



LIBRARY ADVISORY COMMISSION (LAC) DRAFT MINUTES

Date: February 27, 2023

Recording:

https://us06web.zoom.us/rec/share/Le9jVpMBD1bERrr4m8oX2Dd4zcRhlh4_dNTb2i2BH3g6Wh9NdEn93XP0OSqIBa77.KUcCZZ-TB01q_0MT

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.

CALL TO ORDER: Co-Chair Carolyn Moskowitz called the meeting to order at 5:33 p.m.

ROLL CALL:

COMMISSIONERS PRESENT: 8

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

COMMISSIONERS ABSENT: 1

Cathy Smith

STAFF PRESENT: 3

Jamie Turbak, OPL Director
Janelle Montu, Chief Financial Officer
Kere Gonzales, Executive Assistant to the Director

1. Approval of Draft Minutes: January 30, 2023

Commissioner Mary Forte reported an error in a section of the minutes and asked that the minutes be amended to include the correction. Commissioner Mary Forte made a motion to approve the minutes. Commissioner Caleb Smith seconded the motion. All 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 Caleb Smith made a motion to adopt the resolution. Commissioner Alternier Cook seconded the motion. All in favor. Motion approved and resolution adopted.

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

Public comments can be heard by clicking the link to the recording at the top of these minutes.

4. Budget Training

Chief Financial Officer, Janelle Montu led a budget training. The training, titled Budget 101, is an introduction to the City of Oakland’s budget process. The training outlined and defined the following: Budget Overview, Budget Process, Biennial Budget Planning, and Budget Terms and Concepts. Each was explained with charts, definitions and visual aids. The training will be distributed to new commissioners as part of the onboarding process.

5. Co-Chair/Vice-Chair Elections

Commissioner Karen Roye suggested a discussion about waiting to hold elections until after the newly appointed commissioners start. After brief discussion, it was decided that elections would move forward.

Commissioner Mary Forte nominated, and Commissioner Caleb Smith seconded the nomination of Commissioner Ayushi Roy as Co-chair. Commissioner Ayushi Roy accepted the nomination.

Commissioner Carolyn Moskowitz nominated, and Commissioner Ayushi Roy seconded the nomination of Commissioner Mary Forte as Vice-chair. Commissioner Mary Forte accepted the nomination.

Commissioner Mary Forte nominated Commissioner Carolyn Moskowitz as Co-chair. Commissioner Carolyn Moskowitz did not accept the nomination.

Commissioner Carolyn Moskowitz nominated, and Commissioner Mary Forte seconded the nomination of Commissioner Caleb Smith as Co-chair. Commissioner Caleb Smith explained that he is in his second term which ends in November and would like to leave space for others to step up to take a leadership role. Commissioner Caleb Smith then surveyed others about their ability and desire to serve:

- Commissioner Karen Roye explained that she needs more time before taking on a lead role.
- Commissioner Angelica Valentine explained that she doesn't have capacity for the additional role while also serving as Co-chair for the Outreach Committee.
- Commissioner Alternier Cook explained that she has her hands full with FOHDPL and does not have the capacity for the role.
- Commissioner Cristina Tostada explained that she is looking for a new job and also does not have the bandwidth for the role.

With no other commissioners available to serve as Co-chair, Commissioner Caleb Smith accepted the nomination on the condition that a special election take place in six months to relieve him as he prepares to transition off the commission. Commissioner Carolyn Moskowitz agreed to step up as Co-chair in six months if no other commissioners are available to serve in the role.

A public commenter, Heriberto, clarified the requirements to serve on the commission. Following public comments, a motion was made to instate the nominated commissioners and a vote was taken. All in favor and motion approved.

6. Impact of Infrastructure Bond (Measure C U)

Director Jamie Turbak clarified that the infrastructure bond is Measure U not Measure C as indicated on the published materials. Bond was passed by Oakland voters in November 2022 and earmarked \$15M for the Library that will go towards capital projects across the city. The projects will be determined by the Capital Improvement Program which guides the City's long-term strategic decisions regarding construction and replacement and repair of the City's assets including libraries, public safety facilities, sewers, recreation centers and parks.

The proposed projects will be published and will go to City Council for consideration. City Council will deliberate and make the funding decisions about the projects. Director Jamie Turbak will provide a list of the proposed projects when it is available.

7. Director's Update

Director Jamie Turbak covered the following:

- **Emergency Operations Center.** In response to the ransomware attack on the city network that began the night of February 8, City of Oakland ITD took many systems offline while they worked to secure and restore services safely. This included the library's network (which is separate from the main city network, but hosted by the city), affecting networked internet access for both staff and patrons at all Oakland Public Libraries.

- The library pivoted to offering internet-based services through its internal public wifi and hotspots. This provided internet access to patrons who had devices of their own, but limited access to printing, scanning, copying, and other computing services. Because of the limited public access the City prioritized restoration of the library network for patrons and was able to restore public computing, printing, scanning and copying on Wednesday February 15th, and staff access on Friday February 18th.
- Some phone lines (at the Main and 81st Avenue libraries) continue to remain affected, but the public can find the latest information and alternative phone numbers at our hours and locations pages, at oaklandlibrary.org/locations
- The loss of public computing, printing, copying and scanning services was difficult for many people. Library and City staff worked as quickly as possible to restore these services, even while some administrative functions continue to be affected. At the same time, the public was able to take advantage of many of our core services without interruption. Patrons were able to borrow books and other materials through the shutdown as staff moved to offline and manual checkout while the network was down. Vital programs such as volunteer tax preparation services were able to continue using mobile hotspots and wifi. Storytimes, art programs, and other activities that don't require the internet continued to engage patrons of all ages through this challenging event.
- **City of Oakland Return to In-Person Public Meetings, Effective March 1.** All public meetings including City Council and Boards and Commission meetings will be required to be held in person again. All public bodies subject to the Brown Act were temporarily allowed by Assembly Bill 361 to have online-only meetings during the state of emergency caused by COVID-19. As the emergency order is lifted by the State of California on February 28, 2023, all public meetings will be required to be held in-personal again under California state law.
 - For meetings beginning March 1, agendas will list the in-person meeting location. For Library Advisory Commission meetings and Library Advisory Standing Committee meetings, this location will be the Main Library at 125 14th Street, in the Community Meeting Room. As a reminder, beginning March 1st, all Library Advisory Commission Meetings and Standing Committee Meetings will be held in-person at the Main Library. Please let Kere Gonzales or me know if you have any questions or need assistance.
 - Per City Council Ordinance, all city facilities require visitors to wear a face mask through March 31st. For the next Library Advisory Commission meeting on March 27, please remember to wear a face mask.
- **Main Library public elevator.** Out of service since the Fall of 2021 and requiring a complete rebuild, the Main Library public elevator is operational once again!

- **Capital Projects.** The City of Oakland’s Capital Improvement Program (CIP) guides the City’s long-term, strategic decisions regarding the construction, repair and replacement of the City’s assets including libraries, public safety facilities, sewers, recreation centers and parks. The City develops a new CIP Budget every two years for inclusion in the overall City Budget, and the projects identified are approved by City Council on a similar timeframe as the Budget. CIP proposals for Fiscal Year 2023-2025 are expected to be publicly noticed in March for City Council consideration prior to the passage of the City Budget on June 30, 2023.
- **OPL in the New York Times.** On February 14, NYT published “[A Love Letter to Libraries](#)”, and featured several OPL branches, including 81st, Tool Lending Library and AAMLO.

8. Co-Chairperson’s Update

Co-chair Carolyn Moskovitz reported that five new commissioners are starting soon. The appointments are scheduled for the March 7th City Council meeting. There will be one vacancy remaining; we will conduct targeted outreach for a candidate from District 7.

9. Standing Committees Updates

Commissioner Caleb Smith reported that there is a final date for the Spring Mixer; Sunday, May 21st from 1-3p. This will be a fairly minimalist program with more details forthcoming.

Commissioner Mary Forte reported that Sustainability met briefly. They are still working on developing a survey. At the next meeting, they will begin a rough draft of some questions for the survey.

10. Commissioner Advocacy Update

Commissioner Mary Forte reported that Elmhurst has been closed for renovations. When the branch reopens, the Friends group will have a celebration and officially introduce Branch manager, Nichole Brown.

Commissioner Alternier Cook reported the West Oakland Friends group has suspended their meetings for now as the Chair recovers from an accident. She will report back when the meetings have been resumed. She also offered commissioners the opportunity to reach out to members of the board of FOHDPL if there are questions.

11. Agenda Building

- **March 2023-** Audit Update by City Auditor, Life Enrichment Committee Annual Report, LAC Meeting Start Time
- **April 2023-** Review Commissioner Assignments, Update to LAC Ordinance, Letter to City Council re: Budget
- **May 2023-** Budget Update, Update on Teen Services
- **June 2023-** Brown Act and Sunshine Ordinance Training
- **July 2023-**
- **August 2023-** Recess
- **September 2023-** Special Co-chair Election

12. Adjournment - Meeting adjourned at 7:26 PM

Respectfully submitted,

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Kere Gonzales, Executive Assistant to the Director