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

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**Date:** March 27, 2023

**Recording:**

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**Location:** Main Library, Brad Walters Community Room, 125 14<sup>th</sup> St., Oakland, CA 94612

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**CALL TO ORDER:** Co-Chair Caleb Smith called the meeting to order at 5:45 p.m.

**ROLL CALL:**

**COMMISSIONERS PRESENT: 11**

Chiye Azuma (appointee)  
Bradley Boyd  
Alternier Cook  
Mary Forte, Vice-Chair  
Carolyn Moskovitz  
Karen Roye  
Caleb Smith, Co-Chair  
Cathy Smith  
Cristina Tostado  
Angelica Valentine  
Karen Zukor (appointee)

**COMMISSIONERS ABSENT: 3**

Brittany Buckmire (appointee)  
Ayushi Roy  
Alex Weinberg

**STAFF PRESENT: 2**

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

**1. Roll Call**

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

There were no public speakers at the meeting.

**3. Approval of Draft Minutes: February 27, 2023**

Commissioner Cristina Tostado 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 as amended. Commissioner Karen Roye seconded the motion. Commissioners Bradley Boyd and Cathy Smith abstained due to not being present at the February meeting. All others in favor. Motion approved.

**4. Audit Update- Auditor Courtney Ruby**

Assistant City Auditor Michael Houston described the role of the City Auditor and the tasks performed by the Office of the City Auditor. He explained that City Auditor is an elected official and not appointed by the mayor. This allows full independence and allows the office to achieve its missions. Next, he described the different types of audits and the Whistleblower Program and hotline.

Senior Performance Auditor Jennifer Lim covered most of the key findings and recommendations from the most recent audit results for Measures Q and D.

City Auditor Courtney Ruby discussed the timeline for the upcoming Library audit which will cover three years and likely happen in the fall. She stated that the Library will definitely get an audit in 2023.

**5. Life Enrichment Committee- Annual Report**

The annual Life Enrichment Committee report is due in the summer. Now that meetings are back in-person, the commission can no longer send informational memos directly to City Council. The report will need to be scheduled to the Life Enrichment Committee. Planning should start approximately two months prior to the presentation date to allow for report review and scheduling. Suggestions for accomplishments to include in the memo were:

- Feasibility studies at Hoover Durant, Main, Piedmont and San Antonio.
- Maintenance of effort and general fund contribution.
- The addition of new commissioners.
- OPL Advocates Annual Mixer.
- Statistics on number of patrons at each branch location.
- Online vs. in-person resources.

Co-chairs will draft the memo using the suggestions above and bring it to the next meeting for review and commission vote.

**6. LAC Meeting Start Time**

Now that meetings are back in person, it was suggested to start the meeting later to allow for travel time. Since the meeting cannot start until quorum is reached, suggested times were 5:45p and 6:00p. After discussion and a poll, it was decided that 6:00p is too late. Commissioner Carolyn Moskovitz made a motion to move the meeting start time to 5:45p. Commissioner Cristina Tostado seconded the motion. All in favor and the motion passed. All Library Advisory Commission meetings will begin at 5:45p starting with the April meeting.

## 7. Director's Update

Director Jamie Turbak covered the following:

- **Mask Mandate Update-** City Council recently voted to extend the mask mandate to end on July 31<sup>st</sup>. Signage has been put out at branches and staff given guidance on enforcement.
- **Mural at Asian Branch-** Photos of the newly painted mural at Asian Branch were circulated for commissioners to see.
- **The Elmhurst Branch-** Remains closed due to the remodel that is happening with the restroom.
- **Feasibility Studies-**
  - **Hoover Durant/Main-** Back on track after stalling due to contract issues. There is a meeting on Monday, April 3 to discuss the timeline.
  - **Piedmont-**There is a call for RFP going out in the next month or so.
- **Budget-** The City has a \$350M budget deficit. All departments were asked to submit proposals for up to ten percent of general fund cuts. We will find out which proposals were accepted in about two weeks when the mayor's budget comes out. Library is proposing to draw down from our ballot measure reserves which means we won't see huge operational impacts but will be impacted if there are significant cuts to other departments.
- **Ransomware Attack-** The City notified employees that files were compromised. The investigation is ongoing, and City will continue to notify affected individuals.

## 8. Co-Chairperson's Update

Co-chair Caleb Smith reported that the Spring Mixer planning is underway. Mixer will take place on Sunday, May 21<sup>st</sup> at Main Library in Brad Walters Room and in the courtyard outside the room. OPL Advocates is soliciting commissioners interested in joining. Commissioner Bradley Boyd is interested; Co-chair Caleb Smith will follow up with him with additional information.

## 9. Standing Committees Updates

Commissioner Angelica Valentine gave an overview of Community Engagement. Commissioner Mary Forte gave an overview of Sustainability.

With the addition of new commissioners, both committees welcomed new commissioners to attend an upcoming meeting to decide which committee they'd like to join. Kere reminded that no subcommittee can have a majority of the larger commission so membership on each committee should be no more than seven when the commission is full.

Commissioner Karen Zukor stated that she would join Sustainability. Commissioner Cristina Tostado stated that she would like to move from the Community Engagement to Sustainability Committee.

The upcoming meetings are Tuesday, April 4<sup>th</sup> at 5:45p for Community Engagement and Thursday, April 13<sup>th</sup> at 6:00p for Sustainability. The committees meet every other month in even months.

### 10. Commissioner Advocacy Update

Commissioner Cathy Smith reported that the Children’s Area at Lakeview received a grant to do painting. She also asked about the Branch Manager position and process for assignment.

Commissioner Alternier Cook reported the West Oakland is losing Suzy Moorhead and getting a temporary branch manager. She also reported that FOHDPL wrote a letter to get the contract executed for the feasibility study.

Commissioner Mary Forte reported that Elmhurst will reopen in late April. She also reported that The Friends of Elmhurst Library is having a fundraiser for the branch; the sweatshirt pictured below is for sale. Please contact Mary Forte to make a purchase or donation.



### 11. Agenda Building

- **April 2023-** Commissioner Introductions & Assignments, LAC Ordinance Update, Letter to City Council re: Budget, Annual Life Enrichment Memo
- **May 2023-** Mixer Debrief, 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 7:22 PM

Respectfully submitted,

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Kere Gonzales, Executive Assistant to the Director