



**LIBRARY COMMISSION DRAFT MINUTES**

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**Date:** March 25, 2024

**Recording:** [https://oakland.granicus.com/MediaPlayer.php?publish\\_id=8a6d36d3-f39f-11ee-b231-0050569183fa](https://oakland.granicus.com/MediaPlayer.php?publish_id=8a6d36d3-f39f-11ee-b231-0050569183fa)

**Location:** Main Library, 125 14<sup>th</sup> Street, Oakland CA 94612

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**CALL TO ORDER:** Co-Chair Mary Forte called the meeting to order at 5:50 p.m.

**ROLL CALL:**

**COMMISSIONERS PRESENT: 11**

Chiye Azuma, Vice-Chair  
Bradley Boyd  
Brittany Buckmire  
Alternier Cook  
Mary Forte, Co-Chair  
Carolyn Moskovitz  
Karen Roye  
Gabrielle Sloane Law, Co-Chair  
Caleb Smith  
Cristina Tostado  
Karen Zukor

**COMMISSIONERS ABSENT: 1**

Alex Weinberg

**STAFF PRESENT: 2**

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

**1. Roll Call**

**2. What Are Commissioners Reading?**

Co-Chair Mary opened the floor for sharing during the icebreaker. Various commissioners shared what they are reading and details about the materials and the authors.

**3. Open Forum/Public Comment**

There were no members of the public present.

**4. Approval of Draft Minutes: February 26, 2024**

Commissioner Mary Forte reported two areas on the minutes for correction and requested an amendment. Commissioner Caleb Smith made a motion to approve the minutes as amended. Commissioner Karen Roye seconded the motion. Commissioners Brad Boyd and Karen Zukor abstained from the vote. All others in favor. Motion approved.

**5. Racial Equity Team**

Racial Equity Team members Tarshel Beards and Isaiah Hurtado discussed and shared the progress made on each of the goals of the 18-month Racial Equity Action Plan (REAP). It was shared that equity-based criteria are used in budgeting, incident reporting, programming, career development, and collection development. The commission was given specific goals that had been completed and a look ahead at the next 18-month plan for 2024-2025.

**6. Talking Points for Electeds**

Commissioner Brittany Buckmire shared the condensed talking points that she'd drafted based on the discussion at the February meeting.

Director Turbak clarified that the budget has not been published yet so it is not certain what will happen with the maintenance of effort; although given the current fiscal situation, it is likely that the maintenance of effort would be reduced. The budget will be publicly released between May 2<sup>nd</sup> and May 9<sup>th</sup>.

The talking points were amended to add the following statement under item number one of 'The Ask': *Reducing the maintenance of effort would result in Measure C funds subsidizing the City of Oakland general fund in direct violation of the wishes of the voters.*

There were no other amendments. Commissioner Carolyn Moskowitz made a motion to approve the talking points as amended. Commissioner Alternier Cook seconded the motion. All in favor. Motion approved.

**7. Community Engagement Committee Meeting**

Co-Chair Gabrielle Sloane Law initiated the discussion about a new meeting day for the Community Engagement Committee. After polling committee members about their availability and additional discussion, it was agreed that Community Engagement will meet on the 2<sup>nd</sup> Monday of every other month at 5:45p.

Commissioner Carolyn Moskowitz made a motion to approve a new meeting on 2<sup>nd</sup> Monday of every other month in odd-numbered months at 5:45p. Commissioner Alternier Cook seconded the motion. All in favor. Motion approved.

The first meeting of the new series will take place on Monday, May 13<sup>th</sup> at 5:45p at the Main Library in the Brad Walters Community Room.

## 8. Spring Mixer

Commissioner Caleb Smith reminded the commission that the Spring Mixer is on April 14<sup>th</sup> from 1-3p and email invitations had been sent.

Commissioner Alternier Cook volunteered to coordinate the food and utensils. She circulated a sign-up sheet to the commissioners.

Co-chair Mary Forte reminded the commissioners that she will co-MC the event.

## 9. Director's Update

Director Jamie Turbak covered the following:

- **New Book Collection at Tool Lending Library**

Check out books on gardening, tiny houses, power tools, electrical and DIY repairs.

- **Job Club @ Main Library**

Job Club is a supportive space to share employment resources and work opportunities. Participants can set weekly goals, connect with other job seekers, build skills and move forward on their employment search. This pilot program starts April 10<sup>th</sup> and will happen weekly on Wednesday evenings from 6-7:30 at the Main Library. No registration is required.

- **Budget Update**

The Library Department submitted a final budget proposal last week, however, the City's Second Quarter (Q2) Revenue and Expenditures Report will be heard at Finance Committee meeting tomorrow and the current shortfall has grown by about \$60 million to an estimate of \$177.10 million year-end deficit projection in the General Purpose Fund (GPF). The reason for the increased loss is due to sensitive revenue categories affected by recent real estate trends. Specifically, Real Estate Transfer Tax (RETT) revenue declined due to rising interest rates that depressed property demand and prices. Four revenue sources are trending upward, namely Property Tax, Utility Consumption Tax, Parking Tax, and Interest Income. However, those positive trends are not strong enough to counter the negative trends.

One-time Federal relief funding from American Rescue Plan Act (ARPA) of \$188 million temporarily relieved the structural imbalance in the GPF over the past three years. With the exhaustion of ARPA funding, the City still faces a structural imbalance. Inflationary trends are placing pressure on expenditures while vacancies in staffing throughout the City are offsetting it, but at the expense of providing necessary services. The City's short-term and long-term fiscal outlook will depend on decisive management in the current and coming years. Because of the newly revised

shortfall projects, I expect that City Departments will be asked to submit additional balancing proposals

The City Administration's FY 24-25 midcycle budget will be released May 2-9 and passed by City Council no later than June 30.

#### **10. Update on West Oakland Branch**

Director Turbak gave the following updates on the progress at West Oakland Branch:

- West has been accepted for new energy efficient lighting through OBF (on-bill financing).
- A request has been submitted to have the exterior of the building power washed.
- The interior painter has been scheduled for interior paint jobs.
- We will be installing security cameras.
- A new custodian has started.
- A vendor coming to look at repair of the glass doors.
- Diane and Troy on two separate occasions did site walk-throughs and met with staff.

#### **11. Co-Chairperson's Update**

Co-Chair Mary Forte reported the following:

- Three candidates were selected for the commission and will be joining the commission in the coming months.
- Commissioners should complete the Form 700 by the April 1<sup>st</sup> deadline.
- The Life Enrichment report is still being drafted and will capture historical data from the past five fiscal years. There is data that won't be available until July that will be included so the report will happen later in the year.

Co-Chair Gabrielle Sloane Law reported that she is learning more about the library and what it and the Commission does through the drafting of the report.

#### **12. Standing Committee Updates**

##### **Sustainability Committee**

Commissioner Brad Boyd reported a meeting with Director Turbak to discuss the survey and talk about questions. He also reported that Sustainability committee will work on the action plan at their next meeting.

##### **Community Engagement Committee**

There was no update.

#### **13. Ad-Hoc Committee Updates**

**Bylaws-** Commissioner Azuma reported that there will be meeting on April 4th with Director Turbak to discuss City Attorney feedback.

**Survey-** Commissioner Brad Boyd covered this in his standing committee update.

#### **14. Commissioner Advocacy Updates**

Commissioner Karen Zukor reported that Melrose has made great progress on the cleaning of the exterior thanks to a remarkable friends group. They will be putting in a mural.

Commissioner Karen Roye reported that AAMLO has begun the contracting process for getting carpeting, painting and HVAC updates.

Commissioner Mary Forte reported that the Elmhurst library is having a backyard celebration on Saturday, April 27<sup>th</sup> from 12p-4p.

Commissioner Caleb Smith reported that he confirmed a meeting with the Mayor's office on May 7<sup>th</sup> at noon.

Commissioner Chiye Azuma reported the MLK is setting up a meeting with Sara Dubois to discuss forming a bilingual friends group with help from Commissioner Cristina Tostado.

Commissioner Gabrielle Sloane Law reported that she and Commissioner Cristina Tostado are still trying to secure a meeting with Councilmember Reid.

As part of his final meeting and departure, Commissioner Caleb Smith shared parting thoughts and reiterated the need for the commissioners to continue to pursue the maintenance of effort in future budgets.

#### **15. Agenda Building**

- **April 2024-** Budget Overview, Budget 101, Audit Findings/Report, Meetings During Closure, Quarterly Maintenance Report.
- **May 2024-** Survey from Sustainability Committee, Facilities Project Manager Update, Spring Mixer Debrief, LEC report draft
- **June 2024-** Safety Manager
- **Summer 2024-** Feasibility Presentation by Consultant

#### **16. Adjournment - Meeting adjourned at 7:52 PM**

Respectfully submitted,

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Kere Gonzales, Executive Assistant