

Library Commission Sustainability Committee-Draft Minutes

Date: March 20, 2025

Call to Order: The meeting was called to order at 6:03 PM by Committee Chair Commissioner Brad Boyd

Commissioners in Attendance: Chiye Azuma, Brad Boyd, Zacharias George, Mary McCain-Simon

Commissioners Absent: Karen Zukor, Alex Weinberg

1. Public Comment/Open Forum

No members of the public were present. Public comment was closed.

2. Approval of January 2025 Draft Minutes

A motion made by Commissioner Azuma, seconded by Commissioner Boyd to approve the minutes as published. Commissioners George and McCain-Simon abstained. All others in favor and motion approved.

3. Capital Projects Tracking

Commissioner Cain-Simon volunteered to assist Commissioner Weinberg with the tracking of capital projects. Staff Gonzales will provide Commissioner Cain-Simon with Commissioner Weinberg's contact information so that he can bring her abreast of progress and next steps.

4. Revisit Action Plan- Objective 3, Item 2

It should be noted that agenda items 4 and 5 were combined for the purpose of discussion.

5. Action Plan- Initiate Actions

The committee will start using the quarterly maintenance report to track noticeable slowdowns or stoppages in responses to service requests. Commissioner Azuma volunteered to be the liaison for commissioners' questions regarding service tickets for maintenance, custodial, groundskeeping, etc. There was also a request for the custodial/maintenance supervisors to come to a future full commission meeting and provide a liaison for relationship building and contact. Staff Gonzales was going to follow up with Public Works regarding contacts to provide and future meeting attendance.

Also during this discussion, it was shared that new commissioners may not fully understand how the budget works and, as such, requested a training just for new commissioners to give them an overview of OPL's unique budget process. Staff Gonzales was going to follow up with Janelle to see if such a training could be arranged via Zoom. Commissioner Azuma expressed interest in attending the training as well.

6. Agenda Building- Capital Projects Tracking, Action Plan, Quarterly Maintenance Report- How it Works.

7. Adjournment- Meeting was adjourned at 7:06 pm.

Respectfully Submitted,
Kere Gonzales