



# CITY OF HAYWARD

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

## Minutes

### Library Commission

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**September 16, 2024**

**6:30 PM**

**Downtown Library  
Community Learning Center**

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#### **CALL TO ORDER**

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

#### **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 Dominique Dozier, Shonda Goward, Marhya Kelsh,  
Sofy Navarro, Shareen Purcell, and Suresh Sangiah  
Absent: Commissioner Crystal Porter and Councilmember Julie Roche  
Staff: Jayanti Addleman, Director of Library Services  
Jina Kim, Administrative Secretary  
Visitors: Joshua De Miguel, Member of the Public  
Valerie Frericks, Member of the Public  
Sangeetha Waltz, Deputy City Attorney II

#### **APPROVAL OF MINUTES**

**MIN 24-099** Library Commission Meeting Minutes of July 15, 2024

Motioned by Commissioner Purcell to approve the July 15, 2024, Library Commission Minutes: seconded by Commissioner Navarro. Passed 6-0-0.

#### **PUBLIC COMMENTS**

There being no general public comments, Chairperson Goward opened and closed the public comment period at 6:31 pm.

#### **NEW BUSINESS**

- a. Introduction of new and reappointed Commissioners
- b. Brown Act Update
  - Presentation led by Sangeetha Waltz, Deputy City Attorney II
    - Improper use of electronics during Commission meetings:
      - To communicate with others to share or find information related to items that will be voted on is not allowed.
      - Anything that could influence impressions or discuss items with others on

the commission.

- If a commissioner is sick and takes a call remotely, their personal address would not be posted on the agenda, per AB 2449.
  - If approved to participate remotely due to exigent circumstances, commissioner would be able to vote as well.

c. Security Camera Footage Requests policy

- Review of the security footage policy and brought to Commission to be endorsed
- Highest priority is to protect the safety and confidentiality of library patrons.
- Integrity and Maintenance of sensitive information recording will go through IT.
  - There is no guarantee that footage is always available.
- Motioned by Commissioner Purcell to affirm the security request policy: seconded by Commissioner Navarro. Passed 6-0-0.

d. Library Commission 2024-25 Agenda Plan

- East Bay/Chabot Committee
  - Carried over and will be continued in 24-25
- Letter Writing Committee
- Beautification Near Weekes Branch Committee
  - A HARD Park: Will require further discussion.
- Budget Advocacy Committee
  - Support of Measure K1: Extension of the sales tax
  - Advocacy on behalf of the library to the City Council if it passes.

e. Review Welcome Packet

- Considerations:
  - New Letterhead to be added
  - Appendix A with dates
  - Chairperson Goward to add a letter to the Welcome Packet.
  - Omit commissioner addresses and phone numbers from the roster.
- Digital Packet that would include handbook, welcome packet, etc.
- Add HPL Organization Chart and Brown Act information

## OLD BUSINESS

a. Letter Writing Committee

- No reports

- b. Report from Welcome Committee
  - No Reports
- c. Report from CSUEB-Chabot Partnership Committee
  - Commissioners Dozier and Goward met with CSUEB & Chabot College Monday 8/25/2024
    - Discussed potentially creating a Lib guide resource page that would connect the public to resources over at CSUEB/CHABOT
      1. For example: 24/7 Live Librarian Chat Service with an academic librarians offered at CSUEB/CHABOT
      2. Potential partnership for Sundays when the library is closed.
  - Public Comment:
    - Sounds like a great resource, curious as to the logistics of how this would be carried out.
      1. Main challenge would be how the information gets out to help support community members and not just at the college campus.

## RECOMMENDATIONS

- No recommendations

## REPORTS

- a. Library Director
  - On behalf of Councilmember Roche:
    - Mark calendars 11/13 at 5:00 PM – Open invitation for all Commissioners to attend the meeting regarding Commissions, Task Forces, etc. .
    - Narrowing down the final candidates for the next City Manager.
    - City Council has voted on the District Maps – one more public hearing before their final submission.
  - Council Meeting tomorrow 9/16/2024
    - New commissioners will be sworn in tomorrow at 7:00 PM
    - Proclamation for Hispanic Heritage Month
  - Hispanic Heritage month in the library
    - Proclamation
    - Dios De Los Muertos Display
  - 5<sup>th</sup> anniversary Celebration
  - K-Pop Popup Program
  - Friends of the Library Booksale 9/21 (Indoor and Outdoor)
  - Weekes renovation is ongoing

- Close around November and hopefully reopen in January
- This is not in lieu of a new building, a temporary beautification.
- Mobi-Tech
  - Mobile tech lab coming soon
- Democratic Discourse Social Media in Politics Presentation
  - Not recorded
- New Coffee vendor selected
  - Zocalo Coffee
  - Popup on the 5<sup>th</sup> Anniversary
- b. City Council Liaison
- c. Friends of Hayward Library
  - Booksale 9/21
  - Trunk or Treat
  - Increased the cost of the leaf donor cards
  - Fundraising campaign in November
- d. Library Commissioners
  - Commissioner Navarro praised HPL recent social media for it's exciting and relevant content.

**AGENDA BUILDING**

- **October 2024**
  - Presentation on Strategic Plan
  - Discussion of Commission Goals & Agenda Planning
  - Review Welcome Packet

**ADJOURNMENT**

The meeting was adjourned at 7:55 p.m.

**NEXT MEETING – October 21, 2024**

<b>Attendance Commissioner</b>	<b>Present at 9/16/2024 Meeting</b>	<b>Meetings Present to Date This Fiscal Year</b>	<b>Meetings Absent to Date this Fiscal Year</b>
Dominique Dozier	√	1	0
Shonda Goward	√	1	0
Marhya Kelsch**	√	1	0
Sofy Navarro	√	1	0
Crystal Porter	-	-	1
Shareen Purcell	√	1	0
Suresh Sangiah	√	1	0
<b>Council Member</b>			
Julie Roche	-	-	1

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