



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

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**Date:** January 25, 2021

**Recording:** [http://oakland.granicus.com/MediaPlayer.php?publish\\_id=76a70908-61a0-11eb-920e-0050569183fa](http://oakland.granicus.com/MediaPlayer.php?publish_id=76a70908-61a0-11eb-920e-0050569183fa)

**Location:** Zoom video conference

Pursuant to the Governor's Executive Order N-29-20, all members of the Oakland Public Library (OPL) Advisory Commission joined the meeting via phone/video conference and no teleconference locations were required.

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**CALL TO ORDER:** Co-Chair Caleb Smith called the meeting to order at 5:32 p.m.

**ROLL CALL:**

**COMMISSIONERS PRESENT: 12**

Ada Chan  
Alternier Cook  
Angelica Valentine  
Caleb Smith, Co-Chair  
Carolyn Moskovitz, Vice-Chair  
Cathy Smith  
Jessica Jung  
Joseph Karwat  
Mary Forte  
Mary Going  
Mary Jo Cook  
Viola Gonzales

**COMMISSIONERS ABSENT: 2**

Nathaniel Dumas, Co-Chair  
Tyron Jordan

**STAFF PRESENT:**

Jamie Turbak, OPL Director  
Kere Gonzales, Executive Assistant to the Director

### **1. Approval of Draft Minutes: November 30, 2020**

Commissioner Ada Chan made a motion to approve the minutes. Commissioner Mary Jo Cook seconded the motion. All in favor. Motion approved.

### **2. Special Guest-Mayor Libby Schaaf**

Commissioner Viola Gonzales gave an overview of the Library's recent efforts and history. Commissioner Mary Jo Cook gave an overview of the Library's priorities and challenges. Mayor Schaaf recognized the Library's accomplishments noting that the Library is relevant and appreciated. Mayor Schaaf discussed the City's budget challenges and shared that Measures Q and KK may go onto the ballot in 2022. She also acknowledged the hiring freeze and reminded that department heads have an option for appeal if a position can be justified. Mayor Schaaf will meet with Jamie Turbak regarding Library facilities. Mayor Schaaf closed by reiterating her appreciation for staff and commissioners.

### **3. Open Forum/Public Comment**

Comments and questions were taken from members of the public.

### **4. Public Ethics Presentation**

Analyst Jelani Killings shared a [video](#) which gave an overview of the Public Ethics Commission. In addition, Jelani provided a copy of the Board and Commission handbook. He discussed the Form 700 filing requirements, upcoming training, and answered questions regarding electronic communications.

### **5. Director's Report**

To: Library Advisory Commission  
From: Jamie Turbak, Director, Oakland Public Library  
Date: January 25, 2020  
Re: Oakland Public Library (OPL) – Director's Monthly Report

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### **General Updates:**

- Library Management met with SEIU Local 1021 about three times regarding plans for "inside services". At this time, there is no date to allow the public inside libraries. Alameda County issued new Health Orders that will take effect at midnight tonight. It reflects an improvement in the intensive care unit (ICU) bed capacity available in Alameda County. Today's Health Order does not affect Oakland Public Library operations, as the County remains in the "Purple Tier". Upon reaching the "Red Tier", Oakland Public Library may begin allowing modified "inside services". This will be determined by a variety of factors that were explained at an All Staff meeting on Friday, January 22, 2021.
- I participated in four staff "listening sessions" for Race and Equity Action Plan.
- City Administrator, Ed Reiskin and I met with Friends of Hoover Durant Library on Monday, December 14, 2020

- I accepted several resignations from several full-time librarians, including the AAMLO Branch Manager. We have a significant number of vacancies, but there is a selective hiring freeze so these may not be filled quickly.
- I participated in an “audit exit meeting” with City Administration, Budget Office and Auditor Courtney Ruby for FY17-19 Measure D and Q. The final audit is expected to be released soon.
- I’ve had several meetings with Calvin Hao, Diane Tannenwald and Executive Assistant, Kere Gonzales to plan for the RFP for the Main Library and Hoover Durant Feasibilities. Calvin is in process of drafting the RFQ/P and then we will share with appropriate stakeholders for review.
- I met with OUSD and City of Oakland Real Estate to continue to discuss a long-term agreement for construction of a library on Piedmont Elementary property.
- I spent the last several weeks on budget submissions, TPT layoffs, CIP deadlines and making plans to resume “inside services” pending SEIU Local 1021 discussions.
- I drafted a report and resolution to go before City Council regarding the Emeryville contract for library service. It is currently under City Attorney and City Budget Office review.
- I submitted a “letter of intent” to the National Trust for Historic Preservation for African American Museum and Library at Oakland (AAMLO) for \$150K to “engage an architect to design a welcoming entrance and dynamic gallery, as well as plan for structural repairs to the aging facility”. I want to thank Friends and Stewards of AAMLO as well as Commissioner Tyrone Jordan for providing letters of support on very short notice.
- I participated in several Emergency Management Service Division (EMSD) meetings and trainings.
  - ESF6 – Mass Care and Shelter
  - ESF17 – Volunteers and Donation Management
  - ADA Training : Facility Assessment (3 morning sessions)
- I participated in a “get to know you” meeting with a grantor who is funding a \$10,000 collaboration between Oakland Public Library and the City of Oakland Economic & Workforce Development Board. Our two departments are planning to offer a joint job fair at the West Oakland Branch Library (with the 2 nonprofit job centers, PIC and WOJRC on the 2<sup>nd</sup> floor). In addition, staff from both departments will cross-train each other on the kinds of services that each provide regarding employment and job-seeking support for the community.
- I reviewed capital project meeting notes for The Shed, the TCC grant-funded expansion of the container at Martin Luther King, Jr. Branch Library for youth bike repair programming and Scrapper Bike Team/Higher Ground partnership. The initial project design goals are excellent. The TCC grant for The Shed is \$400,000.

## **6. Co-Chairpersons’ Commission Report**

Co-chair Caleb Smith reported that he met with advocates and started discussion regarding the renewal of measures and the budget. He will follow up with the Sustainability committee regarding joining the monthly FOPL meeting.

### **7. Standing Committee Reports**

- Outreach – Committee met in January. The mixer was well received. They are working on the Action Plan and purpose statement. They addressed a question about how books are discarded.
- Sustainability – Committee met in January. Calvin Hao attended meeting; feasibility study should proceed. Assigned tasks from the Action Plan.

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

#### **9. Agenda Building**

Suggestions for future agenda items were:

- Report on backlogged maintenance items.
- Use of electronic tools.
- Building and maintaining a listserv.
- Speakers representing Oakwififi, OUSD Wi-Fi, and Library Wi-Fi.
- Invite Mayor twice a year

A request was made that Co-chair provide an explanation of how future agenda items have a direct line to the work of the commission.

### **10. Adjournment - Meeting adjourned at 7:44 PM**

Respectfully submitted,

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Kere Gonzales, Executive Assistant to the Director