



CITY OF HAYWARD

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

Minutes

Library Commission

**Monday, September 19,
2022**

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, Sofy Navarro, Anika Patterson, Shareen Purcell, Suresh Sangiah, and Kelly Sullivan,
Absent: Commissioners Andrea Wong and Shonda Goward
Staff: Jayanti Addleman, Director
Melissa Burkley, Administrative Assistant III
Elisa Marquez, Councilmember
Brad Olson, Management Analyst II
Visitors: Judy Harrison, Friends of the Hayward Library

APPROVAL OF MINUTES

MIN 22-110 Library Commission Meeting Minutes of July 18, 2022

Motioned by Commissioner Navarro to approve the July 18, 2022, Library Commission Minutes: seconded by Commissioner Banks. Passed 7-0-0.

PUBLIC COMMENTS

There being no general public comments, Chairperson Patterson opened and closed the public comment period.

NEW BUSINESS

- a. Introduction of new and reappointed Commissioners
 - Shareen Purcell and Shonda Goward have been reappointed
 - No alternates were appointed for the Library Commission this year

There being no public comments, Chairperson Patterson opened and closed the public comment period.

- b. Library Commission 2021 Agenda Plan
 - Correction made to update title of agenda item to "Library Commission 2022 Agenda Plan"

- No changes suggested for the Agenda Plan

There being no public comments, Chairperson Patterson opened and closed the public comment period.

c. Review Best Practices

- Library Commission will continue remote participation meetings for now
- Will revisit this agenda item next month to allow Commissioners time to review document and make comments

There being no public comments, Chairperson Patterson opened and closed the public comment period.

d. Weekes Branch needs assessment update

- Hired new consultant, Martin Gomez, to perform assessment
- Process has started; formed a steering committee, identified stakeholders who will be interviewed, meetings will begin starting next week, and there will be forums held
- Will survey the community in English and Spanish
- Architectural assessment of Weekes will follow

There being no public comments, Chairperson Patterson opened and closed the public comment period.

e. Meeting Room Fee Schedule/Policy update

- PowerPoint presentation led by Brad Olson, Hayward Public Library Management Analyst II
- Set-up fee is in addition to room fee for renters who want library staff to set-up the room instead of setting the room up themselves
- Strategic plan in 2023 will also look at how the community would like to utilize the meeting rooms and how we can adjust to meet those requests
- Suggestion to possibly charge different prices for weekdays versus weekends
- Concern voiced that the meeting room fees are too high for everyday users and suggestion made to make room rentals free for any meeting open to the public and charge for commercial use/private meetings
 - Other City facilities charge for space reservations as well (e.g. City Hall's Rotunda and courtyard area)
 - Before setting our prices, a survey of other local rentable places and comparable locations were checked, and our prices are on the low end of this scale
 - Fees are in place to recoup costs such as staff time, maintenance, janitorial services, etc. The City/Library does not have unlimited funds.
 - We made a point to have the small study rooms, the smaller conference room, and Weekes' event space all be free to the community
 - We must identify what are our core services and what are additional/enhanced services and balance what we're able to offer
 - Meeting rooms were extremely busy the 6 months before the pandemic
 - While rooms may look empty there are also times where spaces are being cleaned, prepped, and set-up/torn down.
- Suggestion to allow all classrooms to be rented out by the community
- Staffing and resources do not allow for rentals outside of building hours currently
- Heritage Plaza is not a rentable space currently
 - Topic is still being discussed within the city
- Commissioners would like to add a revisit of this agenda item and would like it to include a summary of reservations and groups made for a 3-month period
- Commissioners Gorringer and Purcell have been appointed to a sub-committee for this matter

Chairperson Patterson opened the public comment period.

1. Frank Goulart provided an emailed comment and spoke during the live meeting. They feel

residence shouldn't have to pay to use the library in any capacity because they already paid their taxes to build the library. Also stated non-profit, local use should have no fees attached. Would like more information on the Weekes Legacy Room.

2. William Nye suggested we add another user group category for "non-monetary" to capture groups who are holding events that do not earn them money and provide a discount to these groups.
3. Julie Machado feels the community is being taxed double since they paid a tax already to build the library and are now being asked to pay for room rentals. Would also like free rooms added to the fee schedule so public is more aware of this option. Stated the current cost of rooms is prohibitive.
4. Ben Farrell provided an emailed comment and spoke during the live meeting. Voiced that they feel charging meeting room fees to profitable companies is fair but is unfair for non-profit and informal community groups. Also mentioned that they feel it's not feasible or appropriate to charge rental fees for the Makerspace and it should be reserved via drop-in method.

Chairperson Patterson closed the public comment period.

OLD BUSINESS

RECOMMENDATIONS

- a. No recommendations

REPORTS

- Library Director
 - Lactation Pod opened in August during our "Express Yourself" event
 - The building's 3rd anniversary was 10/14 and an event celebrating was held 10/17
 - Weekes needs assessment currently ongoing
- City Council Liaison
 - Work Session regarding firearms use and safety measures being discussed at tomorrow's (9/20) council meeting
- Friends of Hayward Library
 - Bookstore is now open on 1st & 3rd Saturdays
 - Amazon sales average \$500 a month
 - "Bigger Than Usual" book sale will be on October 15th in the Fremont Bank Room
 - Working on getting more volunteers to work the bookstore and writing a manual of procedures for those volunteers
- Library Commissioners
 - Russell City Art Project will be reopening a proposal and this time it will be for qualified artists

AGENDA BUILDING

- a. Add item to revisit Best Practices on October's agenda
- b. Add revisit of Meeting Room Fee Schedule/Policy to January agenda

ADJOURNMENT

The meeting was adjourned at 8:20 p.m.

NEXT MEETING – October 17, 2022

Attendance Commissioner	Present at 09/19/2022 Meeting	Meetings Present to Date This Fiscal Year	Meetings Absent to Date this Fiscal Year
Priscilla Banks	✓	1	0
Carl Gorringer	✓	1	0
Shonda Goward*	-	0	1
Sofy Navarro	✓	1	0
Anika Patterson	✓	1	0
Shareen Purcell	✓	1	0
Suresh Sangiah	✓	1	0
Kelly Sullivan	✓	1	0
Andrea Wong	-	0	1
Council Member			
Elisa Marquez	✓	1	0