



CITY OF HAYWARD

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

Minutes

Library Commission

November 17, 2025

6:30 PM

**Downtown Library
Community Learning Center**

CALL TO ORDER

Vice chairperson Crystal Porter called the meeting to order at 6:30pm.

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 Jacqueline Felix, Crystal Porter, Shareen Purcell, Angela Ramos, and Lucretia Whitener.
Absent: Commissioner Sofy Navarro and Councilmember Roche
Staff: Melissa Burkley, Management Analyst I
Lindsey Vien, Acting Director of Library Services
Clio Hathaway, Supervising Librarian

APPROVAL OF MINUTES

MIN 25-123 Library Commission Meeting Minutes of October 20, 2025

Motioned by Commissioner Purcell to approve October 20, 2025, Library Commission Minutes:
seconded by Commissioner Whitener. Passed 5-0-0.

PUBLIC COMMENTS

There being no general public comments, Co-Chairperson Crystal Porter opened and closed the public comment period at 6:32 pm.

NEW BUSINESS

- a. Updated Code of Conduct
 - PowerPoint presentation led by Supervising Librarian, Clio Hathaway
 - Reinforcement of Bans
 - Banned patron is provided with a written notice in the form of a Ban Letter
 - Involved staff write entries in an internal reporting system (PITS) and descriptions of the patron as well as photos pulled from the building security system when available are added
 - All staff are informed via email.
 - Code of Conduct also includes the footprint/perimeter of the building
- b. Report on E-Resources and Databases
 - PowerPoint presentation led by Supervising Librarian, Clio Hathaway
 - Marketing of resources
 - Brochures go out with new library cards, Library staff provide info whenever

- possible, bookmarks and signs are provided in appropriate areas and books
- Partnerships with different community groups such as the Hayward Unified School District increase the share of information
- Links are provided for related resources and programs on our website and in the catalog
- Resources in Braille or with Audio Assistance
- Some resources (such as Hoopla & Kanopy) offer some material with audio descriptions
- HPL does not have a braille collection, but staff will refer and assist patrons to utilize the State Library's collections
- c. Weekes Branch Update
 - PowerPoint presentation led by Acting Library Director, Lindsey Vien
 - Damaged lion in front of the Branch will be replaced
 - Outdoor area furniture is only placed out when programming is occurring
- d. Fall Budget Revise
 - Item will be moved to a later meeting due to a delay in the occurrence of the City Council meeting with this information

OLD BUSINESS

- a. Letter Writing Committee
 - No updates
- b. Report from CSUEB-Chabot Partnership Committee
 - No updates
- c. Report from Budget Support Committee
 - Currently no committee members assigned
 - Postponing the assignment of committee members until after the budget revision is presented in the January meeting
- d. Report from Community Outreach Committee
 - Library Card Campaign event under consideration

RECOMMENDATIONS

REPORTS

- a. Library Director
 - Both branches are meeting and exceeding all benchmarks for State and Federal Grants
 - Staff has been undergoing cross training to improve the staffing all services
 - HPL staff is serving over 4,500 annually in ESL programming
 - Trunk or Treat in October had over 13,500 attendees
- b. City Council Liaison
 - Not present
- c. Friends of Hayward Library
 - No representative present
- d. Library Commissioners
 - ACLU issued an injunction to stop the banning of books in DoD School Districts
 - Reminder: The Brown Act requires that commission business be conducted based on a posted agenda and secret or informal discussions/deliberations discussing business outside a noticed meeting are prohibited.

AGENDA BUILDING

- Economic Business Impacts Due to Budget Deficit

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- Move the Stack Community Center update from Unscheduled to January
 - Move AI update from Unscheduled to June

ADJOURNMENT

The meeting was adjourned at 8:01 PM

NEXT MEETING January 26, 2025

(Following December Recess)

3rd January Monday Meeting Cancelled Due to Holiday

Attendance Commissioner	Present at 11/17/2024 Meeting	Meetings Present to Date This Fiscal Year	Meetings Absent to Date this Fiscal Year
Jackqueline Felix	√	3	0
Sofy Navarro	-	1	2
Crystal Porter	√	3	0
Shareen Purcell	√	3	0
Angela Ramos	√	3	0
Lucretia Whitener	√	3	0
Council Member			
Julie Roche	-	0	3