

**OAKLAND PUBLIC LIBRARY
LIBRARY ADVISORY COMMISSION (LAC)
MINUTES – July 27, 2009
Main Library West Auditorium**

CALL TO ORDER: Chairperson Citron called the Library Advisory Commission meeting to order at 5:10 p.m.

Roll Call:

Commissioners Present: Chairperson Citron, Genevieve Katz, Muhammad Alabi, Tom Manly, Linda White-Taylor, Steven Tidrick, Marian Sylvestre, Arthur Noble, and Susanna Gilden.

Commissioners Excused: Carolyn Mixon, Billie Wooldridge

Staff: Carmen Martínez (Library Director), Gerry Garzón (Associate Director), Gene Tom (Chief Financial Officer) and Rosalía Arteaga-Romo (Executive Assistant/Recorder).

Others in attendance/public: Asline Jones.

1. Approval of Minutes

Commissioner Gilden made a motion to approve the minutes of February 23, 2009 as recorded.

Commissioner Katz seconded the motion.

Minutes were approved unanimously. Yes - 9; Noes – 0; abstentions - 0

Commissioner Gilden made a motion to approve the minutes of May 18, 2009 as recorded.

Commissioner Katz seconded the motion.

Minutes were approved unanimously. Yes - 9; Noes – 0; abstentions - 0

2. Old Business

Approval of Measure Q reports and Auditor's Report on Measure Q.

Gene Tom explained that these reports were presented to the Commission in September and November 2008, but the Commission was not able to approve and accept them due to a lack of a quorum. The LAC, as the oversight committee for Measure Q, has to officially approve these reports.

Mr. Tom gave an overview of the first quarterly report and the year-end-report for FY08-09. Regarding the City Auditor's report, it was a positive report. The issues of concern that were mentioned in the report were corrected by staff. Overall, the audit reported that the City is spending Measure Q funds in accordance with the regulations.

Commissioner Tidrick made a motion to approve and accept the first quarterly report for FY2008-09.

Commissioner Sylvestre seconded. Report approved unanimously.

Yes - 9; Noes – 0; abstentions - 0

Commissioner Katz made a motion to approve and accept the Year-End report for FY2008-09.

Commissioner Tidrick seconded. Report approved unanimously.

Yes - 9; Noes – 0; abstentions - 0

Commissioner Tidrick asked why does the Commission need to approve the Auditor's report. Chairperson Citron explained that by approving the report, the Commission accepts the findings and recommendations of the City Auditor.

Commissioner Katz made a motion to approve and accept the City Auditor's report on Measure Q. Commissioner Tidrick seconded. Report approved unanimously.
Yes - 9; Noes – 0; abstentions - 0

Mr. Tom will present the next quarterly report and year-end-close report at the September meeting. The LAC made a recommendation for semi-annual reports, instead of quarterly.

3. Chairperson's Report

- Chairperson Citron welcomed newly appointed Commissioner Taylor.
- There is a new friends/community group called Save the Libraries that encourages people to attend the Council meetings and support the Library.

4. Staff Activities Reports

A. Library Director

Budget Update

- Asked by the City Administrator to announce the new parking fees increase - \$2/hour, with meters running until 8 pm. There are several other increases in parking fees, check the city's website for a complete list.
- As you know we just survived another incredible budget season. The City did not get all of the stimulus packet for the Police, and the Budget Office is now asking for new budget cuts for FY2009-11 (\$18 M in FY2009-10, and \$23 M in FY2010-11.) These cuts mean 12 days of mandatory leave without pay; as well as additional contribution of 5% salary into the retirement fund, for a total of 15% cut in salary.
- Gene Tom elaborated on these reductions: increase in the city's vacancy rate; 11 days of mandatory leave for Union Local 1021 members, this amounts to about 5% of salary savings; change in retirement contribution as the city stopped paying that portion and the employees are picking it up; across the board reductions that affected all departments, except Fire and Police. The Library had a number of cuts: branch services reduced to 5 days/week for a savings of \$380,000 that resulted in the loss of 8.8 full time employees; elimination of bookmobile, saving \$53,000; across the board 5% reduction in contracts. Mr. Tom reviewed the Measure Q funding and carry forward from FY08-09, and how this impacts the general fund. Purchasing budget was reduced as well. He added there were various fines and fee increases for library services (library cards, copies, inter-library loan, and new charges for electronically digitizing photos). Staff is going back to council in September to present a report for a new fee: a tool lending library charge for a one-time membership fee (Council approved it on June 16, but it has to go before Council for a 2nd reading). At the next meeting Mr. Tom can provide more detailed information on the cuts.
- Commissioner Katz commented that it is unfortunate that citizens have to pay to use the library, especially in these dire times. Director Martínez added that the Library will work with patrons to accommodate them and not punish them; we don't charge children and teens. The tool lending charge was a controversial proposal from the beginning, but we had no other alternatives in order to comply with the mandated reductions.

- Director Martínez added that there is concern about Measure Y and the City requested further reductions from all the departments.
- Commissioner Noble wanted to know what is going to happen to Second Start Program? Gerry Garzón reported that staff received Council direction to move 2nd Start to the Main Library by December 2009, or Jan 2010. The Library is not losing any staff this current year, and depending on tomorrow's Council meeting outcome, we may lose a position next FY2010-11, beginning July.
- Gene Tom also added that the City has approved and implemented a "Golden Handshake" retirement program, which means some retirement positions may not be filled immediately or at all. Staff have until September 30, 2009, to decide whether to take advantage of this offer. The public is angry about losing staff at their branches, and Director Martínez has talked to the City Administrator about filling some of the frozen positions, and we are confident we will be able to fill some of them. Mr. Tom gave more details about the retirement program and until all the retirements are totaled, we will not know the impact to the Library and the City at this point. Discussion followed about the proposal to close Main Library 2 days/week.

Director Martínez reported on various Library activities:

- The Library is working in partnership with the State on the census 2010. The Library will be a place for training census volunteers, and a distribution point.
- After a lot of hard work AAMLO is preparing for its new and well-reviewed aids exhibit "Access to Life" - - and AIDS and HIV photo documentary - - which will run for a full year.
- The Chávez Branch library was featured on the Spanish network Univision TV, to acknowledge a staff member who was awarded a certificate for her volunteer work in the community. The segment was videotaped for the news, and Director Martínez was interviewed. This was a very nice, positive pitch to the Fruitvale community to use the Chávez branch.
- There will be a CALTAC Board meeting on Saturday, August 1st at the Chávez Library, 10 a.m. Commissioners are welcome to attend.
- The Library received an LSTA State grant of \$44,000 for the "Oakland Word" project. The grant will be used to create writing programs at various branches, bringing authors, poetry writing, and help create resumes on-line. The grant pays for a library assistant to coordinate the program.
- Commissioners need to review Measures O and Q ordinances. Staff will review what the LAC duties are in regard to these measures. Agenda item for next meeting.

B. Public Service - - Main/Branches Report

Deputy Director Gerry Garzón gave an update on the capital improvement projects:

- Asian – put in public restroom; staff requested meeting with the Management Association to oversee this plan.
- Brookfield heat - received funds, and staff met with project manager to discuss and bring engineers to assess the ventilation system.
- Elmhurst – funding received for a public restroom and ADA improvements; we have completed 90% of the construction plans.
- MLK – proceeding with the infrastructure update for electrical, ADA for restroom, and lighting. Recall that the budget was approved early and the projects were on hold.
- Melrose – funding for window repairs; waiting for documents.

- Montclair – mold repair completed; reopening celebration/birthday party in August.
- Rockridge – the planning team met with RR library staff to take in comments of the conceptual design from Noll & Tan for fitting the teen zone area. The design does require reconfiguration on the 1st floor.
- Main – completed the public area reconfiguration. The computer lab is now on the first floor, DVD'S area moved, exploring the installation of self-check equipment, and planning the 2nd start move to Main.
- 81st Avenue Project – 55% of the construction is complete; issues regarding NBC contractors as the owners have been indicted on 46 felony counts on work violations (unrelated to 81st Ave project). The project is scheduled to complete early next year.
- Dimond – no CIP grants this year. We have had shelves installed at Dimond to put the holds out for the public. Meeting with the self-check representative, and tour branches.
- Temescal – no CIP funds this year. These are redevelopment funds granted by the City for various citywide projects, and not all the branches get them.
- Director Martínez added the Teen Zone at Main is very busy and popular, very well used. It is gratifying to see how this came to fruition.

5. Commissioner's Advocacy Report:

- Commissioner Katz – FOPL plans to visit all the branch libraries to see if they have a functioning friends group.
- Commissioner Manley – was involved in the City's measures by helping phone banking, along with Commissioner Sylvestre. There were a lot of librarians involved and 7 organizations phone banking.
- Commissioner Tidrick – visited the Main Library and was really impressed on how busy it was.
- Commissioner Noble – Second Start gets questions about the potential move and budget.
- Commissioner Gilden – visited Montclair on July 6th and did not smell any mold.

6. Agenda Building – Determination of Schedule of New/Outstanding Items

- LAC Review of Measures O and Q

7. Open Forum (Public Comment)

- Comments from Asline Jones.

8. Announcements

- Due to a conflict of schedule, the Commission agreed to meet on September 14, 2009.

Meeting adjourned 6:40 p.m.

Submitted by:

Carmen Martínez,
Library Director

