



CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov

Minutes

Library Commission

November 18, 2024

6:30 PM

**Downtown Library
Community Learning Center**

CALL TO ORDER

Acting Commission Chair Navarro called the meeting to order at 6:30pm

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

AB 2449 TELECONFERENCE NOTIFICATIONS AND CONSIDERATION

No notifications or considerations to report/discuss.

ROLL CALL

Present: Commissioners Valerie Fredericks, Marhya Kelsh, Acting Chairperson Sofy Navarro, Crystal Porter, and Shareen Purcell, and Councilmember Roche
Absent: Commissioner Joshua De Miguel, Dominique Dozier, Shonda Goward, Suresh Sangiah
Staff: Jayanti Addleman, Director of Library Services
Jina Kim, Administrative Secretary

APPROVAL OF MINUTES

MIN 24-099 Library Commission Meeting Minutes of October 21, 2024

Please note that there is an error in the header of the October meeting minutes, where it currently says "September 16." This will be corrected to accurately reflect the date before the minutes are posted.

Motioned by Commissioner Purcell to approve the October 21 Library Commission Minutes with correction: seconded by Commissioner Porter. Passed 6-0-0.

PUBLIC COMMENTS

There being no general public comments, Acting Chairperson Navarro opened and closed the public comment period at 6:33 pm.

NEW BUSINESS

- a. Review Welcome Packet
 - Corrections in red will be corrected prior to approval
 - Councilmember Roche to add letter
 - Motioned by Commissioner Porter to approve the Welcome Packet with addition of Councilmember Roche's letter: Seconded by Commissioner Kelsch. Passed 6-0-0
- b. DEI Basics
 - Presented by Jayanti Addleman
 - Transitional reader friendly/non-English speaking book selection by the Citizenship material on 3rd Floor.

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- Recommendation for the library to use a platform like YouTube to create an instructional presentation available in various languages for non-English speakers on how to use Chromebooks.
 - Gather resources for immigrants/LGBTQI community and publicize where they can access resources at this time.
 - Ideal Team in Staff Development is within the library, the city participates in Government Alliance of Racial Equity (GARE).
- c. Report on eBooks and Databases
- Presented by Jayanti Addleman
 - Q&A:
 - All apps are accessed separately, but a patron would go through the library website to access.
 - Reading lists are updated on a weekly/monthly basis.
 - On the apps, the new releases are constantly updated as some books/movies are rotated out.

OLD BUSINESS

- a. Letter Writing Committee
 - No reports
- b. Report from Welcome Committee
 - Completed welcome packet
- c. Report from CSUEB-Chabot Partnership Committee
 - No reports
- d. Report from Budget Support Committee
 - No Reports
- e. Report from Community Outreach Committee
 - Met with contact at HARD, Priscilla Banks to discuss where the focus should be in the library.
 - Looked into studies for children learning reading proficiently (PreK)
 - Gap occurs during the summer lag
 - Recommendation: To foster a partnership with HARD and HUSD, consider focusing on literacy outreach initiatives targeting PreK students, as well as summer programs and activities.
 - Develop a partnership with HUSD and evaluate their early learning program to identify recommendations and ways the library can support it or increase mobile resources.

RECOMMENDATIONS

REPORTS

- a. Library Director
 - Trunk or Treat was a success
 - Over 1000 books given away
 - Annual Halloween Party: Won the Best team Costume
 - Quarterly City-wide Zoom for All Staff: Library was exhibited
 - Annual Staff Day 11/12
 - Compassionate De-escalation with Rick Jenkins
 - Staff Personal Growth
 - Financial Literacy
 - Fire Safety Training
 - AI Committee

- Commissioner Sangiah and Director Addleman discussed and for the time being, will keep an eye out for future exploration of AI in the library.
- Weekes Branch Improvement is on Track
- Stack Center is also on track
 - There should be a website with updates
- Strategic Plan
 - Will take to take to City Council on January 21st
- Library's viral Instagram video
- b. City Council Liaison
 - Next Council Meeting: 12/17
 - Will discuss Lets House Hayward Plan
 - City Management recruitment
 - Final stages of the recruitment process.
 - Ad Hoc Committee Meeting
 - Streamline Commissions and standardize
 - Final recommendations in early January
 - Library Commission Welcome Packet to be presented to the Ad Hoc Committee.
 - The Ad Hoc Committee was created to keep the various commissions within its boundaries without merging into other departments.
 - Elections
 - Measure K1 Passed
 - Ensures funding for future City buildings/renovations.
 - Measure C enabled the new Downtown Library to be built.
- c. Friends of Hayward Library
 - New board member Catarina Miranda
 - Will begin fundraising soon.
- d. Library Commissioners
 - Observed young patron's enthusiasm for their library.

AGENDA BUILDING

- Collection Development Policy
- Mid-Year Budget Review
- Annual report and Statistics for 2024
- Volunteer Opportunities
- Computer Use Policy
- Literacy Pre-K and Summer Slide

ADJOURNMENT

The meeting was adjourned at 7:38p.m.

NEXT MEETING – January 27, 2025

(Following December recess)

Attendance Commissioner	Present at 11/18/2024 Meeting	Meetings Present to Date This Fiscal Year	Meetings Absent to Date this Fiscal Year
Joshua De Miguel***	-	1	1
Dominique Dozier	-	1	2
Valerie Fredericks***	✓	2	0
Shonda Goward	-	2	1
Marhya Kelsch**	✓	3	0
Sofy Navarro	✓	2	1
Crystal Porter	✓	2	1
Shareen Purcell	✓	3	0
Suresh Sangiah	-	2	1
Council Member			
Julie Roche	✓	2	1

**Commissioner Kelsch moving from alternate status to Commissioner as of 2/26/24 meeting

***Commissioners De Miguel and Fredericks sworn in as of 09/17/2024.