



CITY OF HAYWARD

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

Minutes

Library Commission

Monday, April 18

6:30 PM

Remote Participation

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL

Present: Priscilla Banks, Carl Gorringer, Shonda Goward, Sofy Navarro, Anika Patterson, Shareen Purcell, Suresh Sangiah, and Andrea Wong
Absent: Commissioner Kelly Sullivan and Councilmember Elisa Marquez
Staff: Jayanti Addleman, Director
Melissa Burkley, Administrative Assistant III
Brad Olson, Management Analyst II
Visitors: None present

APPROVAL OF MINUTES

MIN 22-054 Library Commission Meeting Minutes of March 21, 2022

Motioned by Commissioner Banks to approve the March 21, 2022 Library Commission Minute: seconded by Commissioner Sangiah. Passed 6-0-2.

PUBLIC COMMENTS

There were no public comments.

NEW BUSINESS

- a. Post Occupancy customer satisfaction Survey – update
 - General needs survey being circulated online now
 - Chinese & Tagalog interpreted surveys & paper surveys being created to circulate as well
- b. Hours & Staffing – update
 - Results of survey being circulated will be used to possibly adjust hours
 - Staffing update will come once Strategic Plan has been completed
- c. Safety update (Includes report on Customer Code Policy)

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- Weekes Branch will remain closed through May 3rd and only opened Tuesday-Saturday
 - Recommended to City Council and City Manager to have permanent security guards at both branches for the hours of Noon to 15 minutes after closing
 - Recommended to City Council and City Manager to add a Full Time Librarian position to Weekes Branch
 - Currently reviewing and will be updating older policies
 - May be requesting additional cameras at Downtown Branch and recommended installation of cameras at Weekes Branch
 - Also recommended that an outside consultant be brought in to assess needs and placement

OLD BUSINESS

- a. Welcome Committee
 - Jayanti will send invitations out for Commissioner tours of the Downtown Branch
 - Commissioner Navarro will try to coordinate a meet and greet with newer Commissioners with the tour
 - Commissioner Patterson will reach out to newer commissioners for one-on-one meetings
- b. Meeting Room Fees/Policy Discussion
 - Will review prior suggestions and bring recommendations to the City and report at a later date
 - Will look into creating waivers for Insurance Certificates when a group reserves a meeting space
- c. City Council Letter of Recommendation
 - Freedom to Read letter of support went out last month
 - Letter of Support Fiscal Year 22-23 Budget Proposal has been reviewed by all and will go out soon

RECOMMENDATIONS

- a. Commissioners Goward would like to know opportunities for commissioners to support Juneteenth events
- b. Commissioner Sangiah would like to know how to appropriately recommend a person or topic for presentations or events
 - Send contact information and an explanation of why you're recommending them to Jayanti, and staff will explore the opportunities

REPORTS

- a. Library Director
 - Monthly in-person library tours have resumed
 - Hayward has a new Youth Poet Lauriat
 - Working with Hayward Arts Council on new art displays and events will be held to showcase this month's display
 - Storytime Room at Downtown Branch is now open and in-person story time programming has returned
 - Hayward Library won award for Lawyer in the Library Program
 - Plant exchange program was a success
 - Summer Reading Program will be held June 6th through June 30th
 - Now carrying State Park passes that can be checked out for free admissions into any State Park
 - Commission Meetings will maintain Remote through July
- b. City Council Liaison
 - Not present
- c. Friends of Hayward Library
 - Current President stepped down and current Vice President will fill in until the next election is held
- d. Library Commissioners
 - Hayward Lit Crawl happening April 30th beginning at 3p.m.

- Opening ceremony 3-4p.m. in Heritage Plaza, "crawl" 4-7p.m., celebration at 7p.m.
- www.Haywardlithop.com for more event information
- Commission and Taskforce recruitment applications being accepted until June 16
- On April 5th, HPL received a Proclamation for National Library Week from City Council
- Russell City Art Project Committee is now accepting proposals for the Heritage Plaza art installation
 - RFP questions are due May 13
 - Proposals due June 30

AGENDA BUILDING

- a. Revisit Hours Update in September
- b. Add presentation from Hayward's Youth Poet Lauriat
- c. Moved Presentation on Youth and Teen Programs (including Summer Reading) to May
- d. Add Fee Schedule Update to June

ADJOURNMENT

The meeting was adjourned at 7:48 p.m.

NEXT MEETING – May 16, 2022

Attendance Commissioner	Present at 04/18/2022 Meeting	Meetings Present to Date This Fiscal Year	Meetings Absent to Date this Fiscal Year
Priscilla Banks	✓	6	1
Carl Gorringer	✓	7	0
Shonda Goward*	✓	5	1
Sofy Navarro	✓	6	1
Anika Patterson	✓	7	0
Kelly Peterson**	-	3	2
Shareen Purcell*/***	✓	4	2
Suresh Sangiah	✓	7	0
Kelly Sullivan*	-	5	1
Andrea Wong	✓	6	1
Council Member			
Elisa Marquez	-	4	3

*Newly appointed Commissioners officially sworn in 9/21/21 & not required at meetings until October

**Commissioner Peterson resigned from Commission 2/26/2022

***Commissioner Purcell promoted from alternate to official Commissioner as of 4/18/22 meeting