



# City of San Leandro

Civic Center  
835 East 14th Street  
San Leandro, California

## Minutes

### Arts, Culture and Library Commission

*Chair Brody Scotland, At-Large*  
*Vice Chair Khilynn Fowler, District 4*  
*Laura Alvarez, At-Large*  
*Stephen Cassidy, At-Large*  
*Terry Guillory, District 6*  
*Mimi Hiraki, District 1*  
*Alana Miller, District 2*  
*Kelly Ritter, District 5*  
*Vacancy, District 3*

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Tuesday, April 18, 2023

7:00 PM

Main Library, 300 Estudillo Ave, Trustees Room

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Public Comment may be made live during the meeting in-person, or through the eComment feature at <https://sanleandro.legistar.com>. Please note that the eComment period will close at 11:59 pm the Monday before the scheduled council meeting and distributed to the commission members prior to the start of the Arts, Culture and Library Commission meeting. Written public comment will not be verbally read out loud.

#### 1. ROLL CALL

This meeting was called to order at 7:00 PM

PRESENT: Commissioners L. Alvarez, S. Cassidy, K. Fowler, T. Guillory, M. Hiraki, A. Miller, K. Ritter, B. Scotland, Library Services Director B. Simons, Assistant Library Director B. Sherwood and Recorder Y. Carrasco

ABSENT: None

GUESTS: None

#### 2. CHAIR AND VICE-CHAIR PROTEM ELECTION

Assistant Library Director B. Sherwood requested a motion to select a Chair and Vice-Chair Pro Tem to serve through the next election in July 2023.

The motion was made by Commissioner Alvarez, seconded by Commissioner Ritter to select Commission B. Scotland as Chair Pro Tem and Commissioner K. Fowler as Vice-Chair Pro Tem to serve through July 2023.

The motion was carried. (8 Ayes, 0 Nays)

**3. APPROVAL OF AGENDA OF APRIL 18, 2023**

The motion was made by Commissioner Guillory, seconded by Commissioner Cassidy to approve the April 18, 2023 agenda. The motion was carried. (8 Ayes, 0 Nays)

**4. APPROVAL OF MINUTES OF - NONE**

**5. PUBLIC COMMENTS - NONE**

**6. PRESENTATIONS**

**6.A. Discussion and Possible Action Regarding the Arts, Culture & Library Commission Budget**

Assistant Library Director B. Sherwood provided Commissioners with the FY 2022-2023 Expenditure Group Budget Report and Expenditure Detail Report. The City Council has given the newly created Arts, Culture and Library Commission a one-time additional \$75,000.00 to use towards art programs. Staff is checking on the possibility of carrying over the \$75,000.00 one-time funds into FY24, to give the Commissioners more time to discuss and decide on how to use funding.

B. Sherwood informed the Commission of a few grants that had been awarded by the Arts Commission that could be honored by the current Commission. \$30,000.00 had been planned for Local Artists of Berkeley, \$25,000.00 had been planned for Hesperian Triangle Project, \$17,000.00 had been planned for Comedy in the Plaza and \$3,000.00 had been planned for supplies for the Black Lives Matter mural on Parrott Street. Commissioners requested copies of fully executed agreements for the projects and or contracts to be better able to commit to the previous projects.

Staff will provide the updated information for the Commission to review and discuss at the next meeting. Commissioners were asked to research and provide possible projects that the remaining funding could be used for. The item has been tabled as unfinished business for the May 2023 meeting.

**7. CORRESPONDENCE**

B. Sherwood informed the Commissioners of a letter received from a patron regarding limited hours on Sundays. Commissioner Cassidy asked if hours could be expanded. B. Sherwood informed the Commission Manor library previously wasn't open on Sunday. To be more equitable both the Main and Manor Libraries are now open the same hours. Staffing is at its maximum to have both branches open the same amount of hours.

**8. UNFINISHED BUSINESS - NONE**

**9. NEW BUSINESS**

**9.A. Discussion and Possible Action Regarding Comedy in the Plaza**

Presenter unable to attend meeting. Item moved to May 2023 meeting.

**9.B. Discussion and Possible Action Regarding the Cherry Festival**

B. Sherwood provided information received from the Recreation Department regarding Board and Commission participation in the Cherry Festival. Commissioner Cassidy suggested creating an Ad-Hoc Committee to discuss Commissioners participation in the Cherry Festival. Commissioners agreed due to time constraints to discuss participation at the May 2023 meeting under unfinished business.

**9.C. Discussion and Possible Action Regarding the Arts, Culture & Library Regular Meeting Time**

Commissioners discussed a possible early start time for Commission meetings.

The motion was made by Chair Pro Tem Brody, seconded by Commissioner Guillory to change the start time of the Arts, Culture and Library Commission to 6:30 PM, on the 3rd Tuesday of each month.

The motion was carried. (8 Ayes, 0 Nays)

**10. REPORTS**

**10.A. Report of the Secretary**

B. Sherwood provided information and an update on the Mulford-Marina Branch Library project.

B. Sherwood shared information about the East Bay Open Studios and Art Murmur program taking place at the library in May 2023.

#### **10.B. Report of the Chair**

Chair Pro Tem Scotland is glad to be serving on the Commission and looks forward to working with the Commissioners. B. Scotland asked about the status of the arts survey prepared for the Arts Commission. Item to be added to the May 2023 Commission agenda.

#### **10.C. Committee Reports - NONE**

#### **11. COMMISSIONER COMMENTS**

Commissioner Cassidy asked for update on utility art wraps. B. Simons provided an update.

Commissioner Miller asked about focus groups. B. Simons provided status update on the Library's creation of a strategic plan.

#### **12. ADJOURNMENT**

The motion was made by Commissioner Ritter, seconded by Commissioner Guillory to adjourn the meeting at 8:44 PM. The motion was carried. (8 Ayes, 0 Nays)