



LIBRARY ADVISORY COMMISSION (LAC) DRAFT MINUTES

Date: June 28, 2021

Recording: http://oakland.granicus.com/MediaPlayer.php?publish_id=73780f10-de88-11eb-9c7a-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.

CALL TO ORDER: Co-Chair Caleb Smith called the meeting to order at 5:33 p.m.

ROLL CALL:

COMMISSIONERS PRESENT: 12

Ada Chan
Alternier Cook
Mary Jo Cook
Nathaniel Dumas, Co-Chair
Mary Forte
Jessica Jung
Joseph Karwat
Carolyn Moskovitz, Vice-Chair
Caleb Smith, Co-Chair
Ayushi Roy

COMMISSIONERS ABSENT: 1

Cathy Smith
Mary Going
Angelica Valentine

STAFF PRESENT:

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

1. Approval of Draft Minutes: May 24, 2021

Commissioner Jessica Jung made a motion to approve the minutes. Commissioner Mary Forte seconded the motion. Commissioners Ada Chan and Alternier Cook were not present for this portion of the agenda and did not cast a vote. All others in favor. Motion approved.

2. Facilities

Guest Mark Hayes of Public Works discussed the current state of custodial services. He shared that there are currently 20 full-time vacancies, of which 5 or 6 are assigned to OPL. The current Custodial exam has been delayed due to a lack of assessors; who must be from outside agencies. Mark would like support with getting the exam going, the list established, and hires made. Mark also expressed that he needs more staff on weekends. When asked about the maintenance backlog, Mark deferred to Maintenance Supervisor Don Gibeau for maintenance questions.

3. Relationship Mapping

Commissioner Joseph Karwat gave a presentation on the relationship mapping document, which is a spreadsheet that captures the social networking circles of the Library Advisory Commission. He suggested that the document be kept up-to-date by assigning three liaison relationships to each commissioner and then prioritizing the top 45 keys relationships to manage. There were questions and concerns regarding the document's sustainability and whether commissioners have the bandwidth to take on additional work especially with Measure Q coming up for renewal. It was decided that Outreach will add this document as a standing agenda item and discuss changes at their meeting. Substantive changes will be brought to the full commission for approval.

4. Director's Report

To: Library Advisory Commission
 From: Jamie Turbak, Director, Oakland Public Library
 Date: June 28, 2020
 Re: Oakland Public Library (OPL) – Director's Monthly Report

General Updates:

- City Council approved a budget proposal for FY 2021-2023. Councilmember Gallo proposed \$250,000 to fund Sunday hours at Chavez Branch Library. This proposal passed with an increase to Oakland Public Library's General Purpose Fund (1010) allocation for this purpose. Capital Improvement Projects (CIP) were also approved.
- Oakland Public Library resumed pre-pandemic hours of operation on June 15, 2021 with the exception of 81st Avenue Branch Library which is not yet open on Sundays due to limited staffing. Face coverings remain a requirement for both employees and public.
- Anthony Propernick and I presented to the *Regional and Urban Design Forum* on June 3, 2021, "[Oakland Public Library – Serving In and Surviving a Pandemic](#)". Anthony is the lead library employee for the East Oakland Initiative Team.
- The [Summer Reading Program](#) started on May 29 and will continue through July 31, 2021.
- [Summer Lunches are now available](#) at Eastmont, Elmhurst, Main and Melrose. This is in addition to 81st Avenue and Chavez Branch Libraries who have been providing meals during the pandemic.

- [Youth Poet Laureate, Myra Estrada, announced on June 8, 2021](#)
- [Mobile Checkout now available](#). Patrons can check out library materials using an app on their phone.
- [Oakland Public Library celebrated Pride in June](#)



Media:

- [Edible East Bay](#) June 6, 2021, "[Rolling Into Your Local Library, a Friendly Kitchen on Wheels](#)"
- KALW June 23, 2021, "[Public Libraries Are Reopening. What Do They Add To Your Community?](#)"
- An Oakland Public Librarian was featured on a local podcast and talks about her experience at Chavez Branch: [A Librarian Visits: Oakland x Asian x Mom Podcast](#)

5. Co-Chairpersons' Commission Report

Co-Chair Nathaniel Dumas reported that commissioners are needed from District 6 and he will be reaching out to Councilmember Taylor for people to apply from District 6.

Co-Chair Caleb Smith shared more context around the Chavez Branch expanded hours.

Councilmember Gallo included an amendment to the budget to support expanded Sunday hours at the Chavez branch using parcel tax money, Co-chair Caleb Smith and the OPL advocates asked him and other council members to add more general fund instead so as to not worsen the Library's financial situation.

6. Standing Committee Reports

- A. Sustainability – Commissioner Mary Forte reported that Janelle Montu came to the last meeting and provided updated reports and charts that better represented the OPL budget. The updates were given to the entire commission. It was also reported that Sustainability committee will meet every other month in even months.

- B. Outreach – Commissioner Alternier Cook stated that Outreach gave their report when giving the report on relationship mapping. Co-chair Caleb Smith added that OPL is updating the website and Matt Berson will come to August committee meeting and come to the full commission meeting later in the month.

7. Meeting with Electeds Update

Commissioner Mary Jo Cook met with Councilmember Thao and her team. The councilmember asked for specifics around what the library wants and what the data shows is missing. Jamie will include updates/comments from councilmembers in her director’s report.

8. Commissioner’s Advocacy Reports

Commissioner Alternier Cook reported that West Oakland applied for the mini grant through Rockridge; the Friends of West Oakland are thankful. She also reported that Friends of Hoover Durant are thankful for Rockridge for funds to help to develop and sustain the website.

Commissioner Mary Forte reported that the Elmhurst library also received a grant from Rockridge Friends to be used for a writing program for teens.

9. Agenda Building

- **August-** Commission membership update/Measure Q renewal/Matt Berson
- **September-** Virtual meetings/Relationship mapping update
- **October-** Feasibility study update
- **November-** Update on annual mixer
- **Pending-** Invite Human Resources staff/Update on Capital Improvements

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

A member of the public commented that the lights were out at AAMLO. Director Turbak stated that the lights had very recently been repaired. The commenter also questioned why there was no commissioner assigned to AAMLO. Co-chair Nathaniel Dumas explained that the commissioner had recently resigned, and that Co-chair Nathaniel Dumas would serve as AAMLO commissioner until a new one could be selected. As a follow up, Kere Gonzales would send the commenter the information needed to apply to become a commissioner.

11. Adjournment - Meeting adjourned at 7:35 PM

Respectfully submitted,

/ s /

Kere Gonzales, Executive Assistant to the Director