

**OAKLAND PUBLIC LIBRARY  
LIBRARY ADVISORY COMMISSION (LAC)  
MINUTES – November 22, 2010  
Main Library West Auditorium**

**CALL TO ORDER:** Chairperson Tidrick called the meeting to order at 5:00 p.m.

**Roll Call:**

Commissioners Present: Steve Tidrick, Jill Broadhurst, Peggy Simmons, Sylvester Grisby, Linda White-Taylor, Billie Wooldridge, Tom Manley, Muhammad Alabi, Jessica Leavitt, Carolyn Mixon and Gen Katz.

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

**1. Approval of Minutes**

Commissioner Grisby made a motion to approve the minutes of August 9, 2010, as amended.

Commissioner Manley seconded the motion.

Minutes were approved: Yes - 11; Noes – 0; abstentions - 0

**2. Chairperson's Report**

- Elections: need candidates for vice-chair. Director Martínez gave a brief description on the role of the vice-chair.  
Commissioner Katz nominated and made a motion to appoint Commissioner Broadhurst as the new Vice-Chairperson. Commissioner White-Taylor seconded.  
Motion approved: Yes – 11; Noes – 0; Abstentions – 0
- Retreat Date: February 5, 9am – 1pm. Location to be confirmed. Will discuss agenda building at next LAC meeting on January 24.
- Ad-Hoc Committee. Chairperson Tidrick informed that the ad-hoc committee (for outreach and volunteering) has not been able to meet. He suggested that perhaps this can be discussed at the next meeting to be part of the retreat agenda. We need to know what the volunteer limitations are in regards with the union structure. Director Martínez will provide a list of the things that volunteers can do. Winifred Walters will be in charge of the volunteer program after the 81<sup>st</sup> Ave. Library opening.

**3. New Business – Measure Q Audit Report**

Elizabeth Olivarez, from the City Auditor's Office, presented a brief overview of Measure Q audit for FY 2008-09. Ms. Olivarez explained the audit process, which when complete, the auditor prepares a

point sheet report describing results of the audit. These results are reviewed by the agency being audited for comments/responses before being submitted as a final report to City Administrator, Council, and the public.

The Measure Q audit findings are:

1. The City complied with Measure Q funding requirements;
2. The Library largely complied with Measure Q's expenditure requirements;
3. The City lacks appropriate controls for Measure Q purchases, citizen oversight of expenditures, and an established financial reserve fund;

Audit recommendations:

1. The City, CEDA Real Estate Division, and the Library should collaborate and decide which common area maintenance fees are not allowed by Measure Q and charge these costs to the appropriate fund.
2. The Library should develop and implement written policies and procedures for purchasing funded by Measure Q.
3. The Mayor and City Council should investigate alternatives for facilitating appointments to the Library Advisory Commission.
4. The Budget Office should establish and monitor a reserve fund for Measure Q and should obtain the input of the Library in doing so.

Ms. Olivarez answered questions. Director Martínez added that the Library is preparing a response to the Auditor's recommendations, which is due December 31.

#### **4. Staff Activities Reports**

##### **A. Library Director**

- Library Holiday Breakfast. The Commission is invited to join us December 10th at the Chávez Branch.
- 81<sup>st</sup> Ave. Library Grand Opening. January 29 dedication ceremony at 11 am. There will be a preview/open house on Wednesday, January 26 at 10 am, to acknowledge donors, and an opportunity to tour the branch (light refreshments).
- Search for City Administrator. Mayor Quan announced a national search for a new city administrator. Mr. Lindheim will remain acting administrator until a new one is appointed.
- Mayor's Inaugural Day – Jan 3. Includes a march from Chinatown to the Fox Theater; Open House of City Hall (FOPL will have a table at this event.) The Mayor also plans visits to all city departments. Mayor Quan has been a long-time library supporter.

##### **B. Building Projects – Gerry Garzón reported:**

- Asian – construction project to improve access to a public restroom. Built a doorway off of the library that goes directly into a hallway to access restrooms.
- Brookfield – closing temporarily for work improvements (December – February). Work includes installing new signage, new control systems for H and V, new landscaping, overhead panels, and security camera installation.

- Elmhurst – reopening December 1<sup>st</sup> after extensive interior/exterior renovations. New entry area, new landscaping, data cabling, comfortable chairs, new computer lab (waiting for new furniture to arrive). This was a really incredible improvement work for this library; we plan to have a grand reopening later when furniture arrives.
- King – new roof, skylight. More extensive work is still needed, ADA compliance, data cabling.
- Melrose – window renovation was completed.
- Piedmont – began new rent payment; working with the community re alternatives for a new library location. We are inclined towards recommending to Council that the library be moved into a temporary module facility (same size 1400 sq ft) which is less expensive than to rent (looking at the parking lot of Piedmont Ave elementary school for the portable unit.) We hope to go to Council with this recommendation early next year.
- Rockridge – there have been issues with the architect’s schedule causing delay in the teen zone project. The current timeline to start construction is April 2011, and finish by September 2011.
- 2<sup>nd</sup> Start Literacy – the design plan is completed for move to the Main Library in June 2011.
- 81<sup>st</sup> Ave Library – books delivery is scheduled for December 15, furniture arrives in January. We plan one day dedicated for tours before grand opening.
- OPL Web design – moving slower than anticipated; the Steering Committee is working on the design portion.
- Department of Information Technology (DIT) – this Department suffered a lot of cutbacks, including losing the person dedicated to OPL technical problems. This affects tremendously the Library’s daily operations; we have 160 outstanding repair tickets. Staff is working with DIT administration to resolve this issue. This is a big challenge for us.

### **C. Financial Report – Measure Q 3<sup>rd</sup> and 4<sup>th</sup> Quarterly Reports**

Gene Tom, Chief Financial Officer, gave an overview of Measure Q expenditures and referred to handout. We ended the fiscal year with a positive balance of \$3 million, due largely to last fiscal year’s under spending. Mr. Tom further explained the process for preparing these reports, and reassured the Commission that staff follows the rules and regulations to comply with the City’s requirements regarding tax payer measures.

There was a motion to accept the Measure Q 3<sup>rd</sup> and 4<sup>th</sup> Quarterly reports. Commissioner Alabi moved to accept the reports as presented; Commissioner Katz seconded motion.

Motion approved: Yes – 11; Noes – 0; abstentions – 0.

There were a couple of questions, and Director Martínez acknowledged Commissioner Grisby’s comment that it is a difficult task for the LAC to follow these expenditures closely since they are not familiar with the process. Perhaps staff can present more detailed reports when working on the budget preparation.

### **5. Commissioner’s Advocacy Report:**

- Commissioner Tidrick – no report.
- Commissioner Alabi – no report.
- Commissioner Manley – no report.

- Commissioner Woodridge – St. Vincent de Paul is interested in getting used books. Is there a way the library can help with discards? Gerry Garzón explained the discard process. Director Martínez suggested that the letter be sent to Library Administration for follow-up.
- Commissioner White-Taylor – Brookfield branch has a Headstart program, will not be affected by the temporary closure. Visited 81<sup>st</sup> Ave Library project and saw the progress.
- Commissioner Grisby has been sick and not able to do much.
- Commissioner Simmons – visits Second Start literacy program regularly; computer lab one-on-one with tutors, continues doing outreach, we have a better partnership with the school district adult schools (schools are sending students to 2<sup>nd</sup> Start); looking for a 2<sup>nd</sup> start representative for the LAC.
- Tool Lending has completely moved back to normal after the flood. Satisfied with results.
- Commissioner Broadhurst – no report.
- Commissioner Katz – FOPL is trying to get friends groups established throughout the branch libraries, it is a slow process. Recently, the Oakland History Room and the Melrose Branch established their friends' groups. We are trying to get these groups to work with other friends groups and help each other. There is a large FOPL meeting scheduled in December.
- Commissioner Mixon – no report; she's been busy working on a campaign.
- Commissioner Leavitt – no report.

#### **6. Old Business - None**

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

- Retreat Agenda Building

#### **8. Open Forum (Public Comment) - None**

#### **9. Announcements - None**

Meeting adjourned at 7:00 pm.

Submitted by:

Carmen Martínez,  
Library Director