



LIBRARY ADVISORY COMMISSION (LAC) FINAL MINUTES

DATE: November 24, 2014
LOCATION: Main Library Brad Walters Community Room

CALL TO ORDER: The meeting was convened by Commissioner Gonzales at 5:22 p.m. Chairperson Sterbenc arrived at 5:27 p.m. and chaired the rest of the meeting.

ROLL CALL:

COMMISSION MEMBERS PRESENT: 13 Chairperson, Kathryn Sterbenc
Vice Chair, Andrew Racle
Commissioner, Victoria Barbero
Commissioner, Lesley Mandros Bell
Commissioner, Ain Bailey
Commissioner, Roy Chan
Commissioner, Noelle Tu Duong
Commissioner, Jeanine Shimatsu
Commissioner, Susanne Perkins
Commissioner, Rosa Montgomery
Commissioner, April Harper
Commissioner, Ruby Bernstein
Commissioner, Shanthi Gonzales

COMMISSION MEMBERS EXCUSED: (two vacancies)

COMMISSION MEMBERS ABSENT: None

STAFF PRESENT: Mayor Jean Quan
Gerry Garzón, Library Director
Jamie Turbak, Interim Associate Director
Gene Tom, Chief Financial Officer
Winifred Walters, Community Relations
& Recorder

Others Present: Karely Ordaz

1. Approval of Minutes

Commissioner Gonzales called for a motion to approve the draft minutes of October 27, 2014. Commissioner Mandros Bell made a motion to approve the minutes as corrected; Commissioner Barbero seconded the motion. Motion approved.

Votes: Yes - 13; Noes – 0; abstentions - 0

2. Information Update – Mayor Quan

Mayor Quan provided an update on activities at the City level to address the anticipated revenue shortfall for the Library beginning in FY 2015-16. Council approved setting aside \$500,000 last year during the Mid-Cycle Budget process and recently added to that amount unexpended General Purpose Funds appropriated but not spent by the Library last year, adding \$120,000. She also discussed potential impacts on the Library's budget due to new MOU provisions for temporary part time workers.

Measure Q will likely need to be updated and Mayor Quan recommends that the Library plan to ask voters to approve modifications in the next presidential election, in 2016. She stated that the LAC can count on her help.

Other comments:

- Look at changes to library services and identify different ways to provide service
- Look for efficiencies
- Build allies
- Find other sources of funds
- Need for a poll; City may pay for a poll to determine what voters are likely to support. Cost for a poll is about \$25,000

Mayor Quan closed by thanking commissioners for their service to the Library and Oakland.

3. Chairperson's Commission Activities Report

1. Draft LAC Strategic Plan for calendar year 2015 was distributed for information. Chairperson Sterbenc asked commissioners to review and provide comments. The draft plan will be brought back to the LAC at the January meeting for adoption. Chairperson Sterbenc prepared the draft and noted that it is similar in structure to last year's plan. Vice-Chair Racle noted that the plan includes new leadership opportunities for commissioners.
2. Eight commissioners attended California Library Association (CLA) Conference in Oakland, November 7-9. Members of LAC with representatives from Branch Friends, OPL staff/union and the OPL director presented one of the conference sessions. Former Commissioner Gen Katz received an award from California Public Library Advocates. Commissioner Barbero expressed appreciation to Gerry Garzón and Rosalía Romo and OPL for the opportunity to attend the conference.
3. United for Libraries grant training will be held January 24-25; notify Chairperson Sterbenc if you wish to attend. Goal of training is to produce 2-3 page action plan.
4. No LAC meeting in December; however committees will meet on December 1 and December 8. Commissioners are invited to the OPL staff holiday party on December 13.
5. Appointments of one new commissioner and three reappointments are pending.

6. Preparing the LAC's annual information report to City Council; and presentation to the Life Enrichment Committee to be scheduled for January 27, 2015, 4 p.m. Hope that at least some commissioners will be able to attend.
7. Seeking nominations for committee chairs; expect appointments to be placed on the LAC's January meeting for approval.

4. OPL Staff Activities Reports

a. Director Report Highlights

Director Garzón referred to Attachment B, Director's Activities, and highlighted the Library's potential partnership with CompuGirls and thanked commissioners who attended CLA.

b. Facilities Update – Jamie Turbak reported

1. A metal screen has been installed at Elmhurst Branch to protect the glass. This is in response to frequent breakage by someone throwing rocks or metal objects.
2. The Library has received tentative agreement from the City of Oakland ADA Office willing to pay for installation of automatic door openers at five branches: Chavez, Asian, Eastmont, Dimond and West. At three of these locations, the library received complaints from patrons in wheelchairs that it was difficult to open the front door.
3. The Golden Gate windows restoration project is 60% complete and ahead of schedule.

5. Maintenance Responsibilities for Library Facilities

Director Garzón discussed the "OPL Facilities Maintenance Process" with the aid of a handout provided to all attendees. He described the steps through which library personnel request maintenance services for Main and Branches from the City of Oakland Public Works Agency (PWA). He noted that Service Requests/Work Orders are submitted by Branch and Main staff to the Library's Financial and Administrative Services Office (FASO), which in turn submits requests to PWA. FASO tracks library service requests by requestor, date opened and closed. In response to a question, Director Garzón clarified that PWA is responsible for all maintenance activities; OPL is not authorized to request services from other providers.

6. Measure Q Year-End Report – (for action)

CFO Gene Tom referred to Attachment C, FY2013-14 Measure Q Fund Year-End Report.

- OPL spent most of the Measure Q authorized budget, except for approximately \$500,000.
- Measure Q continues to have a structural deficit with the annual gap anticipated to be between \$2.5 and \$4.0 million annually by next year.

Commissioner Gonzales called for a motion to approve the Measure Q Fund Year-End Report; Commissioner Perkins seconded the motion. Motion approved.

Votes: Yes - 13; Noes – 0; abstentions - 0

7. Advocacy Committee Update

Chairperson Sterbenc reported on current activities:

1. Public Hearing transcript is done and posted on OPL's LAC web page; link to transcript was in most e-news
2. Considering creating a video highlighting OPL
3. Creating Measure Q FAQ; solicited questions and answers from commissioners, especially new commissioners

8. Networking Committee Update

Commissioner Barbero reported that the November 16 Mixer was a big success; everyone contributed, including new commissioners; 60 people attended. Members are working on a strategic plan for the committee's work. Commissioner Harper provided an update on social media activities, including the LAC's e-newsletter which now has 288 subscribers.

9. Commissioner's Advocacy Reports:

- Commissioner Montgomery: Elmhurst Friends group has grown from 3 to 11 members
- Commissioner Bernstein: Golden Gate branch is being repaired; went to Elmhurst for Judy Juanita author program.
- Commissioner Harper: Piedmont has a new children's librarian, currently in training; Books and Brews book club's next meeting is December 7.
- Commissioner Perkins: Melrose window is fixed—thank you to staff. Backyard is still in progress. Circulation is up at branch, 2 new volunteers for the computer lab. Children's librarian position is vacant again; requested Spanish-speaking librarian for this location.
- Commissioner Barbero: Friends' tote bag sales are going well.
- Commissioner Gonzales: Looking forward to getting back to adopted branch, ML King; impressed with branch manager.
- Commissioner Racle: Met with West Oakland Children's Librarian and also CM Gibson-MacElhaney's staff member Casey Farmer regarding a volunteer event to aid in recruitment of volunteers for branch friends group for West Oakland.
- Commissioner Shimatsu: 81st Ave is gearing up for the Toy Drive sign-up; also a program called "An Hour of Code for Kids". The Teen librarian is leaving OPL and what is the process for filling the position, how long will it take. Jamie Turbak described the process and how the timeline can vary; emphasized the OPL administration will move forward to fill the position as quickly as possible.
- Commissioner Mandros Bell: Tool Lending Library is looking at a bicycle repair station with goal of making a large impact with a new service that takes up very little space.
- Commissioner Bailey: Asked for status of Montclair branch facility project – Jamie Turbak stated that architect is finalizing plans and do not have firm dates. Asked for status of roof repair and work order ticket that was opened in 2012.
- Commissioner Chan: Asian branch is conducting senior outreach, especially to immigrant seniors and offering iPad classes for seniors. Oral history project for Asian Library is expected to launch at end of January.

10. Agenda Building:

- Review list of prior presentations on various topics and consider including scheduling again in the future for benefit of newer commissioners.

11. Open Forum/Announcements –

- **Reminder** - Next LAC meeting is January 26, 2015.
- Karely Ordaz, Councilmember Gallo's Office, introduced herself and expressed interest in joining the LAC

12. Adjournment - Meeting adjourned at 6:55 pm.

Submitted by: Gerry Garzón, Library Director