

**Library Advisory Commission Sustainability Subcommittee
Draft Minutes**

Date: September 11, 2019,

Location: Cesar Chavez Branch (3301 East 12th St.)

Call to Order: The meeting was called to order at 6:35PM

Commissioners in attendance: Viola Gonzalez, Ada Chan, Mary Forte, Cathy Smith

Invited Guests: Dianne Tannenwald - Project Manager for Oakland Public Library and Susan Montauk – head of the Oakland Parks Coalition

1. **Approval of draft minutes from July 10, 2019 –**
 - a. Commissioner Chan moved to approve the minutes as drafted, Commissioner Forte seconded the motion. The minutes were unanimously approved.
2. **Review of Vacant Public Works Positions –**
 - a. Since many of the libraries are in disrepair and urgently need maintenance attention, the commissioners wanted to review the May staffing report provided by Jason Mitchell, Director of Oakland Public Works.
 - b. The commissioners reviewed the nature of the open positions and discussed what open positions may be essential for library maintenance.
 - c. The commissioners plan to draft a letter to be sent to the city administrator imploring to take action and fill the vacant positions and to prioritize maintenance and construction positions.
3. **Discuss Library Maintenance standards and Maintenance report -**
 - a. Ms. Montauk spoke about how the survey of Oakland's parks has been going on since 2003 when the Oakland Parks Coalition received a grant to do a comprehensive survey.
 - b. The surveys began as a survey of the landscaping and later moved to survey of facilities as well.
 - c. The basic premise of the survey is that pairs or trios of people go to certain assigned parks and complete one survey as a consensus vote. They are currently doing the survey landscaping and facilities survey every other year and doing a parks use survey on off years.
 - d. They have successfully used these surveys as a means to demonstrate the importance of adequate staffing to maintain the parks.
 - e. The commissioners and invited guests brainstormed how this method could be translated to a survey of all 18 libraries. General topics of discussion were:
 - i. Do we need to develop questions based on technical expertise or can they be developed based on having basic understanding of the libraries.
 1. We would need to develop trainings for completing the questionnaire– can this be via PowerPoint?
 2. The teams would come to a consensus to answer these questions
 3. Is there a potential to work with OPW to develop these surveys?
 - ii. A possible strategy for survey execution would be to send groups of 5 out to perform surveys on a single library or send teams out to all 18 branches to survey a specific service such as lighting or cleanliness. These surveys would be performed on Oakland budgetary off years so they can be compiled and presented to City Council on years

when the budget will be drafted and adopted. This would ideally be a one-page survey so that it is easy to complete and review.

- iii. The commissioners asked Ms. Tannenwald if there is a checklist that exists for OPL. She responded that Oakland does not have one but that other cities do and that she would share this information with the commissioners.

4. Review the Downtown Plan Released August 30, 2019 in preparation for the Planning Commission's presentation to LAC Monday September 30, 2019

- a. The commissioners would like to see a differentiation of funding for programming versus funding for capital improvements.
- b. The commissioners are pleased that the Downtown Planning Commission recognizes the role of libraries in community, but how is the library supposed to continue to support all of these services with the current budget?

5. The meeting was adjourned at 7:48PM

Respectfully Submitted,
Commissioner Cathy Smith