



LIBRARY COMMISSION DRAFT MINUTES

Date: October 28, 2024

Recording: https://oakland.granicus.com/MediaPlayer.php?publish_id=0dca150-97d7-11ef-ab4b-005056a89546

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

CALL TO ORDER: Co-Chair Mary Forte called the meeting to order at 5:47 p.m.

ROLL CALL:

COMMISSIONERS PRESENT: 12

Chiye Azuma, Vice-Chair
Brad Boyd
Alternier Cook
Mary Forte, Co-Chair
Carolyn Jones
Carolyn Moskovitz
Anand Patel
Karen Roye
Gabrielle Sloane Law, Co-Chair
Cristina Tostado
Alex Weinberg
Karen Zukor

COMMISSIONERS ABSENT: 2

Brittany Rae Buckmire

STAFF PRESENT: 3

Jamie Turbak, OPL Director
Kere Gonzales, Executive Assistant to the Director
Thanita Adams, Safety Manager

1. Roll Call

2. Open Forum/Public Comment

Ernest Johnson, Vice Chair of Friends of Hoover Durant Public Library and street corner library coordinator was present and commented that he was happy to be present at the Library Commission meeting and see familiar and unfamiliar faces.

3. Approval of Draft Minutes: September 30, 2024

Commissioners Chiye Azuma and Mary Forte noted amendments in a few sections of the minutes. Commissioner Chiye Azuma made a motion to approve the minutes as amended. Commissioner Brad Boyd seconded. Commissioner Karen Roye was not present for this portion of the meeting and did not cast a vote. Commissioner Carolyn Moskovitz abstained. All others in favor. Motion approved.

4. Safety Manager Introduction

Director Turbak introduced the Library Safety Manager, Thanita Adams, who had been hired in February into a newly created position which was added to formalize and create structure around the library's response to a rise in incidents, staff response and improving safety in the library.

Thanita Adams shared her background in working with vulnerable populations, creating pathways to housing, and providing social services. She shared that she has been working with staff in branches, patrons, and external supports to create a sense of safety and wellbeing for staff. She shared that she had been meeting with non-profits to provide mediators, MACRO to provide enhanced services, and police to provide support in branches.

Thanita also shared that she had brought in a trainer, the lead security agent for Seattle Public Library, to train Library staff on incident response.

Commissioners asked that Thanita come back at least once a year with updates on projects and progress.

5. Commissioner Assignments

With the departures of Commissioners Carolyn Moskovitz and Mary Forte, their branch assignments will need coverage. Rockridge will be assigned to Commissioner Alex Weinberg. Elmhurst was not assigned, however, Commissioner Chiye Azuma stated that she is willing to mentor and transition the commissioner who takes on Elmhurst.

Commissioner Chiye Azuma expressed the desire to focus on MLK and give Eastmont to another commissioner. Commissioner Carolyn Jones will take on Eastmont and will also be assigned to CM Jenkins.

Elmhurst and Main will remain unassigned, and the discussion will be revisited once the new commissioners join.

6. Quarterly Maintenance Report

In review of the Quarterly Maintenance Report, commissioners reported the following as tickets which are long-standing or critical:

- MLK Branch- Commissioner Chiye Azuma reported that there are three restrooms, and each has a different style of paper towel dispenser which requires three different types of paper towels. Custodial does not always have the different paper towels for each so the dispensers are empty a lot. Commissioner Chiye Azuma reported following up with the branch manager about the item which has been on the report for over a year. Director Turbak will follow up with Public Works regarding this item.
- Lakeview Branch- Commissioner Karen Roye reported that the potholes need to be addressed. There are concerns that they will get bigger due to the rainy season. Director Turbak reported that staff have provided photos and the tickets have been escalated at OPW.
- Temescal Branch and Tool Lending- Commissioner Karen Zukor reported that security cameras and a security door are needed for the Tool Lending Library. Director Turbak explained that these items are not on the maintenance report because cameras are handled by OPL and not Public Works. Calvin Hao is working on this project and he or Director Turbak will continue to update the branch manager and Commissioner Karen Zukor about project status.

Commissioner Alex Weinberg reported that when drafting the summary, he noticed a downward trend in the overall number of open tickets.

7. Action Plan

Commissioner Gabrielle Sloane Law introduced the Action Plan document with the information that both standing committees had reviewed and made their final revisions. The document was open for discussion, final review, feedback, and suggestions with a final vote happening at the November meeting.

Commissioner Chiye Azuma noted that the items in red were edits that were made since the last meeting of the full commission. She also asked that Community Engagement committee fill in the timing associated with the actions assigned to it.

It should be noted that there was lengthy discussion on Objective 3- Action 1 “*Track meetings and status related to the city’s strategic and capital improvement plans and advocate publicly for their need. (Downtown Oakland Specific Plan) etc.*” The role had been held by Commissioner Ada Chan in the past. The question was whether that action should be assigned to the full commission or to the Sustainability Committee where a single person could be designated. Many ideas and suggestions were shared, however there was not a final resolution on where the action would be assigned.

8. Feasibility Studies Update

Director Jamie Turbak reported the following:

Piedmont

- Director Turbak did a presentation to the Life Enrichment Committee regarding the study which is wrapping up.
- The conclusion was to replace the CDC building with new construction at a cost of \$19M.

- There is no capital budget for the project so funding would be needed.
- The Oakland Unified School District will be meeting to discuss if they are interested in pursuing the 50-year lease.

Main

- Feasibility study is wrapping up and should be completed by the end of the year. There are a couple of options that would be considered:
 - Option 1- Renovation and expansion of current site.
 - Option 2- Move Main to a new site.
 - Option 3- A combination of front facing services at the current site with back house services and some front facing services at a location in East Oakland.
- There will be an opportunity to hear more and give feedback through community discussion and a survey.

Commissioner Alternier Cook reported the following:

Hoover Durant

- Feasibility study is wrapping up and the consultant is now working on the analysis and recommendations.
- Should be completed by the end of the year.
- Consultant has looked at a few locations.
- The cost is approximately \$22M but does not account for inflation since the cost was initially estimated.
- Next steps are to raise money and get council approval.

9. Director's Update

Director Jamie Turbak covered the following:

- During the Keller fire, the city activated the Emergency Operations Center and set up an overnight shelter. OPL supported the overnight shelter with staffing.
- OPL recently sponsored Rick Jenkins, a Seattle-based trainer, for three sessions of de-escalation training for staff and one session for security guards. These were all-day workshops for staff. The Safety Manager is re-writing the OPLs rules for behavior guidelines which will help staff have the same response and ensure consistency in the patron experience.
- Main Library is reopening on Monday, November 18th. Staff will be returning a few weeks ahead of the reopening.

10. Update on West Oakland Branch

Director Jamie Turbak reported that the windows may need to be replaced because the window film is very old and cannot be removed.

11. Co-Chairperson's Update

Co-Chair Gabrielle Sloane Law reported that there were four selections made for new commissioners. She reported that one of them is from District 2 which has been unrepresented on the commission for a long time. She also reported another was from District 3 and was a very strong advocate for West Oakland. All four will be coming on in the new year and she looks forward to the added perspective and skills.

Co-Chair Gabrielle Sloane Law thanked Co-Chair Mary Forte for her leadership, advocacy and mentoring as she leaves the commission.

12. Standing Committee Updates

Community Engagement Committee

Commissioner Gabrielle Sloane Law reported that Community Engagement Committee did not meet in October and did not have an update.

Sustainability Committee

Commissioner Brad Boyd reported that Sustainability Committee met in October and edited the Action Plan. He also reported that the survey is with Director Turbak and will come back to the commission after final review.

13. Ad Hoc Committee Updates

Survey- Please see the minutes under item 12- Sustainability Committee.

Action Plan- Commissioner Chiye Azuma asked about the timelines associated with the actions assigned to the Community Engagement Committee. She requested that the committee chair, Commissioner Gabrielle Sloane Law fill the timelines in on the draft and return it to her by November 8th.

14. Commissioner Advocacy Updates

Commissioner Mary Forte reported that Elmhurst Friends will have their 2nd Annual Tea on November 9, 2024, from 11a-1p.

15. Farewell to Commissioners

Commissioners and staff expressed gratitude to Commissioners Mary Forte, Carolyn Moskovitz, and Alternier Cook for their service to the Library Commission. They each served at least 6 years and had a combined total of almost 20 years of service including time in holdover. Their contributions were invaluable, and they will be missed.

16. Agenda Building

November 2024- Finalize Talking Points, Finalize Action Plan, Tour of Main

December 2024- Recess

January 2025- Elections, Commission Assignment (once new commissioners have joined)

February 2025

March 2025

17. Adjournment - Meeting adjourned at 7:48 PM

Respectfully submitted,

/ s /

Kere Gonzales, Executive Assistant