



**LIBRARY COMMISSION DRAFT MINUTES**

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**Date:** June 24, 2024

**Recording:** [https://oakland.granicus.com/player/clip/6234?publish\\_id=6be074e4-398d-11ef-8c72-005056a89546&redirect=true](https://oakland.granicus.com/player/clip/6234?publish_id=6be074e4-398d-11ef-8c72-005056a89546&redirect=true)

**Location:** Dimond Branch- 3565 Fruitvale Avenue, Oakland, CA 94602

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**CALL TO ORDER:** Co-Chair Mary Forte called the meeting to order at 5:46 p.m.

**ROLL CALL:**

**COMMISSIONERS PRESENT: 9**

Chiye Azuma, Vice-Chair  
Brad Boyd  
Brittany Rae Buckmire  
Mary Forte, Co-Chair  
Carolyn Jones  
Carolyn Moskovitz  
Anand Patel  
Gabrielle Sloane Law, Co-Chair  
Karen Zukor

**COMMISSIONERS ABSENT: 5**

Alternier Cook  
Elias Lawler  
Karen Roye  
Cristina Tostado  
Alex Weinberg

**STAFF PRESENT: 3**

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

**1. Roll Call**

**2. What Are Commissioners Reading?**

Co-Chair Mary Forte 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**

Former Library Commissioner Caleb Smith shared that he and the advocates had been tracking the budget and sent a letter to the City Council flagging concerns that the current state of the city’s finances does not meet the definition of fiscal emergency required to reduce the maintenance of effort. He encouraged commissioners to attend the City Council meeting to remind councilmembers to follow the language in the ballot measure.

**4. Approval of Draft Minutes: May 20, 2024**

Commissioner Chiye Azuma made a motion to approve the minutes as published. Commissioner Karen Zukor seconded the motion. Commissioners Brittany Rae Buckmire, Carolyn Jones, and Anand Patel abstained. Commissioner Brad Boyd was not present for this portion of the meeting and did not cast a vote. All others in favor. Motion approved.

**5. Budget 101/Budget Update**

Chief Financial Officer, Janelle Montu led a budget training and presentation. The training, titled Budget 101, is an introduction to the City of Oakland’s budget process and timelines with added specifics about the library’s budget. The training covered each of the following:

- Budget Cycle & Overview- Budget cycle & revenues and expenditures.
- Budget Process- City of Oakland’s budget process steps and timeline overview.
- Biennial Budget Planning-Financial revenue and expenditure forecast.
- Budget Terms and Concepts- Terms and concepts often referred to in budget.
- Library FY 25 Midcycle Budget Proposal- Summary of the Oakland Public Library FY 25 budget proposal.
- Open Gov Budget Portal- City of Oakland online interactive budget portal.

Each item was explained with charts, definitions, and visual aids.

There were questions about the fund balance and use of the fund balance. Additional information would be forthcoming based on a recently discovered supplemental report which indicated Measures C and D would be fully utilized by reclassifying Library expenses from the General Fund to Measures C and D.

It was requested that this item be allotted at least 30 minutes in the future.

**6. Introduction of New Commissioners**

New commissioners Anand Patel and Carolyn Jones introduced themselves and learned about the other commissioners in a roundtable of introductions. It was requested that introductions happen at the July meeting for commissioners who were not present.

## 7. Future Meeting Location During Closure

After discussion and consideration of factors such as security and accessibility, a vote was taken. Commissioner Mary Forte made a motion to have meetings at locations as described below. It should be noted that the motion was amended by Commissioner Carolyn Moskowitz to add Dimond in October if Main has not reopened. Commissioner Brad Boyd seconded the motion. All in favor and the meetings will be located as follows:

- July- AAMLO
- August- There is no meeting due to recess.
- September- 81<sup>st</sup> Avenue
- October- Dimond (if Main has not reopened)

Meetings will resume at Main following the reopening.

## 8. Library Commission Bylaws

Commissioner Mary Forte gave the background regarding the drafting of the bylaws and how we arrived at the current draft. The following items from the bylaws were highlighted and clarified:

- **Article 2, Section 4, subsection A-** *A Commissioner may request permission to be absent from a meeting by notifying staff to the Commission at least 24 hours in advance.* Chair Mary Forte requested that commissioners notify Kere via email or phone if they cannot attend.
- **Article 2, Section 1, subsection D-** *In making appointments to the Library Commission, the Mayor shall accept for consideration recommendations for appointments offered by each Councilmember.* It was clarified that while this is one way that community members can apply to the commission, this is not the only avenue by which a person can become a commissioner.
- **Article 2, Section 5, subsection A-** *The Library Director shall have the duties and powers which are set forth in the Charter and Ordinances of the City of Oakland. As the Executive Director of the department, the Library Director or a designee may attend all meetings of the Commission and may report to the Commission on all matters which concern the operation of the department, and which may call for its attention.* Staff Kere Gonzales highlighted this section as it outlines that neither Director nor staff are required to attend meetings. Staff may enlist the chairs for recordation of the meetings and/or minutes.
- **Article 3, Section 1, subsection A-** *At its first regular meeting of each new calendar year, the Commission shall elect a Chair and a Vice Chair from among its members.* Staff Kere Gonzales highlighted that City Attorney advised to discontinue the practice of electing co-chairs. City Attorney was specific that the ordinance allows the election of a single chair and a single vice-chair. The commission will implement this change starting with the next election.

Commissioner Carolyn Moskowitz made a motion to adopt the bylaws. Commissioner Boyd seconded the motion. All in favor. The bylaws were adopted and will be posted on the website with the other commission documents.

## 9. Director's Update

Director Jamie Turbak covered the following:

- Main Library Closure- Most of the month was spent focusing on the move from Main. Many staff spent many days packing and purging. There was a very long list of tasks to be completed to make to move successful and smooth. Director Jamie Turbak and staff Kere Gonzales are now located at AAMLO.
- The COHO leadership program, which is a group of students from various middle schools in and around Oakland, came in to AAMLO, interviewed five staff and then gave a presentation on Oakland Public Library a few days later based on the interviews. The students were very bright and are the future leaders.
- Consolidated Fiscal Policy- The Consolidated Fiscal Policy is the City of Oakland's governing document on how money is managed. There is a proposal to add a new glossary of terms to the end which include definitions for the conditions which can trigger a reduction in the maintenance of effort.
- The Bookmark Bookstore, which is run by the Friends of the Oakland Public Library, has completed their move, and are now located at 10<sup>th</sup> and Broadway.
- The Summer Lunch program has been advertised on billboards and buses and is providing service at six library locations.

## 10. Update on West Oakland Branch

Director Turbak reported that Commissioner Alternier Cook stated that there was nothing to report for this item.

## 11. Co-Chairperson's Update

Co-Chairs Mary Forte and Gabrielle Sloane Law reported the Life Enrichment draft report will be brought to the July meeting.

## 12. Standing Committee Updates

### Sustainability Committee

Commissioner Brad Boyd reported that Sustainability Committee met earlier in the month and discussed the survey and meeting locations. The survey is complete and will go to Director Turbak and then Racial Equity Team.

### Community Engagement Committee

Commissioner Gabrielle Sloane Law invited new commissioners to attend the next Community Engagement Committee meeting on July 8<sup>th</sup> to get a sense of what it does. Staff Kere Gonzales will send the meeting invitation to new members.

## 13. Ad Hoc Committee Updates

**Bylaws-** This will be removed now that the bylaws have been adopted.

**Survey-** This item was covered in item 12 of these minutes.

**Action Plan-** Commissioner Chiye Azuma reported that the ad hoc committee is making progress and would like to have a working draft to present to the committee for review of their committee descriptions. She read the following Sustainability Committee description aloud:

**Purpose:** To provide oversight on the effective delivery of library services, maintenance, and inter-departmental issues with an emphasis on diversity, equity, and inclusion.

Responsibilities:

- Oversee timing and strategy of ballot measures and other funding structures to ensure adequate funding for OPL
- Maintain oversight of the Oakland Public Library (OPL) budget to ensure financial sustainability and resource allocation
- Maintain oversight of OPL facilities maintenance to ensure safe and functional library spaces for the community.

Commissioners will review the language and provide feedback at the July meeting.

**14. Commissioner Advocacy Updates**

- Commissioner Karen Zukor’s district of residence was updated to District 1.
- Commissioner Carolyn Johnson will be assigned to Piedmont.
- Commissioner Anand Patel will be assigned to Montclair.
- Commissioners Carolyn Johnson and Anand Patel joined Community Engagement Committee.
- Commissioner Gabrielle Sloane Law will draft a mentoring plan to present at July meeting.
- Commissioner Gabrielle Sloane Law reported that she got some updates from the 81<sup>st</sup> Ave branch manager. They’ve gotten new staffing but are having a few issues around maintenance.
- Commissioner Chiye Azuma reported that she has been distributing tomato shrubs. She has given shrubs to Elmhurst, MLK, and Melrose.
- Commissioner Karen Zukor reported on Melrose and Tool Lending. Unfortunately, both locations have experienced theft; Melrose had a rose bush stolen and Tool Lending had tools stolen.

**15. Agenda Building**

- **July 2024-** Audit Report/Findings, LEC Report Draft, Introduction of New Commissioners, Quarterly Maintenance Report, Mentoring Plan.
- **August 2024-** RECESS
- **September 2024-** Feasibility Presentation by Consultant, Safety Manager Update

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

Respectfully submitted,

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Kere Gonzales, Executive Assistant