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

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 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**  
**Open Forum - Public Comment**

No public was present

**Item 7**  
**Agenda building for February Meeting:**
<table>
<thead>
<tr>
<th>Hiring</th>
<th>New public works report format</th>
<th>New committee members</th>
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<tbody>
<tr>
<td>Workplan</td>
<td>Feasibility Analysis Update</td>
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