



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

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**Date:** July 25, 2022

**Recording:** [http://oakland.granicus.com/MediaPlayer.php?publish\\_id=f3c71b8a-1994-11ed-b1ab-0050569183fa](http://oakland.granicus.com/MediaPlayer.php?publish_id=f3c71b8a-1994-11ed-b1ab-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 Carolyn Moskowitz called the meeting to order at 5:31 p.m.

**ROLL CALL:**

**COMMISSIONERS PRESENT: 8**

Alternier Cook  
Mary Forte, Vice-Chair  
Carolyn Moskowitz, Co-Chair  
Ayushi Roy  
Karen Roye  
Caleb Smith  
Cathy Smith  
Cristina Tostado

**COMMISSIONERS ABSENT: 1**

Angelica Valentine

**STAFF PRESENT: 5**

Jamie Turbak, OPL Director  
Kere Gonzales, Executive Assistant to the Director  
Celia Davis, Racial Equity Team Co-Lead  
Yohan Smith, Racial Equity Team Member  
Stephanie Singleton, Racial Equity Team Member

**1. Approval of Draft Minutes: June 27, 2022**

Commissioner Mary Forte made a motion to approve the minutes. Commissioner Alternier Cook seconded the motion. Commissioner Cristina Tostado was having technical difficulty during this portion of the meeting and did not cast a vote. Commissioners Ayushi Roy and Caleb Smith were 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 Mary Forte made a motion to adopt the resolution. Commissioner Alternier Cook seconded the motion. Commissioners Ayushi Roy and Caleb Smith were not present for this portion of the meeting and did not cast a vote. All others in favor. Motion approved and resolution adopted.

**3. Open Forum/Public Comment (2-minute limit)**

There were no public comments made during this meeting.

**4. Racial Equity Team Presentation**

Racial Equity Team members Celia Davis, Yohan Smith and Stephanie Singleton shared an update on the action and progress made within OPL. They started by defining racial equity: “Racial equity is realized when race can no longer be used to predict life outcomes, and outcomes for all groups are improved.” They also shared the five goals of the 18-month plan:

Goal 1-OPL operationalizes racial equity.

Goal 2- Patrons feel respected and are treated dignity.

Goal 3- OPL is an equitable employer and staff at all levels represent the full diversity of the Oakland community.

Goal 4-Programming will serve needs and interests of BIPOC communities.

Goal 5- Collections offered by OPL will be developed, managed, and assessed using a racial equity lens.

After presenting each goal, they shared the progress made toward the goal so far and plans for the next 18 months. The Racial Equity Team will continue to engage with LAC for the duration of the 18-month plan.

**5. Updating the Ordinance- Survey Results**

Staff Kere Gonzales shared the survey results and responses for updating the ordinance. The following comments were received:

- Agreement with a comment suggesting dissolving standing committees and instead forming ad hoc committees as needed for projects.

- Can we amend the ordinance so that a person who fills a special vacancy can serve a full three-year term rather than just serving out the remainder of the vacancy?
- Can we add a provision that allows people to briefly step away from the commission without having to resign and without it affecting quorum?
- If dissolving committees is on the table, how can the group remain agile for purposes of decision making? Don't want that agility lost if committees are dissolved.
- Agreement with the previous discussions that there can be two commissioners appointed to each district for a total of 14 and one at-large or a youth.

Jamie will take the ideas and work on them with City Attorney and then come back and let the commission know which of the ideas is possible. From there, the commission decide which changes they want to go into on a draft.

#### **6. Elect a New Co-Chair**

It was explained that due to a recent resignation, the commission needed a new Co-chair. A nomination was made for Commissioner Caleb Smith; he respectfully declined citing his recent service in the role and the strong pool of talent among other commissioners; he encouraged others to consider the role.

After a brief explanation of the role and some additional discussion, a nomination was made for Commissioner Mary Forte; she respectfully declined. Commissioner Ayushi Roy expressed interest and was nominated by Commissioner Caleb Smith; she accepted the nomination. Commissioner Caleb Smith made a motion to appoint Ayushi Roy as new Co-chair. Commissioner Mary Forte seconded. All in favor. Motion approved.

Later in the meeting, a question was asked about new commissioners and the process for reviewing applications. During that discussion, Ayushi Roy committed to reviewing the process as part of her new role and coming up with a solution that takes all factors into consideration.

#### **7. Draft Letter to City Council**

Commissioner Caleb Smith brought the idea drafting a letter to City Council requesting that they amend their Consolidated Fiscal Policy to write the maintenance of effort contribution into their standard policy for the Library. Commissioner Caleb Smith will work with the Co-chairs on the draft and bring the finalized document as an actionable item to the September meeting. He is also working with Parks and Recreation to see if they will send a companion letter. The letter should get to City Council before November.

#### **8. Director's Update**

Director Jamie Turbak covered the following:

##### **Switch at West**

The City IT Department was able to quiet down the switch located at the West Branch Circulation Desk, temporarily. The permanent solution is to replace this switch and relocate it. OPL approved the expenditure for cabling and related costs. When the parts arrive, the work will be scheduled and take place after hours. I estimate this to occur in August.

**Custodial**

- This month so far there are 7 reports of missed custodial from various locations (either on Saturday/Sunday so no custodial happened, or a weekday where Mark can deploy coverage for minimal custodial).
- Since May of this year there have been 49 Service Requests of one or more complaints about partially or totally missed service. This number also includes issues left unattended (e.g., carpet shampoo requests).
- Branches often report no custodial service on Saturdays.
- Because TPT hours ran out recently, staffing has been pretty short, and the complaints of missed service have increased. There are several TPTs who were hired as permanent, though, so Mark is optimistic the holes in staffing will be filled.
- There are ‘special projects’ requests (like cleaning the handrails on the Main’s public staircases) that are delegated to one person, causing a delay in the completion of any requests beyond regular custodial maintenance.
- Mark has managed to find people to cover missed locations or cover branches himself, but that leads to a less thorough custodial cleaning all around.
- Diane Tannenwald who supports capital and facility issues was able to get the Downtown Streets team to help with cleaning up weekly outside Main which is very needed and much appreciated. She was also able to get the courtyard power-washed before the Pride event.

**Feasibility Studies**

We expect the website to be live in about a week. We will be pushing out notifications about how to sign up for updates starting with the August 1 OPL e-newsletter. Please let me know if you need information about how to receive OPL’s monthly newsletter.

**Found in a library book**

Teen Supervising Librarian, Sharon McKellar, created a project called “Found in a Library Book”. This project has been trending on [twitter](#) and OPL has been contacted by SF Gate, Sacramento CBS program “GoodDay” and the Washington Post to cover the story. I will share those media events if they are produced.

<https://oaklandlibrary.org/found-in-a-library-book/>

**9. Standing Committees Updates**

Commissioner Mary Forte reported that Sustainability did not meet and will meet in August.

Commissioner Alternier Cook reported that Community Engagement committee had met but had nothing to report.

Later in the meeting, Co-chair Moskovitz stated that Community Engagement committee is looking for a volunteer to co-moderate the mixer alongside a person from FOPL.

**10. Commissioner Advocacy Update**

There were no advocacy reports.

**11. Agenda Building**

- **August-** Recess
- **September-** Joint Letter to Council, Ordinance Update

- **October-** Budget Update

**12. Farewell to Commissioner Nate Dumas**

Commissioners and Director Turbak gave kudos, well wishes, and expressed gratitude to departing commissioner and Co-chair Nathaniel Dumas.

**13. Adjournment - Meeting adjourned at 7:30 PM**

Respectfully submitted,

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Kere Gonzales, Executive Assistant to the Director