



**LIBRARY ADVISORY COMMISSION (LAC) DRAFT MINUTES**

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**DATE:** September 24, 2018

**LOCATION:** Main Library Brad Walters Community Room

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**CALL TO ORDER:** The meeting was called to order at 5:25 p.m. by Chairperson Barbero.

**ROLL CALL:**

**COMMISSION MEMBERS PRESENT: 13**

- Victoria Barbero, Chairperson
- Lesley Mandros Bell
- Cathy Smith
- Sarah McClung
- Tyron Jordan
- Nathaniel Dumas
- Mary Forte
- Reginald Constant
- Susanne Perkins
- Ada Chan
- Amy Johnson
- Alternier Cook
- Aurea Lewis

**COMMISSION MEMBERS EXCUSED: 3**

- Rebekah Randle
- Rosa Montgomery
- Andrew Racle

**STAFF PRESENT:**

- Jamie Turbak, Interim Director
- Gene Tom, Chief Financial Officer
- Rosalía A. Romo, Recorder

Chairperson Barbero acknowledged Commissioner Perkins for all her contributions and hard work in the past six years as her second term ends and this will be her last meeting. Also, extended welcome to four new commissioners – Mary Forte, Amy Johnson, Ada Chan and Cathy Smith.

## **1. Approval of Minutes**

Chairperson Barbero called for a motion to approve the minutes of July 30, 2018. Commissioner Mandros Bell made a motion to approve the minutes as recorded. Commissioner Dumas seconded the motion. Approved.

Votes: Yes – 12; Noes – 0; Abstentions – 1

## **2. Review Measure Q Audit Report FY 2013-14 through FY 2016-17**

Gene Tom proceeded to explain that the Measure Q Audit is an annual requirement established in the Measure Q legislation and prepared by the City Auditor, an elected official.

In summary, this audit reviewed Fiscal Years (FY) 2013-14 through 2016-17 with the objectives of:

1. Verifying the minimum appropriation from the City's General Fund to the Library;
2. Confirming that the Reserve Fund requirements were met;
3. Assessing the Library Commission's compliance with the ordinance that established it;
4. Determining whether proceeds were properly dispersed as prescribed by the Measure Q requirements.

Observations made by the Office of the City Auditor:

1. Certain expenditures may not have conformed with Measure Q requirements in FY 2013-14 and FY 2014-15.
2. The City has not adequately documented the financial controls in place that ensure the minimum Library Fund appropriation is met each year. If the City does not contribute the minimum funding to the Library, the City may not receive the tax revenue from Measure Q.

Recommendations made by the Office of the City Auditor:

1. At the prompting of this audit, the City Administrator performed a review of the Internal Service Expenditures for FY 2013-14 and FY 2014-15. If any expenditures are determined to exceed actual costs, a plan should be developed to restore the funds in conformance with Measure Q's requirements.
2. The City Administrator should document the financial controls over establishing the minimum appropriation each year and verify it is accurately recorded in the city's Financial Reporting System to ensure that the requirements of Measure Q are always met.

Overall, it was a good audit that identified that the Measure Q expenditures substantially met the Measure's requirements, and that the Library Advisory Commission operates in compliance with the ordinance. Questions followed presentation. The LAC would like the City Auditor to prepare an audit every year, as stipulated in the Measure Q ordinance.

### 3. Chairperson’s Commission Activities Report – Chairperson Barbero

#### a. Committees Structure Review

Discussion carried from last meeting to decide whether to continue with the existing committee structure and modify frequency of meetings due to lack of attendance. Sustainability Committee focuses on the budget to make sure that the Library can be open six days a week and provide all needed services. Outreach Committee focuses on reaching out to the public, city council and the Mayor's office to build awareness of the Library's challenges, resources and services. After discussion, Chairperson Barbero called for a motion to keep both committees and to meet every month for the remainder of the year with the option to meet bimonthly as needed. Also, create ad-hoc committees for special projects. Commissioner Perkins moved to approve motion. Commissioner Mandros Bell seconded the motion. Motion approved.

Votes: Yes – 12; Noes – 0; Abstentions – 1

- Outreach Committee to meet 2<sup>nd</sup> Monday of every other month, starting October 8. Commissioner Barbero, Chair.
- Sustainability Committee to meet 3<sup>rd</sup> Monday of every other month, starting October 15. Commissioner Jordan, Chair.

#### b. Library Branches Adoption

Discussion carried from last meeting. Chairperson Barbero explained the process to adopt a branch and report back to the LAC meeting. Commissioners selected as follows: AAMLO: Lewis, Piedmont: Randle, Temescal: McClung, Golden Gate: Dumas, Elmhurst: Forte, West Oakland: Constant, Lakeview: Smith (Barbero), Asian: Cook, Dimond: Johnson, Martin Luther King: Jordan, Tool Library: Mandros-Bell, 81<sup>st</sup> Ave: Chan, and Chavez: Chan. Incoming new commissioners can decide later on the remaining branches - - Brookfield, Eastmont, Melrose, Montclair, and Rockridge.

#### c. Upcoming Election of Library Commission Officers – Information

In November, Chairperson Barbero, Vice-Chair Racle, and Commissioner Montgomery will come to the end of their second term. Current Co-Vice Chair is Commissioner Mandros Bell. Commissioners interested to run for officers, contact Chairperson Barbero. Elections for LAC officers will be held at the next meeting in October.

### 4. LAC 2018 Strategic Plan Review

This item has been reviewed and carried over from the last two LAC meetings. Commissioner Constant made a motion to table item for final approval at next meeting to allow new commissioners time to review it. Commissioner Perkins seconded it. Motion approved.

Votes: Yes – 9; Noes – 2; Abstentions – 2

## **OPL Staff Activities Reports**

### **Director’s Report Highlights – Jamie Turbak:**

- With upcoming elections in November, Commissioners were reminded to follow the guidelines provided by the Ethics Commission (Rules for Campaign) during the upcoming election campaign.
- Proposed expansion of library hours. With the passage of Measure D, which will fund extended library hours, staff has been meeting with staff and library unions to strategize extended hours and hire part time staff. The plan is to open 81<sup>st</sup> Avenue on Sundays and provide a degree of standardization system wide. Discussion followed.
- City Administrator requested that LAC be the oversight body for Measure D, since the Commission already does this for Measure Q, and it makes sense to review both measures. Staff will prepare a report to Council to amend the LAC ordinance to include Measure D oversight in the language.

### **5. Commissioner’s Advocacy Reports**

- Commissioner Dumas: Golden Gate Branch centennial celebration in October, the Friends Group got a grant for next year’s jazz series.
- Commissioner Mandros Bell: Tool Lending obtained a \$10,000 grant from FOPL; TLL was also featured on KCBS radio.
- Commissioner Barbero: the parking problem around Lakeview Branch was solved by Public Works planting trees to block access to park area; mural discussions continue.
- Commissioner Lewis: AAMLO is hosting an alternative jobs-for-youth program Oct 13<sup>th</sup>.
- Commissioner Forte: East Oakland branch libraries are meeting to talk about safety, illegal dumping, and custodial issues that afflict these branches, and invited Public Works director, OPD Chief. September 29 at 2pm.

### **6. Agenda Building**

- Budget course
- Arguments for Building Branch Libraries in Underserved Areas: San Antonio and Hoover
- Invite City Auditor attend LAC meeting after the election

### **7. Open Forum/Announcements**

### **8. Adjournment - Meeting adjourned at 7:12 PM.**

Respectfully submitted,

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Jamie Turbak, Interim Library Director