



CITY OF HAYWARD

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

Minutes

Library Commission

March 25, 2026

6:30 PM

**Downtown Library
Meeting Room C**

CALL TO ORDER

Chairperson Sofy Navarro called the meeting to order at 6:40pm.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

SB 707 TELECONFERENCE NOTIFICATIONS AND CONSIDERATION

No notifications or considerations to report/discuss.

ROLL CALL

Present: Commissioners Jacqueline Felix, Sofy Navarro, Crystal Porter, Shareen Purcell, and Councilmember Julie Roche
Absent: Commissioners Angela Ramos and Lucretia Whitener
Staff: Jayanti Addleman, Director of Library Services
Jina Kim, Administrative Secretary

APPROVAL OF MINUTES

MIN 25-123 Library Commission Meeting Minutes of January 26, 2026

Motioned by Commissioner Purcell to approve January 26, 2026, Library Commission Minutes: seconded by Commissioner Porter. Passed 4-0-0.

PUBLIC COMMENTS

There being no general public comments, Chairperson Navarro opened and closed the public comment period at 6:41 pm.

NEW BUSINESS

- a. Technology Programs/Makerspace Update
 - Presented by Director Addleman
 - Discussion:
 - Recruitment of patrons for assistance in Makerspace
 - Director Addleman clarified that staff members must be present at all times when volunteers are on-site.
 - Proposal to allow students to print for free to encourage library use for school projects.
 - While most students have free printing at school, library staff have the authority to waive fees on a case-by-case basis.
 - Commissioner Purcell suggested ways to better inform the public that reduced hours and service cuts are a direct result of funding shortages, for example increasing signage to educate the public on the City's financial situation.
 - The library's website notes acknowledge the change in operational hours.

- b. Updated Code of Conduct
- Item #26 (Prohibiting the use of restrooms for bathing, laundering, loitering, or other unintended use) to be re-added to the Code of Conduct after accidentally being omitted from the recent draft.
 - Motioned by Commissioner Porter to approve adding Item #26 back to the Code of Conduct; seconded by Commissioner Purcell. Pass 4-0-0
- c. Updated Computer Use Policy
- Presented by Director Addleman
 - Providing public access to computers and the internet remains a top core service.
 - Commissioners inquired about cost comparison for paper.
 - Chairperson Navarro noted to fix the font size in section #1 of the policy.
 - Motioned by Commissioner Porter to approve the policy updates; seconded by Commissioner Purcell. Passed 4-0-0.
- d. Change of Date/Time and Location of Library Commission Meetings (contd.)
- The Commissioner discussed moving meetings to the 4th Monday of the month at City Hall, Room 2A, from 6:30-8:00 PM.
 - For months where the 4th Monday falls on a holiday, the meeting will be held on the 3rd Monday at City Hall, Room 2A, from 6:30 – 8:00 PM.
 - Motioned by Commissioner Porter to update the meeting schedule to 4th Monday of the month; seconded by Commissioner Felix. Passed 4-0-0.
 - Second Motion by Commissioner Felix to amend the original motion to move the upcoming May meeting to the 3rd Monday, returning to the 4th Monday thereafter; seconded by Commissioner Porter. Passed 4-0-0.
 - Director Addleman to provide documents ahead of each Commission to leave time for discussions during meetings.
- e. National Library Workers Week – Ideas for Commissioner Support
- April 19-25th (Tuesday is National Library Workers Day)
 - Chairperson Navarro suggested sending digital cards to staff again to offer support during the current transition.
 - Commissioner Porter suggested using “Comment Cards” to give the public an opportunity to acknowledge staff work.
 - Commissioner Purcell suggested a patron art contest; however, it was decided to avoid contests to prevent adding to staff workload. Instead, a customizable banner could be placed in the children’s section for patrons to decorate or “drop a heart” token system to be used like “real-life likes”.
 - Staff appreciation treats:
 - To keep costs manageable, the Commission discussed hosting a “bagel or donut day” rather than individual gift cards.
 - Commissioners may sign up for a “Commissioner of the Day” snack or treat sponsorship.
 - It was clarified that Commissioners may contact one another to coordinate these efforts without violating the Brown Act.
 - The Commission will move forward with a card, a snack/treat platter, and a public worksheet for National Library Workers Day.

OLD BUSINESS

- a. Letter Writing Committee
- No updates

- Note: reference to the Right to Read Act was included in error.
- b. Report from Budget Support Committee
 - No updates
- c. Report from Community Outreach Committee
 - No updates

RECOMMENDATIONS

REPORTS

- a. Library Director
 - February Library Commission meeting was cancelled.
 - Upcoming Library Events:
 - 3/31 Staff Training Day (Business Closure Day for Farmworkers Day)
 - A lunch for staff has been sponsored by a local patron donation.
 - One Book One Coast: PNW will all read the same book at the same time: They Called Us Enemy by George Takei (April – June)
 - March 11th COH 150th Anniversary
 - March 12th Mayor's State of the City Address
 - Bring Your Child to Work Day – Thursday 4/23
 - This year will be held at Corp Yard
- b. City Council Liaison
 - Budget:
 - The city is aiming for a net-zero budget by the end of the fiscal year and is implementing structural changes to restore healthy reserves.
 - Negotiations with labor groups are ongoing to avoid potential layoffs.
 - The city is currently evaluating and defining its core services during this transition.
 - Street Safety:
 - The City is increasing efforts via the crisis response team and the installation of safer crosswalks.
 - Cesar Chavez day updated to Farmworkers Day
 - Bust of Cesar Chavez removed
 - Russell City Redress Fund
 - \$1.3 Million funds have been established. The City and County will deposit funds into a Philanthropy Venture Fund (non-profit), with a focus on prioritizing senior. This is separate from the larger Alameda County Reparation work.
 - Sustainability Committee: After 10 years Hayward is reported 100% water capturing rate.
- c. Friends of Hayward Library
 - The group has lost its non-profit status and is working to reorganize under a new name and structure.
 - Councilmember Roche inquired about the status of the annual Literacy Report.
 - Director Addleman noted that it will be included with the annual report from the Literacy Council.
- d. Library Commissioners
 - Hayward Democrats Committee at Oddfellows Hall on Friday, March 27, at 6:00 PM.
 - Councilmember Roche to share the flyer
 - Follow Your Bliss Awards
 - Chairperson Navarro will share information regarding this award for educators. Winners (10) receive a \$10,000 award.
 - Social Justice Grant (49'ERS)

- A grant for education, police reform, and economic growth is now open. One will receive a \$100,000 grant distributed over two years.
- Commissioner Felix shared her experience visiting the African American Museum and Library at Oakland.
- Commissioner Felix will share scholarship information from her fraternity with Director Addleman.

AGENDA BUILDING

- Next Meeting: Monday, May 18, 2026, at 6:30 PM at City Hall, Conference Room 2A.
 - Date moved to the 3rd Monday to avoid the Memorial Day holiday.
- Stack Center Update: Moved to unscheduled items pending new information.
- AI Policy Update: Remain in unscheduled items as policy is still in development.

ADJOURNMENT

The meeting was adjourned at 8:01 PM

NEXT SPECIAL MEETING May 18, 2026

3rd May Monday Meeting Cancelled Due to Holiday

Attendance Commissioner	Present at 3/25/2026 Meeting	Meetings Present to Date This Fiscal Year	Meetings Absent to Date this Fiscal Year
Jackqueline Felix	√	5	0
Sofy Navarro	√	3	2
Crystal Porter	√	5	0
Shareen Purcell	√	5	0
Angela Ramos	-	4	1
Lucretia Whitener	-	4	1
Council Member			
Julie Roche	√	2	3