



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

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**Date:** June 29, 2020

**Recording:** [http://oakland.granicus.com/MediaPlayer.php?publish\\_id=fc1bfa8a-ba93-11ea-93cb-0050569183fa](http://oakland.granicus.com/MediaPlayer.php?publish_id=fc1bfa8a-ba93-11ea-93cb-0050569183fa)

**Location:** Zoom video conference

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

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**CALL TO ORDER:** Co-Chair Gonzales called the meeting to order at 5:40 p.m.

**ROLL CALL:**

**COMMISSIONERS PRESENT: 13**

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

**COMMISSIONERS ABSENT: 1**

Tyron Jordan

**STAFF PRESENT:**

Jamie Turbak, Director

### **1. Approval of Minutes**

Vice-chair Gonzales called for a motion to approve the draft minutes of February 24, 2020 with corrections provided by Commissioner Forte. Commissioner Caleb Smith seconded the motion. Motion approved.

Votes: Yes – 13; Noes – 0; Abstentions – 1

### **2. Co-Chairpersons' Report**

Co-Chair Gonzales:

- Involved in response to Downtown Specific Plan.
- Library Advocates expressed concern and support during the City Budget process.
- Interest in the holiday mixer.

Co-Chair Dumas:

- Friends and Stewards of AAMLO (SAAMLO) concerned about how to keep the community engaged during this time of library closures.
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### **3. Oakland Public Library (OPL) Director Report**

- February 24 – Last LAC meeting
- March 16 – All Oakland Public Libraries (OPL) close due to County Health Order
- March/April – Library employees telecommute and perform essential government operations
- May 1 – Library employees begin Disaster Service Work (DSW) to support the City of Oakland Emergency Operation Center (EOC)
  - COVID-19 test sites;
  - Distribution of PPE;
  - Park ambassadors;
  - Meal distribution sites;
  - Home meal delivery;
  - Food prep at Alameda County Food Bank;
  - Temporary shelters for unhoused;
  - Phone banking for wellness checks;
  - EOC administrative support
- May 21 – Ed Reiskin sworn in as Oakland's City Administrator
- April/May/June – Library Services include:
  - 500 hotspots to OUSD students;
  - Collecting PPE for First Responders;
  - Online Summer Reading Program;
  - Extended due dates to June 30, including Wi-Fi hotspots;
  - Virtual Lawyers in the Library;
  - Ebook help by phone;
  - Lawyers in the Library via Zoom or phone;
  - Online storytimes, book and language Clubs;
  - Enki California Digital Library: no library card required, no hold queues;
  - Phone reference is available in English, Spanish, and Chinese;
  - One-on-one tutoring for K-12 students every day from noon until midnight (Spanish available) through Tutor.com;

- Hoopla: check out 10 titles per month (up from 8);
- Kanopy: check out 5 titles per month (up from 4);
- Patron library card accounts extended to June 30
- June 1 – Library employees return to facilities. Primary tasks:
  - Prep for Sidewalk Pickup service
  - Tagging materials for Self-Check implementation
  - Food distribution
- June 5 – Jason Mitchell appointed Interim Assistant City Administrator over the Library Department.
- June 19 - OPL launches Sidewalk Pickup service at five library locations (Main, West Oakland, 81<sup>st</sup> Ave, Chavez and Rockridge Branches). This required many steps, including:
  - Developing new materials handling and quarantine procedures;
  - Changing the reservation system to account for the reduced number of available locations;
  - Creating new work teams (pods) to create “work bubbles”;
  - Moving existing holds at closed locations to those offering Sidewalk Pickup service;
  - Orienting staff to new work locations and training them on extensive safety protocols and health checks;
  - Creating public messages announcing the new service;
  - Helping patrons navigate the new system;
  - Printing multi-language signs to direct patrons at Sidewalk Pickup locations;
  - Implementing texting software to increase efficiency and provide socially-distanced service;
  - Moving an unprecedented number of materials between locations. We processed 7,000 holds on the first day!
- June 22 – City Council passes FY20-21 Midcycle Budget Amendments
  - Transfer of \$1.48M of positions and O&M from General Purpose Fund to Library Measure D
  - \$7.7M to build citywide public Wi-Fi network to bridge digital divide
  - \$1.85M to create the Mobile Assistance Community Responders of Oakland (MACRO) program in the Department of Violence Prevention; this is an alternative to OPD for 911 mental health crisis calls
- Reading recommendations published online at [Oaklandside.org](http://Oaklandside.org)
- AAMLO awarded \$10,000 Federal Grant to produce an exhibit called, “Africa Remembered, African Reclaimed: Heritage and Revitalization in Black American Culture and Identity”
- Library is part of the \$28M TCC grant that was just awarded to the City of Oakland. The library portion will provide \$400,000 to remodel “The Shed” which is the shipping container at the MLK Branch Library that provides Scraper Bike programming and bike repair.
- Check Your Shelf: The Oakland Public Library Podcast – Episode 4: Other Duties As Assigned
- [sfgate.com](http://sfgate.com) - Oakland libraries reopened. Here's what they look like now

**4. OPL Public Information Officer Report**

Matt Berson:

- PowerPoint presentation

**5. Open Forum/Public Comment**

**6. Meetings with Electeds Update**

- Commissioner Moskowitz requests that OPL Director Turbak to develop talking points for future meetings with Council Members.

**7. Standing Committees Reports**

**8. Commissioner's Advocacy Reports**

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**9. Agenda Building**

- Suggested topics
  - Citywide Wi-Fi efforts, including those of Oakland Unified School District
  - Presentation from OPL Racial Equity Team
  - Literacy services / Community-based functions
  - Budget presentation
  - FOPL / Friends groups – Strengthening networks

**11. Adjournment** - Meeting adjourned at 8:09 PM.

Respectfully submitted,

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Jamie Turbak, Library Director