

## Library Advisory Commission Sustainability Subcommittee – Draft Minutes

**Date:** June 8, 2022

**Call to Order:** The meeting was called to order at 6:10 PM

**Commissioners in attendance:** Cathy Smith, Karen Roye, Mary Forte

**Commissioners absent:** Nathaniel Dumas

### 1. Review and Approval of Draft Minutes from April 2022

- Commissioner Mary Forte moved to approve the April 2022 meeting minutes; Commissioner Cathy Smith seconded the motion. The minutes were approved unanimously by Commissioners.

### 2. Recess – Move to August to Match Council?

- August is the next meeting for the Sustainability Committee. It was agreed that the committee would meet in August even if the LAC decided to be on recess in August.
- Commissioners agreed it would be okay to move the recess to August.
- The timing of new members joining the LAC will not impact the move of the recess to August.

### 3. Suggestions for Update to Ordinance

- Request a copy of the Ordinance from Kere

We discussed the following ideas:

- Number of commissioners & term length.
  - Are 15 commissioners the best number to provide the necessary oversight of Measure C & D and advocacy for the libraries? How often do we have 15 members at a LAC meeting? We acknowledged that it is at times difficult to get things done with a large number of commissioners.
  - The time it takes for commissioners to get up to speed to be effective. For example, Budget 101 was created to help new commissioners learn about the OPL budget.
  - Term length of 3 years is adequate and should remain the same.
  - Mary found a link to the City of Oakland boards and commissions with information on number of members, term length, term limit, meeting frequency.
  - Link to City of Oakland boards and commissions:  
<https://oakland.granicus.com/boards/w/8552f8c4c0e15460/boards/6671>
  - The LAC currently has 5 vacancies.
  - The Sustainability committee has 4 commissioners, 3 commissioners are needed for a quorum.
- Ways to bring on new members.
  - Other boards and commissions bring on new members in a variety of ways. For example, one accepts applications on a rolling basis for 3-year terms, another is organized so that five member terms end on or around Oct. 1<sup>st</sup> of each year. Refer to above link to City of Oakland boards and commissions for more information.
- Library Advocacy.
  - what does branch advocacy entail?
  - Advocacy work should be to create equity across the branches.
  - There are branches that do not have a commissioner assigned. What does this mean for those branches not to have an advocate on the LAC?
  - Library branch maintenance is an important advocacy role to ensuring that patrons have good experiences at the library.

**4. Refine Committee Mission and Vision Statement**

- This was moved to the August Sustainability Committee meeting.
- Mary will send Sustainability committee members the LAC Action Plan 2021. Commissioners will review the action plan and bring updates/changes to the August meeting.

**5. Renaming the Committee**

- This was moved to the August Sustainability Committee meeting.

**6. Custodial Hiring/HR Director Visit**

- Mary sent an email today to Mark Hayes, custodial supervisor, asking for an update. Awaiting Mark's reply. Mary will continue to follow up with Mark.
- Mary sent an email to CM Reid office for an update from the HR Director and/or Public Works Director. Awaiting CM Reid's office reply.
- It was agreed that we do not need to invite the HR Director to the LAC for now. There is a lot of turn over in the HR department right now and the new fiscal year is in a few weeks.
- Commissioner Roye is continuing to learn and do research on the Public Works budgeting process with respect to facilities maintenance as well as drawing. on her knowledge of working with the City of San Francisco.

**7. Open Forum/Public Comment**

- none

**8. Agenda Building**

- Refine committee Mission (Purpose) and Action Plan for 2022
- Renaming the committee
- Suggestions for updating the Ordinance
- Quarterly Maintenance Report changes/updates
- Custodial Hiring update
- Library survey

**9. Adjournment**

- Meeting adjourned at 7 pm as Mary had another meeting commitment.

**Respectfully Submitted,**

**Commissioner Mary Forte**