

10/13/21 Sustainability Committee Meeting Minutes**Present:**

Mary Forte Jessica Jung Mary Jo Cook Mary Going
 Nathaniel Dumas Ada Chan

Item 1. Approval of September Minutes Approved
Unanimously

Item 2. Measure Q Scorecard Presented by Mary Jo
Cook

Mary Jo created a scorecard from the services voters endorsed and supported in the legislation. Jaimie helped fill out the scorecard and shared some thoughts. Highlights:

Janitorial Services - should be funded through the General Fund not the parcel tax. We should not burden the proposition with custodial services. LAC's role is to work with city council to ensure the libraries get the maintenance and custodial services required.

General Fund Contribution - For stable predictable income, consider setting dollar amount and indexing it to inflation. This would match how funding is coming from voters.

Reserve Fund - as currently written is not useful as it has to be replenished.

Action: Move to LAC meeting
 Share with Outreach Committee

Item 3. City Maintenance Workers Interviews and Hiring Presented by
Mary Forte

Interviews are occurring, of the four workers that did not pass the written test, the unions and HR were able to help two with their eligibility.

Note: DPW staffing maybe something committee wants to track.

Item 4. Public Works Report Presented by
Ada Chan

Public Works provided raw data for calls for service for all branches. Ada sorted the data by branch for committee review.

Observations:

- This is too much data to be meaningful.

- This is useful/interesting on a branch-by-branch basis. Provide worksheets to LAC Members for them to review services to the branches they represent.

Discussion:

Data allows committee to look at:

- Possible disparities in response times.
- Capital improvements
- Quality of the patron experience

Committee members would like a checklist to use to evaluate effectiveness of Public Works and maintenance of the libraries.

A person from Public Works and the new library staff person who is working on Public Works data were invited to this meeting to discuss data, and how success is measured, to help us identify what data we should be pursuing and how it can be presented in a manner that is meaningful. Neither staff person attended.

Action: Ada and Mary to schedule meeting with Jamie and new staff person that is working on DPW data.

Item 5

Election of Co-Chairs

No members are available to chair the committee.

Discussion:

Meetings needs to be more efficient and effective, specifically the LAC meeting. A 2 hour is too long for any meeting to be effective. Clarify what is the What is the purpose of the commission meetings vs. the Sub Committees
Consider using the scorecard as the focal point for the Commission agendas.

Proposal:

Have LAC meetings every other month. And have committee meetings on the off months. All meetings would be on the last Monday of the Month

- Even months - Committees
- Odd Months - Commission

This standardization of meeting day would allow for better agenda coordination, and the possibility of making committee dates a commission meeting, should work require.

Item 6 present

Open Forum - Public Comment

No public was

Item 7

Agenda building for February Meeting:

Hiring
Workplan

New public works report format
Feasibility Analysis Update

New committee members