



CITY OF HAYWARD

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

Minutes

Library Commission

October 16, 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, Suresh Sangiah, and Kelly Sullivan, and Councilmember Julie Roche
Absent: Commissioner Sofy Navarro
Staff: Jayanti Addleman, Library Director
Melissa Burkley, Acting Management Analyst I
Visitors: Mary Thomas, City of Hayward – Assistant to the City Manager

APPROVAL OF MINUTES

MIN 23-106 Library Commission Meeting Minutes of September 18, 2023

Motioned by Commissioner Purcell to approve the September 18, 2023, Library Commission Minutes: seconded by Commissioner Banks. Passed 8-0-0.

PUBLIC COMMENTS

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

NEW BUSINESS

a. Election of Officers

- One nomination for Chairperson: from Commissioner Sullivan for Commissioner Shonda Goward
- One nomination for Vice Chairperson: from Commissioner Goward for Commissioner Kelly Sullivan

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. Welcome Committee

- Commissioner volunteers to serve on Committee; Commissioners Banks, Sullivan, and Porter
- Director Jayanti Addleman will assist with Committee processes
- Committee responsibilities include; creating Welcome Packet

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- c. City's Strategic Road Map and the Library's Role
 - PowerPoint presentation lead by Assistant to the City Manager, Mary Thomas
 - Roadmap priorities are not ranked in any order
 - General Plan looks through 2040
 - www.hayward-ca.gov/strategicroadmap provides full version of Strategic Roadmap
 - Discussion and Q&A followed presentation
 - d. Discussion of Commission Goals
 - Desires
 - Be more aware of current outreach and gaps
 - Curbie
 - Would like a schedule/map of Curbie stops and/or a report of the communities served by Curbie
 - Can utilize information to recommend alterations and solutions to reach more communities who are underserved
 - Director Addleman will go into further detail in Curbie update as part of future agenda item
 - Some funding determined certain Curbie stops
 - Mission Statement includes serving historically marginalized communities
 - Stops change quarterly
 - Branch and Outreach Information
 - Director Addleman can provide detailed reporting at a future meeting
 - Assist HPL get funding for staffing Sunday hours
 - Suggested Projects
 - Partnership between Chabot, CSUEB, and HPL
 - Would like to focus on Weekes Branch
 - Hold Community Library Card Drive
 - Promote Library careers in Universities and Colleges
 - Commissioners could table events and assist in promoting
 - Subcommittee: Commissioners Dozier (Lead), Sullivan, and Goward
 - Collaboration between HARD and HPL
 - Offer library services at HARD locations
 - For example; Eden Mansion where HARD is adding main offices and Southgate Community Center
 - Subcommittee: Commissioners Banks (Lead), Sangiah, and Gorringer
 - Community Questionnaire/Handouts
 - Create a survey for Commissioner to utilize in public settings to see what services the community currently utilizes or desires to assist in developing recommendations
 - Produce a postcard size handout that highlights current library services that can be provided by Commissioners in the public along with questionnaires
 - Current Letter Writing Committee will head this project – Commissioners Purcell (Lead), Porter, and Banks
- Motioned by Commissioner Porter to accept all three projects as Commission goals for the coming year: seconded by Commissioner Banks. Passed 8-0-0.
- e. How Commissioners can best represent their communities – Brainstorming
 - Each Commissioner visit both Library branches on their own and bring feedback of experiences to Commission meetings

f. Time Limit of Presentations

- Recommendation
 - Two 20-minute presentations plus Q & A or one 40-minute presentations plus Q & A per meeting
 - Overall, presentation portions of agenda will be completed in 1-hour
 - Presentation times need to be fluid and allow for longer time allotments

OLD BUSINESS

a. Best Practices Update

- Updates to document were reviewed

Motioned by Commissioner Purcell to accept document changes: seconded by Commissioner Sullivan. Passed 8-0-0.

b. Update on mentoring of students interested in library careers

- Recommendation was made that when someone reaches out to Commissioners regarding library careers or interest in the field that the person be referred to Director Addleman and the person will be assigned an HPL staff mentor
- Suggestion to provide more information to school counselors regarding Library careers
- HPL will add Library career information to library tours

c. Update on Wi-Fi at Heritage Plaza

- As of July 2023, Wi-Fi is functioning in Heritage Plaza
- Open for public use; no password requirements

RECOMMENDATIONS

a. No recommendations

REPORTS

a. Library Director

- Meeting Room Reservations are open to the public again as of last week
- State Library Grant for Weekes was not received
- Library Journal Design Institute was successful with over 120 attendees
- A.I. report facilitator was found
- Day of the Dead display now up at Downtown and Weekes
- Trunk or Treat event will be 10/28 in Heritage Plaza
- Started advertising downloadable/audio book availability on Spotify

b. City Council Liaison

- Sideshow Spectator Ordinance passed
- Sidewalk Vendor Ordinance passed
- Micro Mobility Discussion occurring at 10/17 meeting
- Pilot project starting for seats at bus stops

c. Friends of Hayward Library

- Amazon sales are going well
- Trying to do more book sales
 - Wanting to hold a big book sale at Weekes
- Friends meetings are held virtually every 2nd Thursday of each month at 6:00pm
- Newest Board Member is former Mayor Barbara Halliday

d. Library Commissioners

- Reading for Pets Program is available at Hayward Animal Shelter
- Letter Writing Committee has a draft of their Brown Act Letter

AGENDA BUILDING

a. November Meeting

- Add Brown Act Letter Review
 - Remove vote on Commission Goals
 - Add Discussion of AI Presentation Options
 - Remove Library Commission Agenda Plan
- b. Misc. Items
- Add Subcommittee Reports to Old Business as an ongoing item

ADJOURNMENT

The meeting was adjourned at 8:37p.m.

NEXT MEETING – November 20, 2023

Attendance Commissioner	Present at 10/16/2023 Meeting	Meetings Present to Date This Fiscal Year	Meetings Absent to Date this Fiscal Year
Priscilla Banks	✓	2	0
Dominique Dozier	✓	2	0
Carl Gorringer	✓	2	0
Shonda Goward	✓	2	0
Sofy Navarro	-	1	1
Crystal Porter	✓	2	0
Shareen Purcell	✓	2	0
Suresh Sangiah	✓	1	1
Kelly Sullivan	✓	2	0
Council Member			
Julie Roche	✓	2	0