



LIBRARY ADVISORY COMMISSION (LAC) FINAL MINUTES

DATE: January 27, 2020

LOCATION: Main Library Brad Walters Community Room

CALL TO ORDER: Co-Chair Gonzales called the meeting to order at 5:38p.m.

ROLL CALL:

COMMISSIONERS PRESENT: 11

- Viola Gonzales, Co-Chair
- Mary Jo Cook
- Lesley Mandros Bell
- Jessica Jung
- Alternier Cook
- Caleb Smith
- Ada Chan
- Joseph Karwat
- Angelica Valentine
- Mary Forte
- Cathy Smith

COMMISSIONERS ABSENT: 4

- Nathaniel Dumas, Co-Chair
- Tyron Jordan
- Amy Johnson
- Carolyn Moskovitz

STAFF PRESENT:

- Jamie Turbak, Director
- Mathew Berson, Public Information Officer
- Rosalía Arteaga Romo, Recorder

1. Approval of Minutes

Vice-chair Gonzales called for a motion to approve the minutes of November 25, 2019. Commissioner Mandros Bell made a motion to approve the minutes as recorded. Commissioner Caleb Smith seconded the motion. Motion approved by all.
Votes: Yes – 11; Noes – 0; Abstentions – 0

2. Chairperson Report

- Co-Chair Gonzales welcomed newly appointed commissioners Angelica Valentine and Mary Jo Cook. All commissioners introduced themselves.
- Attended the Friends of the Libraries meeting.
- Encouraged commissioners to attend these meetings (including FOPL meetings) and adopt a branch library and establish a relationship with staff.
- Comment Letter on the Downtown Oakland Plan. The Plan has been in development for about 5 years. The Library was not included in the Plan and the LAC advocated to request inclusion of a new Main Library in the Downtown Plan to the Planning Commission. Commissioners Chan and Cathy Smith added that the Sustainability Committee discussed drafting another letter to the Planning Commission regarding specific incentives in support of a new Main Library. The letter will elaborate on the Plan's financial impact and how this will affect the Library. Discussion followed and the Commission agreed that the Sustainability Committee will draft letter to the Planning Commission and Council Members based on the comments presented.
- LAC Orientation. Co-Chair Dumas, in collaboration with library staff, will assemble appropriate materials for orientation and schedule with new commissioners.

3. Director's Report – Jamie Turbak

- **Census Update:** Mathew Berson, OPL's Public Information Officer, reported that OPL is part of the official Census Task Force. This means that each branch was granted a certain amount of money to develop a program to entice citizens to take census and promote the census campaign. Branches were assigned as assistance centers to help citizens complete census and provide information and handouts. The Library is waiting on outreach materials from the Alameda County to display at branches and is recruiting volunteers. Volunteer training scheduled on February 7th. Mr. Berson was invited back for another update on Feb 24th.
- **Facilities Maintenance Update.** Director Turbak reported that after the Public Works presentation to the LAC last November and after hearing the Commissioners concerns, OPW changed the schedule for the custodial supervisor. Also, 2 temporary part-time custodians were hired on Jan 13, exclusively dedicated to the library. The Commission needs to raise awareness in the community on how this works as they have voiced concerns after supporting the library's tax measures are unhappy about the branches' maintenance. Discussion followed.

4. LAC Strategic Plan Review

Co-Chair Gonzales proposed that both the Sustainability and Outreach Committees review Strategic Plan at their meetings and suggest changes / edits accordingly, then bring recommendations for discussion at LAC meeting in February.

5. Meetings with Electeds Update

- Commissioners Caleb Smith, Joseph Karwat and Alternier Cook met with Mayor Schaff in December. Touched on several points, libraries are key for social services, Downtown Plan, and a feasibility study for the Main Library and Hoover Durant projects. The Mayor is strongly of the opinion we already have too many buildings but is open for a new Piedmont branch, remodeling the Main Library to reduce staffing costs, but does not support creating a Hoover Durant branch. OPL should provide washing machines for the homeless. Commissioners felt the Mayor is not well informed about what the libraries provide or understood the dynamics. Director Turbak suggested that perhaps the Commission should take a different approach and focus on these issues – homeless and housing – back to the Mayor for discussion.
- Discussion followed on what is the library’s outreach social media – Twitter, Facebook and Instagram. The Commissioners would prefer a presentation on library outreach instead of a census update. Commissioner Mary Jo Cook suggested that the LAC Committees look at outreach services when reviewing the strategic plan. Also, Outreach Committee should talk to the Mayor about the library’s outreach.

6. Standing Committees Update

Sustainability Committee –

Commissioner Cathy Smith reported they met in January and discussed the checklist of the library custodial services and decided a survey was not necessary and instead focus on the source of problem and try to get to where that disconnect is. Elmhurst Branch continues to have problems keeping restroom clean (provided portable bathroom) trying to get numbers in the Public Work’s budget to figure out where the money is going. Encourage OPW to contract outside companies to complete projects. LAC should discuss OPL budget and how to keep budget sustainable. Expanding the library system, what are the priorities for the library system wide, and how to make it work. Can we review Measure Q to allocate better library funding?

Brief discussion followed on Measure Q and library budget. Director Turbak added that the City Auditor has kicked off Measure Q and Measure D audits to be done by end of fiscal year in June 2020. City budget presentation is scheduled in May.

Outreach Committee – No meeting to report

8. Commissioner’s Advocacy Reports –

- Security issues continue to be a problem at Lakeview branch.
- Commissioner Alternier Cook – Visited Asian branch and talked with branch manager. They are also facing security and safety issues, and the facilities manager is working with the beat officers to handle this.
- Is there an update on the OUSD property adjacent to the Piedmont Avenue branch site? A recommendation is pending to not surplus OUSD property. The OUSD Board has not voted on it or taken any action. More meetings are expected to reach final decision.

- Co-Chair Gonzales acknowledged Commissioner Mandros Bell, whose term ended last July, for her dedication and hard work on the LAC. Commissioner Mandros Bell will remain on the Commission until a new replacement is identified. Also acknowledged was Commissioner Aurea Lewis, whose second term ended this January.

9. Open Forum / Public Comments – none

Agenda Building:

- Strategic Plan Update – Feb
- Measure Q Audit Presentation– (find out when next audit is scheduled).
- The Livable Oakland Initiative Presentation – March (Commission on Aging)
- Communication Strategy – April (Matt Berson)
- Budget 101 – May
- Budget strategy year cycle 20-21 –

11. Adjournment - Meeting adjourned at 7:45PM.

Respectfully submitted,

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Jamie Turbak, Library Director