

**Library Advisory Commission Sustainability Subcommittee**  
**Draft Minutes – November 13, 2019**  
**Location:** Cesar Chavez Branch

**Call to Order:** The meeting was called to order at 6:32PM

**Commissioners in attendance:** Ada Chan, Mary Forte, Nathaniel Dumas, Cathy Smith, Jessica Jung

**Commissioners absent:** Viola Gonzalez

**Other Attendees:** Arleen Feng, Caleb Smith

1. **Approval of draft minutes from September 11, 2019 –**
  - I. Commissioner Chan moved to approve the minutes as drafted, Commissioner Forte seconded the motion. The minutes were approved by Commissioners Cathy Smith, Ada Chan, and Mary Forte. Commissioners Dumas and Jung abstained.
2. **Review a potential permanent site for the Piedmont Branch Library**
  - I. Arleen Feng from Friends of the Piedmont Library spoke on the matter as a guest invited by the LAC sustainability committee. The Piedmont Friends has recently gained non-profit status for fundraising purposes. Ms. Feng was in attendance to educate the committee on the potential use of 85 Echo Avenue as a permanent Piedmont library location.
  - II. 81 Echo Avenue is a 6,837 ft<sup>2</sup> building on 0.51 acres
    - a. 81 Echo Avenue is an attractive candidate as a permanent library location in the Piedmont Avenue area. It was originally built in 1970 for use as a child development center and pre-school. The building has not been in use since 2010 because of reduced state funding allocations and reduced enrollment.
    - b. OUSD has convened a 7-11 committee to review five properties that have been identified as vacant and deemed unessential or unfit for program delivery. The 7-11 committee will review these sites to and make recommendations as to whether these sites is surplus as well as possible recommended uses.
    - c. OPL and OUSD currently have had a joint use agreement in place wherein the library is located in a portable on the Piedmont Avenue Elementary School. This is a mutual beneficial situation because it provides the library with a location and the school does not have to pay for and run a school library, however, having a permanent location would be better.
    - d. If the library branch was moved to the location at 81 Echo Avenue, OUSD and OPL could move to a joint occupancy agreement.
    - e. The current rent for the portable is \$30,000/year and, if leased as a surplus building, the new rent for 81 Echo Avenue could be as high as \$230,000/year. It is expected that OUSD would lease, not sell the space. It is currently unknown what the operating costs will be. The estimated necessary repairs for this building are \$538,532.
  - III. It is expected that the 7-11 committee will draft recommendations that they will report and review within the committee in December 2019. They are then likely to provide their report to the School Board in January 2020.
  - IV. The Friends short term goals regarding 81 Echo Avenue are to:
    - a. Encourage the 7-11 committee to recommend against surplus
    - b. Have OUSD and OPL enter into a joint occupancy agreement
    - c. Create time for necessary conversations about budgeting for library use and improvements for the space. The current portable lease ends in 2022.

- V. Commissioners discussed the next steps that need to be made and decided to:
- a. Ask Library Director Jamie Turbak for more information on how the library would go about expanding the libraries services into new branches including a new Piedmont Branch.
  - b. It was discussed that there would eventually need to be a determination of operating costs as well as the costs to upgrade the existing building could potentially come later.
  - c. Commissioners plan to agendize the authorization a letter from LAC to school board urging addressing this matter. This letter will also be distributed to the 7-11 committee and Councilmember Kalb. At a minimum, the letter should include a recommendation not to surplus the existing building and highlight that the two parties are already in a joint use arrangement that is mutually beneficial so a joint occupancy arrangement should be equally beneficial to both the library and the school.

**3. Discuss Maintenance Standards for the library and continued survey development:**

Director of Oakland Public Works, Jason Mitchell will attend the November 25<sup>th</sup> meeting of the Oakland Library Advisory Commission.

In an effort to further develop a survey on the library maintenance standards, the Sustainability Committee has the following questions for Director Mitchell:

- What is the baseline standard for the maintenance services that public works is providing to the libraries?
- Is Public works currently meeting those minimum expected services provided?
- Please provide a list of outstanding service requests for the libraries. How many are there?
- Please provide a list of maintenance related library closures.

Commissioners will also talk to their adopted branches about what public works services are being provided.

**4. Agenda Building:**

Commissioners decided to have a meeting December 11, 2019

Meeting was Adjourned at 7:55PM

Respectfully Submitted,  
Commissioner Cathy Smith