



CITY OF HAYWARD

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

Minutes

Library Commission

November 20, 2023

6:30 PM

**City Hall
Meeting Room 2A**

CALL TO ORDER

Commission Vice Chair Goward called the meeting to order at 6:30p.m.

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 Priscilla Banks, Dominique Dozier, Carl Gorringer, Shonda Goward, Crystal Porter, Shareen Purcell, and Suresh Sangiah
Absent: Commissioner Sofy Navarro and Kelly Sullivan. Councilmember Julie Roche.
Staff: Jayanti Addleman, Library Director
Melissa Burkley, Management Analyst I
Visitors: Ariana Nussbaum, Librarian, Hayward Public Library
Kavita Sagan, Librarian, Hayward Public Library

APPROVAL OF MINUTES

MIN 23-127 Library Commission Meeting Minutes of October 16, 2023

Motioned by Commissioner Banks to approve the October 16, 2023, Library Commission Minutes: seconded by Commissioner Porter. Passed 8-0-0.

PUBLIC COMMENTS

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

NEW BUSINESS

a. DEI at HPL

- PowerPoint presentation led by Hayward Public Library's Librarians Ariana Nussbaum & Kavita Sagan
- Question & Answer Portion
 - How to request new collection item
 - Request forms on Library website
 - Chat with a Librarian
 - Suggestion boxes in libraries
 - Suggestion to have a roving person to assist children at computers in case adults accompanying the children aren't comfortable or familiar with the technology

Motioned by Commissioner Purcell to approve the appointment of Commissioner Goward as Chairperson and Commissioner Sullivan as Vice Chairperson: seconded by Commissioner Porter. Passed 8-0-0.

- b. Weekes Branch Update
 - PowerPoint presentation led by Library Director, Jayanti Addleman
 - Question & Answer Portion

OLD BUSINESS

- a. Letter Writing Committee – Brown Act Letter
 - Corrections and recommendations were made by Commissioners
 - Letter will be revised and brought back in January
- b. AI Information Options
 - Library Director Jayanti Addleman provided a PowerPoint slide with suggested options
 - Suggestions from Commissioners
 - Commissioner Goward informed that Dean of Library at San Jose State University is willing to provide a training free of charge
 - Commissioners can find articles in their own time to learn more about AI in libraries

Motioned by Commissioner Dozier to have staff from the San Jose State University library visit to inform Commissioners at a meeting in conjunction with being provided readable resources from Hayward Public Library staff.

Commissioner Porter offered amendment to include Library Director to provide response including how HPL plans on and already implements AI methods

Commissioner Dozier accepted amendment. Passed 8-0-0.

- c. Report from HARD Partnership Committee
 - Will meet for 6 months and will monthly reports
 - At the end of 6 months, they will provide a recommendation
 - Will define guiding principles
 - Next meeting will be December 14
- d. Report from Welcome Committee
 - Met on November 15, 2023
 - Reviewed what amendments need to be made to Welcome Packet and Best Practices document
 - Will meet again December 5
 - Would like to present in January meeting
- e. Report from CSUEB-Chabot Partnership Committee
 - Sub-committee has not yet convened

RECOMMENDATIONS

- a. Have HPL offer Premium Chat GPT services to public
- b. Inform of methods for how people can make end-of-year donations

REPORTS

- a. Library Director
 - Trunk or Treat event
 - Over 11,000 attendees
 - 55 agencies partnered
 - 5,000 free lunches given
 - 1,000 pounds of candy given
 - 386 volunteers on-site
 - 3,628 volunteer hours
 - \$81,847 in volunteer time

- Commission Reception will be held 12/8
- Mayor Salinas issued a proclamation making Hayward an Education City
- Books on B has reopened
- b. City Council Liaison
 - No report due to absence
- c. Friends of Hayward Library
 - Participated in Trunk or Treat 10/28 along with Library Commissioner volunteers
 - Book sale was held 10/28
- d. Library Commissioners
 - Commissioner Gorringer reported they spoke to a patron who used Meeting Room C and they were very satisfied with services

AGENDA BUILDING

- a. Revisit Brown Act Letter in January
- b. Add visit from San Jose State University to March
- c. Add review of Bookmobile route map to February

ADJOURNMENT

The meeting was adjourned at 7:49p.m.

NEXT MEETING – January 22, 2024

(Following December Recess & Reschedule since 3rd Monday in January falls on a holiday)

Attendance Commissioner	Present at 11/20/2023 Meeting	Meetings Present to Date This Fiscal Year	Meetings Absent to Date this Fiscal Year
Priscilla Banks	✓	3	0
Dominique Dozier	✓	3	0
Carl Gorringer	✓	3	0
Shonda Goward	✓	3	0
Sofy Navarro	-	1	2
Crystal Porter	✓	3	0
Shareen Purcell	✓	3	0
Suresh Sangiah	✓	2	1
Kelly Sullivan	-	2	1
Council Member			
Julie Roche	-	2	1