vandalism, etc.
 - We welcomed 20 Teen Summer Interns as part of the Mayor’s program. Our new Teen Outreach Librarian Amy Sonnie took control from day one, providing a strong program that included assignments at branches, orientations at City Hall, and exposures to the world of work through seminars, panel discussions, etc. The program concludes next Monday. We hope to sponsor our very own OPL Summer Intern program next year.
 - I’m happy to announce the beginning of a new grant opportunity, largely based on the success of our creative writing grant, Oakland Word. The new program is called “Oakland Book” and is a partnership with our local high schools to sign students up to write, publish and actually construct their very own book.
 - We are at the end of the 3-month long Measure Q Audit, with the final meeting to clarify some of our responses, scheduled for Wednesday. After that, we receive the Auditor’s draft report, to which we get 10 days to respond. I’m confident that this second Measure Q audit will find us in full compliance, as well as help us to strengthen areas of management and accounting as recommended by the Audit.
- Budget Update. Gene Tom gave a brief update. The City expected a sizable deficit and funded \$9.2 million (General Purpose Fund) to the Library budget, bringing our current budget to \$24 million, including Measure Q funds. Fund balance shy of \$4 million. There were no library lay-offs, and we anticipate things should be fine for the next FY, but we cannot foresee what the financial impact will be in the future. In response to a question regarding hiring, Director Martínez responded that the Library adheres to the City’s civil service test and procedures when recruiting candidates. You can be assured that we hire the best and brightest from library schools, and we don’t hire someone without identifying the funding. We always prioritize to fill vacancies in public services. Commissioner Simmons asked for clarification regarding the library assistant position reduction at Second Start Literacy program. Director Martínez reminded LAC that the position was cut by Council in June 2009, and eliminated from the Library’s budget on July 1, 2010. It was a General Purpose Funded position. We will not be getting this position back, however Second Start’s planned reorganization and move to the Main Library have accommodated the loss of this position. Commissioner Katz asked if the new rent at Piedmont Avenue Library will have a severe impact on Measure Q funding. Mr. Tom replied that MQ is absorbing the rental fees and there is enough funding in MQ to pay rent for one year.

Building Projects

Director Martínez gave a brief update on the building projects, in Mr. Garzón’s absence.

- 81st Avenue Library. As you may know, the Contractor for this project, NBC, has filed for Chapter 11 Bankruptcy. And we were 95% complete when we got the news. It has been a very difficult 3 weeks since the filing, but the city and redevelopment agency have been very supportive and helpful in regard to keeping the building secure. I’ve received this update just a few hours ago:

We are still waiting for the bankruptcy judge to release the NBC contract from bankruptcy court. No control over when this will happen. We hope sometime this week and after this, we can officially discuss takeover terms with the surety. For now, all these discussions are informal.

- Temescal Library: The sewer back-up on July 15 caused a lot of damage to the Tool Lending Library, which is still closed. Tools have been stored in a storage container and staff is using the time to do inventory and other house-cleaning operations. The basement requires major repair and replacement of the floor, and the city so far has been helpful and proactive.

City Updates

1. There will be 4 Parcel Tax measures on the November Ballot, the largest being the \$360 tax for OPD operations, as the Police Union voted not to contribute 9% of their salary toward their retirement.
 2. The other measures are: Measure Y Fix, Cannabis Taxing Measure, and a \$1.99 per phone line tax.
The totals are roughly, \$555 per yr per single family property, and \$10 p/yr for renters.
 3. 14 candidates have filed to run for Mayor, and 8 have filed to run for District 4, with deadlines for filing for both offices extended to Wednesday August 11.
 4. Positive note, Forbes magazine named Oakland the 5th coolest city.
- 81st Ave Library Fundraising. Winifred Walters reported that as of June 30, we have completed the fundraising campaign and have secured the funding needed to complete the project. The campaign results are available on the Library's web site. Director Martínez reiterated that staff is very involved in the community, doing outreach at the various schools and in the neighborhood; we want the community to feel it is their library. Director Martínez added that there are surveillance cameras in place, which Gerry Garzón monitors daily.

4. New Business – None

5. Commissioner's Advocacy Report:

- Commissioner Leavitt - no report.
- Commissioner Simmons – ongoing conversations with Second Start staff, not sure how the cut of the senior literacy position will affect them and impact the classes. Handed out copies of Second Start newsletter and learning achievement. They have also received \$2000 from FOPL to buy new books.
- Commissioner Katz – reported that FOPL Board approved a grant of \$55,050 to OPL for the new fiscal year. This grant will cover expenses for: OPL website development project, various branch library programs and projects, Main Library Magazine & Newspaper makeover, Oakland History Room cabinet, new lectern & microphone for West Auditorium, and Director's hospitality. She mentioned this so people can learn more of what FOPL does. They also support branch libraries, and recently focused in working with the branches to get friends groups at every library. She strongly encourages commissioners to become members of FOPL and help support POL. Director Martínez added that staff is grateful to have FOPL and for their generous grants.

- Commissioner Grisby – visited King branch and talked to the branch manager about getting more community involvement. Next goal is to visit other libraries in the area and stress the library presence.
- Steve – visited Asian, Rockridge and Main libraries.
- Commissioner Mixon – encouraged commissioners to visit AAMLO to look at the latest exhibit. Also visited Temescal library, which is busy and staff is very enthusiastic and friendly. The Tool Lending library is still closed due to the flooding.
- Commissioner Wooldridge – the adult summer reading program at Eastmont was a success this year, with a large number of adults participating in the program.
- Commissioner Gilden – no report.
- Commissioner Alabi – no report.

6. Old Business -

Commissioner Leavitt asked the status of the ad-hoc committee, item discussed at the last LAC meeting. Director Martínez briefly summarized that the LAC recommended to have establish an ad-hoc committee to work on volunteer, outreach, and public relations issues. Commissioner Simmons added that this is an effort to make people aware of the library services, and a way to reach adults who need these services the most, can benefit. Commissioner Katz added that Winifred Walters will also be working on the Library's volunteer program and will have an update for the LAC at a later time. Director Martínez corroborated that staff will present a report in the fall regarding the volunteer efforts. Commissioner Simmons will contact the ad-hoc members to set-up a meeting. Staff will check with the City Clerk's Office regarding ad-hoc compliance requirements for posting agendas, etc.

7. Agenda Building – Determination of Schedule of New/Outstanding Items

8. Open Forum (Public Comment)

Bob Shurtleff, Friends of Lakeview Library, and reminded LAC of the Library's website, which is currently being updated. Also, need someone to take pictures of different library programs and events for posting. The Friends will hold a meeting this Saturday at Lakeview Branch, 1pm

9. Announcements

- The Library obtained an easy aid grant for \$700.00 from BALIS, and the funding will be used for a garden project at Temescal Branch.

Meeting adjourned at 6:25

Submitted by:

Carmen Martínez,
Library Director