

Library Advisory Commission Sustainability Subcommittee - Draft Minutes

Date: October 14, 2020

Call to Order: The meeting was called to order at 6:37PM

Commissioners in attendance: Ada Chan, Mary Jo Cook, Cathy Smith, Jessica Jung, Nathaniel Dumas, Viola Gonzalez

Commissioners absent: Mary Forte

Invited speaker: Calvin Hao, Oakland Public Works

1. Review and Approval of Draft Minutes–

- I. Commissioner Chan moved to approve the March minutes as drafted, Commissioner Gonzales seconded the motion. The minutes were approved by Commissioners Chan, Jung, Gonzalez and Smith. Commissioners Dumas and Cook abstain.

2. General Business

- I. Discuss moving the timing of the meeting earlier to allow for earlier conclusion. Commissioner Smith moves to change the meeting time to 6PM, Commissioner Chan seconds. Time change is unanimously approved.

3. Update on the Library Feasibility Studies

- I. Calvin Hao, an architect from OPW, was placed on the library feasibility project weeks before our meeting.
- II. Overview of feasibility studies:
 - i. The Oakland city budget allotted \$700,000 for a Main library feasibility study and \$500,000 for a Hoover Durant feasibility study.
 - ii. The projected timeline is broken up into three 18-month segments
 1. 18 months to hire a project manager for the work
 2. 18 months until a request for proposals (RFP) is drafted and a final firm is selected
 - a. Mr. Hao offered to provide a detailed timeline for the process by the end of 2020
 - b. Mr. Hao hopes to have the final RFP prepared by March 2021
 3. 18 months to do the work of the feasibility study and make recommendations.
- III. Questions and comments from Commissioners
 - i. Commissioners expressed concern over the timeline. It seems like the process is taking longer than it should.
 - ii. Commissioners wonder whether the library philosophy of a large Main Branch versus only smaller more dispersed branches will be addressed.
 1. Director Turbak hopes this will be concluded by the study.

4. Open Forum

- I. No members of the public were present.

5. Agenda Building for the Sustainability Committee:

- I. Meeting with Oakland Public Works

Meeting was Adjourned at 7:44PM

Respectfully Submitted,

Commissioner Cathy Smith