

**City of Hayward Library Commission  
FY2019-2020 Draft Agenda Plan**

Updated 01/02/20 JA/LW

MEETING DATE	PROPOSED AGENDA TOPICS
September 16, 2019	<ul style="list-style-type: none"> <li>• Introduction of new and reappointed Commissioners</li> <li>• Library Commission 2020 Agenda Plan</li> </ul>
October 21, 2019	<ul style="list-style-type: none"> <li>• Brown Act Review</li> <li>• Election of Officers</li> <li>• New Commissioner Orientation</li> <li>• Literacy Plus</li> </ul>
November 18, 2019	<ul style="list-style-type: none"> <li>• Library Commission Goals and Expectations</li> <li>• Heritage Plaza update/report</li> <li>• Bylaws Subcommittee/Term Limits for Library Commission Chair and Vice Chair</li> <li>• Election of Vice Chair</li> <li>• Friends of the Hayward Library Presentation</li> </ul>
December 16, 2019	<ul style="list-style-type: none"> <li>• Commission Recess</li> </ul>
<b>January 27, 2020</b>	<ul style="list-style-type: none"> <li>• Review Customer Code of Conduct Policy</li> <li>• Electronic Library Resources/ New Software and Tools (Clio Hathaway)</li> </ul>
<b>February 24, 2020</b>	<ul style="list-style-type: none"> <li>• Review Meeting Room Policy</li> <li>• Mid-Year Budget Review</li> <li>• Review Fine Free Policy</li> </ul>
March 16, 2020	<ul style="list-style-type: none"> <li>• Review Annual report to State Library</li> <li>• Open Letter to HUSD Update</li> <li>• Weekes library update</li> </ul>
April 20, 2020	<ul style="list-style-type: none"> <li>• Presentation Summer programs for youth</li> <li>• Presentation of Youth and Teen Programs</li> <li>• Review use and status of 21<sup>st</sup> Century Library</li> </ul>
May 18, 2020	<ul style="list-style-type: none"> <li>• Homework Support Center Report on year-end</li> </ul>
June 15, 2020	<ul style="list-style-type: none"> <li>• TBD</li> </ul>
July 20, 2020	<ul style="list-style-type: none"> <li>• Year-end Commission Dinner</li> </ul>
August 17, 2020	<ul style="list-style-type: none"> <li>• Recess</li> </ul>

UNSCHEDULED ITEMS
<ul style="list-style-type: none"> <li>• Post occupancy customer satisfaction survey</li> <li>• Library Staff Appreciation Day (hosted by Library Commission)</li> <li>• Strategic plan/Library goals</li> <li>• Public restrooms at Heritage Plaza</li> </ul>