

**OAKLAND PUBLIC LIBRARY  
LIBRARY ADVISORY COMMISSION (LAC)  
MINUTES – FEBRUARY 25, 2008  
César Chávez Branch Library**

**CALL TO ORDER:** Director Martínez called the regular Library Advisory Commission meeting to order at 5:05 p.m.

**Roll Call:**

Commissioners Present: Marilyn Citron, Billie Wooldridge, Tom Manley, Genevieve Katz, Arthur Noble, Marian Sylvestre, Muhammad Alabi, Carolyn Mixon, and Jackie Wu.

Commissioners Excused: Susanna Gilden, Sue Yascolt.

Commissioners Absent: none

Staff Present: Director Martínez, Winifred Walters, Gerry Garzón, Gene Tom, Diane Satchwell, and Rosalía Arteaga-Romo (recorder).

Director Martínez welcomed everyone and introduced three newly appointed commissioners:

- Billie Wooldridge has lived in Oakland for 20 years, a Vietnam widow, has 3 children, and is an active member of the Eastmont Library Friends.
- Carolyn Mixon, native of Oakland, has lived in NY and Europe, worked in the fashion industry, loves museums; she's a book consultant at AAMLO, and also volunteers at AAMLO.
- Jacky Wu, UC Berkeley student – appointed as the youth representative to the LAC, was one of the YLC members. Started volunteering for OPL and Teen Services as a middle school student. He is interested in promoting the OPL and reading.

Director Martínez asked the rest of the commissioners to introduce themselves to learn more about their background, in order to nominate and vote for officers.

- Marilyn Citron, Bay Area Library Information System (BALIS) representative for OPL, one year on the LAC.
- Arthur Noble, 2<sup>nd</sup> Start Literacy representative, serving his second term.
- Genevieve Katz, grew up in New York, a retired architect, belongs to a number of organizations (among them FOPL, League of Women Voters), serving 2<sup>nd</sup> term at LAC
- Tom Manley – city employee and member of the Local 21 Union, has lived in Oakland for 27 years, one year on the LAC.
- Marian Sylvestre – 4 years on the LAC, works at the Red Cross.

**1. Nominations and Voting for New Chairperson and Vice-Chair**

Commissioner Katz nominated Marilyn Citron for Chairperson; Commissioner Wooldridge seconded, all approved. New Chairperson elected: Marilyn Citron.

Vice-Chair nominations: Director Martínez received a statement from new commissioner Susanna Gilden (who was not able to attend the meeting due to a funeral) volunteering to run for vice-chair if no one else is volunteered. Commissioner Mixon nominated Susanna Gilden for Vice-Chair; Commissioner Manley seconded, all approved. New Vice-Chair elected: Susanna Gilden.

## **2. Approval of Minutes**

Commissioner Manley made a motion to approve the minutes of September 24, 2007, with the following correction: page 2, under Capital Improvement Projects report, # 3 should read: ADA compliant restrooms. Commissioner Citron seconded the motion.

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

## **3. Commission Meeting Schedule**

Chairperson Citron briefed the Commission about the lack of quorums during the last year at the LAC meetings. The previous Chair voiced frustration at holding monthly meetings, sometimes with only 3 or 4 commissioners present, and not being able to take action on agenda items. At that time, the Chair recommended holding meetings every other month, instead of the regular monthly schedule, thus allowing for a fuller agenda and more Commission appointments. The Commission needs to vote if they wish to establish a new meeting schedule of every other month, in order to amend the Ordinance. Brief discussion followed and the consensus was to change the regular meeting schedule to every other month.

Commissioner Manley made a motion to meet every month until the ordinance is amended to reflect holding meetings every other month. Once the ordinance is amended and approved by Council, the Commission will revisit the specific months and dates. Commissioner Sylvestre seconded; motion approved.

Yes – 9; Noes – 0; Abstentions - 0

## **4. Staff Activities Reports**

### **A. Director's Report -**

- In December, the OPL staff raised \$1400.00 for the Mayor's Toy Drive, as well as volunteered in the toy distribution.
- Library Fines & Fees Forgiveness Campaign. This was a 3-week campaign during the month of December and the Library forgave over \$230,000 in fines and fees. There was an estimate of a total of 53,000 transactions, 33% were for children materials and 9% teen materials. This was a big jump from the last campaign. It was a great campaign and staff collected stories from the public.
- Mayor Dellums is holding weekly cabinet meetings with all the Department Directors; staff is also scheduled for a one-on-one meeting w/him.
- We still have 4 vacancies on the LAC, and we encourage members to suggest names of potential candidates.
- National Library Week is April 13 – 19, and the Library will host a program featuring poet and writer Nikky Giovanni, on April 24 at the Oakland Museum. Commissioners are invited to attend this event.
- Presented the Library's Annual Report.

- Director Martínez introduced Rick Moss, AAMLO Chief Curator, to tell us about the different events/programs. Mr. Moss reported about the permanent exhibit entitled “Visions of Tomorrow – 100 year history of African Americans in Oakland”. We are moving slowly on this exhibit because of the complexity of the design, and the opening is scheduled for April, 2008. This permanent exhibit is funded by the \$1 million State grant. This is a multi-media, audio/video exhibit focused on Oakland residents, with personal interviews, histories of Oakland personalities giving a chronology of the African American experience. Another exhibit is “Opening Doors – African American Physicians and Surgeons”, with an opening reception this Saturday. Also, staff is currently working with the San Francisco Center for the Books, planning an exhibit on “Banned Books,” scheduled to open October 2008; 30 artists have been invited to create a piece of art and they are excited to work on this event. In April there will be a small fundraising reception for this event. Finally, staff is working with two southern California collectors of African American movie posters, for a film festival and lecture program. This is still a work in progress.
- Director Martínez introduced Diane Satchwell, our new Administrative Librarian, in charge of policy & strategic planning. She came from the San Diego County Library system and was in charge of 32 branches. Ms. Satchwell reported that she conducted a staff survey and completed a strategic plan based on the results. The strategic plan refers to our facilities, funding, collection management, staffing, technology, programs and services, partnerships and collaborations, and community relations. This document will be reviewed and turned into a work plan for action, which will be a valuable tool to manage the OPL system. Ms. Satchwell is also leading a reorganizational/remodeling project of the Main Library’s 1<sup>st</sup> floor, to make it more welcoming, customer friendly, and making it more practical to allow staff to provide better service.
- Director Martínez introduced Winifred Walters, Manager of Grants and Development, who is fundraising for the 81<sup>st</sup> Ave. Library Project. Ms. Walters reported that the total project cost is estimated at \$14.8 million, and that most of the money is coming from state funding, with the City putting in \$4 million. The fundraising campaign has been underway for 2 years and the Library has raised almost \$0.5 million from non-governmental sources and there are pending proposals. Ms. Walters mentioned that the LAC is the governing entity that is listed on these grant applications. Funders include the Y&H Soda Foundation and the Thomas J. Long Foundation. Lastly, there is a way that Commissioners could help by giving a donation to FOPL, and there is also information on the table on other ways to help.

## **B. Public Service - - Main/Branches Report**

Associate Director Garzón gave an update on the Capital Improvements Projects currently underway at various branch libraries:

- Asian Branch – received a grant of \$116,620 to reconfigure space for new public restrooms.
- Brookfield Branch got a grant of \$61,000 from Council member Larry Reid, and funding of \$150,000 from Redevelopment Funds to fix overheating from skylight; relocate Children’s; and other possible ADA upgrades.
- 81<sup>st</sup> Ave. East Oakland Com Library – received funding from different sources, grants Prop 14, Coliseum Set Aside (redevelopment funding,) OUSD, and other pending grants. We anticipate new bids returned on March 3.

- Eastmont Branch – received \$60,000 funding for a relocation feasibility study.
- Elmhurst Branch – number 1 priority, received \$194,000 from Council member Larry Reid and another \$100,000 from Redevelopment Funding for new restrooms; drinking fountain, potential makeover.
- Main Library Teen Zone – received \$588,096 funding from different sources. In progress, contract re-negotiation; back to Council for approval to proceed with contract for the construction of the teen zone at the main library.
- Martin Luther King, Jr. Branch – \$907,172 funding. The first phase of remodeling was completed in the last month which included installation of new carpeting, new seats, and new circulation and reference desk. Staff met with the architectural team to continue with Phase 2 of the make-over for ADA upgrades for restrooms, electrical & cabling, and potential expansion. Community meetings will be held for input.
- Melrose Branch – \$380,000 funding for electrical, data improvements; reconfiguration of space; window frame replacement. Last month's storm caused really bad leakage in the windows and the replacement work had to start sooner than anticipated.
- Rockridge Branch – received \$500,000 funding for a teen zone to make the branch more welcoming for teens; we hope to begin this project sometime this spring. We've worked w/Council member Jane Brunner to find a solution regarding previous issues involving teens at the branch. Also, making HVAC upgrades.
- There is discussion regarding a new State Bond Measure for \$4 billion scheduled to go to voters in 2010. This is still in the early stages.
- Also, staff met with the Emery School District Superintendent, who has a vision to build a community library/center. The School District is exploring some options for a new library, and OPL will continue discussions with the District. This is a very promising venture and is a very exciting idea.
- Library Fires Update– at a previous LAC meeting it was mentioned that there had been a couple of fires at the Golden Gate Library, supposedly next door to the branch, at a vacant property. Staff investigated and was informed by the Fire Department that there were no fires reported in that area.

### **C. Measure Q End-Year Report**

Chief Financial Officer Gene Tom reported on Measure Q appropriations and expenditures: 1) Year end Fiscal Year 2006-07 (Attachment C); 2) the first two (2) Quarters of FY2007-08 (Attachment B.)

#### FY06-07 (Attachment C)

Mr. Tom reported that for the fiscal year ending June 30, 2007, the Library had actual Measure Q expenditures of almost \$12 million, about \$1.2 million less than appropriated. However, Mr. Tom explained that of the \$1.2 million almost \$750,000 was encumbered, so the adjusted difference was about \$510,000. It was explained that this was intentional savings generated to help address the Measure Q deficit.

FY07-08 (Attachment B)

Mr. Tom reported that Library Measure Q expenditures were on target for the 1<sup>st</sup> and 2<sup>nd</sup> Quarter of FY07-08, through December 29, 2007. Certain units were under spent however due primarily to vacancies.

Measure Q Overview

Personnel costs continue to exceed the rate at which Measure Q can increase revenue. Personnel cost have increased dramatically since the passage of Measure Q in 2004. A large part of the increase has been due to increases in health insurance costs and the increased retirement benefit that the City negotiated with the labor unions. Since Measure Q was passed, the total fringe and paid leave cost for each permanent full-time position has grown by approximately 30%. At present, for every \$1 paid in salary to full-time staff, the city must spend additional \$.94 to pay, medical, retirement and paid leave costs.

By law, Measure Q may increase at a rate equal to the Consumer Price Index (CPI) or 5% annually, whichever is lower; consequently, permanent personnel expenditures are outstripping Measure Q revenue. Benefit expenditures for part-time positions remain consistent and not growing at the same rate.

For the above reasons and in order to keep Measure Q balanced this fiscal year, the Library continues to look for savings and will attempt to enter the next fiscal year with a surplus.

Mr. Tom briefly informed the Commissioners of the current fiscal year 4.0% savings that the City requested all departments and agencies achieve through fiscal year ending June 30, 2008. The Library will achieve these savings through vacancies and delay of purchases for collections.

Commissioners had a couple of questions and discussion followed regarding the O&M, overhead expenses, etc. Commissioners thanked Mr. Tom for his report.

**5. Commissioner's Advocacy Report:**

Chairperson Citron explained for the new members that each commissioner visits their district branch libraries and report back.

- Commissioner Manley is very pleased to see that there is a lot happening at the Main Library and how many people use it.
- Commissioner Katz reported that Dimond Branch has experienced problems with rowdy kids. There is no security guard, but it would be nice to have the beat officer stop by more frequently. Also, there are a lot of new faces at the branch, and it would be helpful if staff and volunteers wear name tags. Staff will look into this.
- Commissioner Wooldridge asked if AAMLO could open on Sundays. Director Martínez stated that this would be costly and staff has not entertained this idea.
- Commissioner Sylvestre visited the Piedmont branch, which is always busy; also, people could buy used books.

- Commissioner Alabi questioned the smell of restrooms. Staff will look into it. He attended the Mayor's state of the city address.
- Commissioner Wu has always volunteered at the Rockridge Library, and there is not an appropriate area for teens. Teens create a lot of noise because the space is limited and does not help the situation. Would like to see if the teen project could be moved along quicker. Director Martínez explained that it is historical that libraries did not plan spaces for teens, and concentrated on adults, info/reference, and children because staff did not want to deal with teenagers. She invited Commissioner Wu to participate in the Rockridge Teen Zone project development.
- Commissioner Mixon has visited the Temescal Branch which houses the tool lending program, which is fantastic. Associate Director Garzón added that staff has been working with Council member Quan to add tools to assist Oakland residents with residential seismic upgrades.

## **6. Determination of Schedule of New/Outstanding Items - None**

## **7. Open Forum (Public Comment) -**

Eva Chin, Friends of Rockridge Library – just wanted to observe the meeting.

## **8. Announcements**

- Chairperson Citron had a couple of house keeping items: keeping meetings on time; keeping the Commissioners Advocacy reports to bullet points.
- Next meeting: March 31, 2008 at AAMLO.

## **9. Adjournment - - Meeting adjourned at 7:15 p.m.**

Submitted by:

Carmen Martínez  
Library Director