

## Oakland Library Advisory Commission Sustainability

### 2/10/2021 Meeting Minutes

#### Present:

Ada Chan

Mary Forte

Mary Going

Nathaniel Dumas

Jessica Jung

#### 1. Approval of Draft Minutes from January 2.

- Mary Forte – move approve
- Jessica Jung second –
- All approve

Minutes Accepted

#### 2. Review Maintenance Backlog and Devise Action Plan

Committee reviewed backlog materials provided but found them incomprehensible. Commissioner Going to follow up with staff to request backlog for anything open logged before 12-31-2020

Commissioner Forte question/request: As we phase in the opening of libraries should each library's maintenance be completed before opening? This is the time to do the maintenance while the libraries are closed. Cleanliness is and the maintenance of public bathrooms is an ongoing issue.

Director Turbank reported having trouble identifying what the problem is. There are many points in the chain of communication in which something can go wrong. From the branch librarian, through the internal library communications and with Public Works. Issues range from a cardboard box that needs to be broken down to electrical problems. The Library Team is working on instructions for staff to have entries standardized and tracked.

No one is comfortable saying that public works is not doing their job, when they are underfunded. There are structural problems, and there are structural fixes. We need to hire some more custodians. At this point her priority is getting a dedicated painter for the libraries.

Advice from Director: Trying to get custodial services outsourced on a timely basis in order to impact Measure Q is impossible. The Security Contract took two years to get through council.

An example of structural solution is problem the library was having with IT support – 50% of public computers in the library were out of order, DIT backlog tickets. Solution: Two IT positions were created out of measure Q funds dedicated for IT desktop support. These positions are limited to working for the libraries.

Public works says they have more positions filled now, than before shelter in place

Committee Members asked Director Turbank for more information about the Internal Services Fund – and how it works. Specifically how much do the libraries pay into the fund, what is spent on library services, and what is necessary to maintain level of service.

Jaime will think about what the sustainability committee can do – and come back with some suggestions of things we can focus on that will assist her.

### 3. Election of New Co-Chair

Cathy Smith is stepping down as co-chair, baby due in May. April will be her last meeting.

- Mary Going nominated Mary Forte as Co-Chair
- Mary Forte was unanimously voted in as co-chair

### 4. Open Forum/Public Comment (two-minute time limit)

### 5. Agenda Building Regular Meeting Agenda

Next months agenda:

1. Public Works Backlog - Update Retraining staff to submit tickets  
Invite Mark Hayes.

Commissioner questions for DPW Custodial Services:

- How do they measure success?
  - How does this compare?
  - Total requests, open closed for year – how are facilities comparing
  - Have Measure D custodian positions been filled?
2. New re-run backlog
  3. Audit review – and updated talking points for council members -- Mary Going to lead  
Discussion

Future meeting agenda items:

- Understanding “level of effort “ as it relates to the budget.
- Getting a better understanding of the Internal Services Fund