



LIBRARY ADVISORY COMMISSION (LAC) DRAFT MINUTES

Date: October 25, 2021

Recording: http://oakland.granicus.com/MediaPlayer.php?publish_id=07de94c1-3690-11ec-88a7-0050569183fa

Location: Zoom video conference

Pursuant to California Government Code section 54953(e), Library Advisory Commission Board Members/Commissioners, as well as City staff, will participate via phone/video conference, and no physical teleconference locations are required.

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

ROLL CALL:

COMMISSIONERS PRESENT: 10

Ada Chan
Alternier Cook
Mary Jo Cook
Nathaniel Dumas, Co-Chair
Mary Forte
Jessica Jung
Carolyn Moskovitz, Vice-Chair
Caleb Smith, Co-Chair
Cathy Smith
Angelica Valentine

COMMISSIONERS ABSENT: 3

Mary Going
Joseph Karwat
Ayushi Roy

STAFF PRESENT:

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

1. Approval of Draft Minutes: September 27, 2021

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

2. Feasibility Study Update

Director Jamie Turbak reported that proposals had been received from consultants. Those proposals had been vetted and candidate firms were invited for interviews. She also reported that the interviews for the Hoover Durant study had taken place on October 25th and interviews for the Main study would take place on October 28th. A firm will be recommended to Council. It will likely go before Council in January of 2022.

3. Measure Q- Letter to City Council

Commissioner Mary Jo Cook discussed the Measure Q score card and the recommendations for Council. (see agenda item 7 below). The lessons learned and the LAC oversight role from the score card should be the opening paragraph for the letter to Council. The letter should also cover the recommendations from the scorecard. Suggestions were also made to remove the restriction for spending on capital expenses to give Director Turbak more leeway for small expenditures such as A/C units in a branch or providing matching funds for grants, however it wouldn't be a major source of funding for building a branch. Conversation will be continued to November LAC agenda.

4. AB-361 Adoption of Teleconference Resolution

Last year, due to Covid-19, the Governor issued emergency executive order N-29-20 which suspended the teleconferencing requirements of the Brown Act. That executive order expired on September 30, 2021.

Assembly Bill 361 was signed and authorized local agencies to use teleconference without complying with the teleconference requirements imposed by the Brown Act when the legislative body holds a meeting during a declared state of emergency. This resolution is being re-adopted so that the commission can meet via teleconference.

Commissioner Ada Chan made a motion to adopt the resolution. Commissioner Mary Forte seconded the motion. All others in favor. Motion approved and resolution adopted.

5. Director's Report

To: Library Advisory Commission
From: Jamie Turbak, Director, Oakland Public Library
Date: October 25, 2021

General Updates:

- Interviews were held today for the Hoover Durant Library feasibility study. Interviews for the Main Library feasibility study will be held on Thursday.

- OUSD responded with a counter proposal to the City’s RFP for a Piedmont Avenue Library on OUSD property at 80 Echo Ave, Oakland CA. The City is reviewing the counter proposal and has not yet taken any action.
- OPL is supporting “Oakland Resilient Families” by providing assistance, computers and network to those who wish to apply but do not have Internet or device access. All library staff were trained today on the eligibility criteria and process to apply. I gave a presentation to community groups and social workers on how applicants can get help for this application process at Oakland Public Libraries.
- We are nearing 95% completion of the architectural design phase for the Elmhurst Branch restroom addition. The design also includes improvements for heating and cooling the facility to maintain environmental comfort.
- We are nearing completion of the design phases for Main Library (electrical & meeting room remodel), Tool Lending Library expansion (with the Planning Department), Brookfield (restrooms and remodel) and the bike repair container at MLK (replacing “The Shed”).
- Kere and I, along with other key staff, received access and training on the Cityworks system. The goal is to become comfortable with the system so that we can maintain, monitor and export accurate service tickets to ensure effective response from Public Works and efficient use of personnel resources. We are working on an analysis to share with the Sustainability Committee for oversight.
- We are in process of hiring new staff to open the 81st Ave and Chavez libraries on Sundays. The goal is to be open 7 days a week at these two locations (in addition to the Main Library) starting January 2, 2022.
- Last week, the Civil Service Board approved changes to three library job classifications (Library Aide, Library Assistant and Senior Library Assistant). These job descriptions (call class specifications) have not been revised since 1994, nearly 30 years. We will continue to revise additional job descriptions in December.
- The new public website migration will be complete on November 8, 2021. On this date, the old website will be taken down.

6. Co-Chairpersons’ Commission Report

Co-Chair Nathaniel Dumas reported that he is gearing up to onboard two new commissioners. He also reported that LAC meetings will now have time checks. He also stated that commissioner advocacy reports will be written up and only items which need to be highlighted are covered in meeting. It was suggested that all LAC meetings are moved to Monday with larger LAC meeting every other month and the alternating months reserve one hour each for the committee meetings. There was feedback in support of fewer meetings and in support of keeping the same number of meetings. There was also a question about what LAC is charged to do and a copy of the ordinance was provided. There was no consensus on how to proceed with future meetings.

Co-Chair Caleb Smith and the other chairs will evaluate the plans for meeting in 2022 and will continue to seek input from the commission.

7. Standing Committees Reports

Sustainability – Commissioner Mary Jo Cook shared the Measure Q score card put together by Sustainability with Director Jamie Turbak. The Measure Q score card captures the key elements of the parcel taxes (Measures O/Q/D), our performance, and thoughts and recommendations for new ballot measures. The recommendations are:

- In future parcel taxes, the general fund contribution should be indexed to inflation just like the parcel tax is.
- While the parcel tax shouldn't cover facility maintenance, there needs to be an LAC strategy to ensure Council is providing adequate resources.
- There should not be a reserve fund.

Co-chair Nate Dumas will share the score card with Friends of the Oakland Public Library.

Commissioner Mary Forte reported that interviews have occurred for the custodians. She is awaiting an update from Public Works about whether they've made offers to candidates.

Outreach – Commissioner Angelica Valentine reported that Outreach is very busy with the holiday mixer planning. Everyone should have received the save the date. RSVPs will be sent out next. If anyone has any questions, feel free to reach out her.

Commissioner Valentine will look at the relationship mapping document at the next Outreach meeting and let commission know if there is an updated version.

8. Meeting with Electeds Update

Once the Measure Q Council letter is ready that will be a good time to meet with elected officials.

9. Agenda Building

- **November**- Update on Annual Mixer/Measure Q Council letter
- **December**- Recess
- **Early 2022**- Election of Co-chairs & Vice chair

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

Public commenter Assata Olugbala expressed concern about the process for the new Piedmont Avenue Library.

11. Acknowledgement of Departing Commissioners

Various commissioners and Director Turbak gave kudos, well wishes and expressed gratitude to our departing commissioner Ada Chan. Commissioner Joseph Karwat was not present at the meeting but the commission thanked and wished him well also.

12. Adjournment - Meeting adjourned at 7:14 PM

Respectfully submitted,

/ s /

Kere Gonzales, Executive Assistant to the Director