



**LIBRARY ADVISORY COMMISSION (LAC) DRAFT MINUTES**

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**Date:** February 28, 2022

**Recording:** [http://oakland.granicus.com/MediaPlayer.php?publish\\_id=4674f1d7-9f09-11ec-8a90-0050569183fa](http://oakland.granicus.com/MediaPlayer.php?publish_id=4674f1d7-9f09-11ec-8a90-0050569183fa)

**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.

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**CALL TO ORDER:** Co-Chair Caleb Smith called the meeting to order at 5:35 p.m.

**ROLL CALL:**

**COMMISSIONERS PRESENT: 9**

Alternier Cook  
Nathaniel Dumas, Co-Chair  
Mary Forte  
Carolyn Moskovitz, Vice-Chair  
Ayushi Roy  
Karen Roye  
Caleb Smith, Co-Chair  
Cristina Tostado  
Mary Jo Cook

**COMMISSIONERS ABSENT: 2**

Cathy Smith  
Angelica Valentine

**STAFF PRESENT: 2**

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

**1. Approval of Draft Minutes: January 31, 2021**

Commissioner Karen Roye made a motion to approve the minutes. Commissioner Alternier Cook seconded the motion. Commissioners Alternier Cook and Nathaniel Dumas abstained. Commissioner Mary Jo Cook was not present for this portion of the meeting and did not cast a vote. All others in favor. Motion approved.

**2. AB-361 Adoption of Teleconference Resolution**

In 2020, 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.

In September 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 Carolyn Moskowitz made a motion to adopt the resolution. Commissioner Alternier Cook seconded the motion. Commissioner Mary Jo Cook was not present for this portion of the meeting and did not cast a vote. All others in favor. Motion approved and resolution adopted.

**3. Public Ethics Update**

Ethics Analyst, Jelani Killings provided guidance and materials regarding the general rules relating to use of City/public resources. In explaining the Government Ethics Act, he also covered the permissible and prohibited activities related to ballot measure and campaign activity. Jelani emphasized the requirement that commissioners, when in their official capacity, can only state and share facts for informational purposes; commissioners are prohibited from using language or distributing materials that argue for or against the measure or are intended to sway voters. Jelani made himself available to commissioners for questions if they are unsure about how to proceed regarding a future action or activity.

Jelani will follow up with Director Turbak regarding the following question: *“Can the Library Advisory Commission openly endorse the measure during an open meeting if public comments are taken first and then the commission votes on its official position following public comment?”*

**4. Co-Commission Update**

Co-chair Caleb Smith shared that he will not renew his role as Co-chair. He described the typical duties associated with the role. A document was also shared that outlined the duties of the Co-chair role for commissioners to understand it more and determine their interest.

**5. Co-Chair Elections**

The terms for the current Chairperson(s) and Vice Chairperson are ending. Co-chair Caleb Smith opened the floor for nominations for the roles. Commissioner Mary Forte nominated Commissioners Carolyn Moskowitz and Nate Dumas for Co-chairs; both accepted the nominations.

Commissioner Nate Dumas nominated Commissioner Alternier Cook for Vice Chair; she declined the nomination but stated that she will give the role some thought for next year. Commissioner Carolyn Moskowitz nominated Commissioner Mary Forte for Vice Chair; she accepted the nomination.

There were no more nominations. Co-chair Caleb Smith made a motion to appoint Carolyn Moskowitz and Nate Dumas as new Co-chairs and Mary Forte and new Vice-chair. Commissioner Alternier Cook seconded the motion. Commissioner Mary Jo Cook was not present for this portion of the meeting and did not cast a vote. All others were in favor and motion was approved.

## 6. Director's Update

Director Jamie Turbak covered the following:

- **AAMLO Lighting-** Still has not been replaced however, Public Works has ordered scaffolding and brought in a lift. They discovered there was an issue with the ballasts which need to be replaced. Although that has complicated the repair, the head of the Maintenance Department, Derin Minor, went out to assess the issue and there is a high level of attention being paid it. The Friends and Stewards of AAMLO provided photos of the exterior lights which were very helpful. Public Works is working on those as well. Director Turbak apologized for the delay in getting the repairs completed.
- **Feasibility Study-** The project manager is in negotiation with the consultants. They are defining the scope of work and as soon as that is final, there will be a recommendation that goes before City Council. The project manager understands that this is a very high priority.
- **Elevator at Main-** There was an Oaklandside article regarding the elevator at Main which has been out of service since November 2021. The repair will be close to \$200,000. The down payment check has been cut to the repair company; they will place the order for the full restoration of the elevator. The repair will take approximately four weeks.
- **Library Attendance-** Walk-in visitors are down 30% from pre-pandemic levels. That is primarily due to not having fully resumed programming such as story time to the same as pre-pandemic programming.
- **Measure Q-** City Council voted to put the measure on the June 7<sup>th</sup> ballot. Voters will be asked if they wish to authorize an extension of the existing tax; there is no tax increase and there are certain exemptions. The maintenance of effort contribution from the general fund will be \$1.5M higher and it's a 30-year tax.
- **How maintenance works in the branches-** Maintenance is provided by Public Works which does many things such as capital projects, real estate, maintenance, and groundskeeping, etc. All of the service tickets for the library are entered into the Public Works ticketing system which then assigns it to the appropriate division. Once a ticket is issued and assigned, we reach out directly to the division that has been assigned for follow up.
- **Piedmont Library-** Non-binding negotiations are underway. Counterproposals are still being exchanged between City of Oakland and Oakland Unified School District. If an agreement is reached, it will go before City Council in a public meeting to get permission to enter into a lease agreement.

## 7. Meeting with Electeds Update

Commissioner Mary Jo Cook shared that the updated talking points have gone out to commissioners. The message for electeds is to thank them for support on Measure Q and remind them that the measure on the ballot is 40% of our budget and it's important that it passes. She also stated that commissioners should discuss maintenance with electeds as it is a part of what the voters experience and may influence their vote.

Commissioner Mary Forte reported that she has reached out to Councilmember Reid regarding the hiring of custodians; she has committed to follow up with HR.

Vice-Chair Carolyn Moskovitz suggested talking to electeds regarding the national situation around censorship and the role libraries play in the fight against it.

Co-chair Nate Dumas asked Director Turbak to provide the numbers for online services so that commissioners can cover the services that are being provided online to electeds.

## 8. Standing Committees Updates

**Community Engagement** – During last meeting, they debriefed the mixer, reviewed relationship mapping which is on hold due to capacity issues. They also discussed stepping up community engagement efforts such as going out and meeting people where they are, improving outdoor spaces, bookmobile, and social media. Next meeting is in April.

**Sustainability** – During last meeting, they decided to rotate the Chair duties for the year. They also discussed getting started on an assessment. Commissioner Roye provided a sample that they will get started with. Next meeting is in April.

## 9. Agenda Building

- **April-** Membership Update
- **May-** Presentations from Neighboring Commission
- **June-**Strategic Plan Revision
- **July-** Recess
- **August-** Racial Equity Team Presentation
- **Fall-** Budget Update, Public Works

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

Public speaker Claudia Noble-Levingston, President of The Friends and Stewards of AAMLO, reported that she met with Councilmember Carroll Fife. She is appreciative to the Councilmember for her support with AAMLO in the maintenance efforts and in issuing a resolution for the 20th anniversary. She also met with Jamie and made a recommendation that all the bulbs be replaced at the same time to minimize the effort needed when they go out.

In response to Claudia's question regarding attendance counts, Director Turbak responded that gate counts are done various ways depending on the location. For some locations, a laser beam that's attached to a counter triggers every time a visitor walks through, for other locations, a security gate completes the count, and for others, staff do a head count once a week. It was specified that AAMLO does a head count.

Co-chair Caleb Smith thanked Claudia for her leadership and advocacy on behalf of AAMLO.

**11. Adjournment - Meeting adjourned at 7:32 PM**

Respectfully submitted,

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Kere Gonzales, Executive Assistant to the Director