



LIBRARY COMMISSION DRAFT MINUTES

Date: November 27, 2023

Recording: https://oakland.granicus.com/MediaPlayer.php?publish_id=5a515ef3-8e41-11ee-a93d-0050569183fa

Location: Main Library, Brad Walters Community Room, 125 14th St., Oakland, CA 94612

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

ROLL CALL:

COMMISSIONERS PRESENT: 9

Chiye Azuma
Alternier Cook
Mary Forte, Vice-Chair
Carolyn Moskovitz
Karen Roye
Caleb Smith, Co-Chair
Cristina Tostado
Alex Weinberg
Karen Zukor

COMMISSIONERS ABSENT: 4

Bradley Boyd
Brittany Buckmire
Ayushi Roy, Co-Chair
Gabrielle Sloane Law

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 members of the public present.

3. Approval of Draft Minutes: October 30, 2023

Various commissioners noted edits to the minutes; those edits were acknowledged and noted. Commissioner Karen Roye made a motion to approve the minutes as amended. Commissioner Chiye Azuma seconded the motion. All others were in favor. Motion approved.

4. Office of the City Clerk

City Clerk staff Krystal Sams spoke regarding the filing of Form 700. Form 700 is a public document intended to notify officials and the public of types of financial interest that may create conflict of interest. Krystal specified that there are three times to file Form 700: Upon assuming office, annually, and when leaving office. She stated that the Library Commission is current and fully filed for assuming office and annual filings. Commissioners were reminded to file a leaving office form within 30 days of leaving the commission.

There were questions and discussion regarding volunteer work and reimbursements. Krystal clarified that reimbursements for supply purchases related to volunteer work do not need to be disclosed on the Form 700.

Krystal ended by thanking commissioners for their diligence in timely filing and stated that she looked forward to reporting the the City Clerk that Library Commission was the first board she'd presented to that was 100% compliant. She encouraged the commission to keep up its good work.

5. Update and Finalize By-Laws

It should be noted that the first draft of the commission bylaws was introduced at the October 30, 2023, meeting. The edits made to the first draft can be found in the minutes from that meeting.

Commissioners Mary Forte and Chiye Azuma introduced the second draft of the commission bylaws. The discussion and amendments to the were as follows:

Article I: NAME AND PURPOSE

No changes made and very little discussion.

Article II: MEMBERSHIP

Section 1: Board Membership Composition, subsection C- There was discussion around whether it is practicable to have at least two commissioners from each district. The concern was that vacancies may be difficult to fill and/or filling of vacancies should be based on the needs of the commission rather than geographic residence. In response, the language was amended to replace the word “*shall*” with the word “*should*” on both bullet points.

Article III: OFFICERS

Section 1: Elections, subsection A- There was discussion regarding the current practice of having co-chairs versus the ordinance language of a Chair and a Vice Chair. A few people recalled that it was decided that co-chairs are best because the duties are too much for a single individual to handle. As a result of this discussion, the following language was added at the end of the sentence, *“with an affirmative vote of the majority of Library Commission members present, may elect Co-chairs in lieu of a Chair”*.

Section 3: Officer Duties, subsections A and B- Due to the change made to Section 1, Elections, subsection A (above), the word *“chair”* was replaced with the word *“chair(s)”*.

Article IV: MEETINGS

Section 6: Ad Hoc and Standing Committees- The following sentence was removed from the second paragraph, *“Minutes of the standing committee meetings may be taken by a member of the standing committee.”* The intent of the removal is that staff to the commission will take notes at all publicly noticed meetings.

Article V: VOTING

No changes made and very little discussion.

Article VI: PARLIAMENTARY PROCEDURE

No changes made and very little discussion.

Article VII: REPRESENTATION OF THE LIBRARY COMMISSION

No changes made and very little discussion.

Article VIII: LIBRARY COMMISSION CITY OF OAKLAND DEPARTMENT ROLES

No changes made and very little discussion.

Article IX: BYLAWS

No changes made and very little discussion.

6. Update on Feasibility Studies

This agenda was combined with the Director’s report below.

7. Director’s Update

Director Jamie Turbak covered the following:

Feasibility Studies:

- **Piedmont Avenue Library:** The consultants, HY (HIBSER YAMAUCHI) Architects, Inc. are planning a community meeting and survey for January 2024. Information will be on Oakland Public Library’s website as soon as dates are scheduled.
- **Hoover Durant Library:** [Hoover Branch Feasibility Report issued.](#) This is a very comprehensive report of the status of the community response and process to date.
- **Main Library Library:** There is still time to [take the survey](#) and ask a few others to participate! On [November 6th, Oakland North](#) featured a nice article about the Main Library feasibility study.

Measure C and Measure D Audits:

The City Auditor has initiated audits of Measure Q/C (Library Services Retention and Enhancement Act) and Measure D (2018 Oakland Public Library Preservation Act) as required by both voter-approved measures. The audits will determine whether the Library spent Measures Q and D proceeds as intended by the respective measures' requirements. The City Auditor will begin by scheduling an Entrance Conference to share information about the audit scope, timeline, and process.

Youth Poet Laureate:

The Youth Poet Laureate performed at City Hall during an event to attract employee donors to Combined Charities. She was extremely well-received and demonstrated her talent.

Library Card Contest:

The library card design contest closed last Wednesday, November 15. There were 81 submissions from all ages. The artwork is a beautiful display of love for the arts, Oakland, libraries, and Black culture. OPL will create an online exhibition of all the submissions for Black History Month 2024. Judges are weighing their options now to select the final six choices that will be produced for library cards issued next February.

8. Co-Chairperson's Update

Co-chair Caleb Smith stated that he is in holdover status as the commission is working to identify more commissioners. He reminded commissioners to consider whether they'd consider serving as a Chair or Vice chair.

9. Special Sustainability Committee Meeting Update

Commissioner Karen Roye reported that the Sustainability Committee had a special meeting in November. The agenda focused on the future of the committee. She reported that Sustainability Committee had a robust conversation about building goals and working from the strategic plan to fully understand and define their role. Commissioner Karen Roye also reported that it was unanimously decided that the committee's meeting frequency, day, and time will remain the same.

The next Sustainability committee meeting will focus on finalizing the draft of the survey for presentation to the larger commission.

10. Commissioner Advocacy Update

Commissioner Mary Forte reported that she and Commissioner Sloane Law will be meeting with Councilmember Reid to introduce Commissioner Sloane Law as the new District 7 representative.

Commissioner Cristina Tostado reported that she is waiting to hear back from Councilmember Bas' office regarding a meeting.

The discussion ended with a suggestion that Community Engagement committee draft talking points for distribution.

11. Agenda Building

- **December 2023-** Recess
- **January 2024-** Elections, Update Action Plan for 2024, Racial Equity Team

- **February 2024-** Talking Points for Electeds, Geographical Balance of Specialized Services (i.e. tool lending in East Oakland)
- **March 2024-** Budget Overview, Budget 101
- **April 2024-** Summer Mixer

12. Adjournment - Meeting adjourned at 7:34 P.M.

Respectfully submitted,

/ s /

Kere Gonzales, Executive Assistant to the Director