



CITY OF HAYWARD

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

Minutes

Library Commission

January 26, 2026

6:30 PM

**Downtown Library
Community Learning Center**

CALL TO ORDER

Vice chairperson Crystal Porter called the meeting to order at 6:31pm.

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, Angela Ramos, and Lucretia Whitener, and Councilmember Roche everyone present
Staff: Jayanti Addleman, Director of Library Services
Jina Kim, Administrative Secretary

APPROVAL OF MINUTES

MIN 25-123 Library Commission Meeting Minutes of November 17, 2025

Motioned by Commissioner Purcell to approve November 17, 2025, Library Commission Minutes: seconded by Commissioner Porter. Passed 6-0-0.

PUBLIC COMMENTS

There being no general public comments, Chairperson Navarro opened and closed the public comment period at 6:33 pm.

NEW BUSINESS

- a. Possible Change of Day/Time and Frequency of Library Commission Meetings
 - Proposed date and location changes provided by Jayanti Addleman
 - Councilmember Roche suggested moving to bi-monthly meetings to reduce staff workload, noting that all city commissions are currently reviewing their schedules.
 - Commissioner Porter suggested relocating to City Hall on alternative nights to utilize existing security.
 - Concerns raised regarding how to manage heavy agenda workload with reduced meeting frequency.
 - Commissioners discussed online meetings but noted the significant preparation time required and Brown Act limitations on annual remote meetings.
 - All items requiring a vote must be discussed during formal meetings.
 - Educational or information items not requiring action could be discussed outside of the formal meeting structure.
 - To streamline meetings, Commissioner Purcell proposed reviewing educational items beforehand and Library Director would provide a two-minute summary followed by a Q&A

session during the meeting.

- Eliminating 2-3 meetings per year, including a potential cancellation in April for Spring Recess.
- During “off” months, information would be distributed via email with Q&A handled electronically.
- Proposal made to limit all future meetings to one hour.
- Due to Monday library closures, a permanent change of day is required.
- Motioned by Commissioner Purcell to change the Library Commission schedule to the 4th Wednesday of each month, meeting at City Hall, Conference Room 2A, from 6:30-8:00 PM: seconded by Commissioner Whitener. Passed 6-0-0.

b. Mid-Year Budget Review

- Presentation presented by Jayanti Addleman
- The City aims for a full recovery within five years through a combination of MOU negotiations, cost savings, and revenue increases (i.e., increased sales tax and transient occupancy tax).
 - Specific cost-saving measures include Fire Department concessions, Police Department shift changes saving approximately \$1 million, Executive Team pay cuts and furloughs.
 - Lack of concessions from certain bargaining groups has resulted in layoffs.
- The Council is assessing a potential business license tax, taxes for data centers, and revenue from the new cannabis dispensary on Mission Blvd.
- The transient occupancy tax for hotels was recently increased.
- Library Operations & Services:
 - Digital resources like Hoopla and Kanopy have been removed due to lack of funding.
 - The library is actively seeking donors to secure at least one year of funding to bring these subscriptions back to patrons.
 - Commissioners inquired if the proposed operations hour changes accounted for peak traffic times and the schedules of neighboring library systems.

c. Annual Report and Statistics of 2025

- Presented by Jayanti Addleman
- Mobile outreach units (Mobi and Curbie) will continue to appear at special events.
- Due to limited HPL staffing, HARD may take over “Trunk or Treat” event. Attendance for this event may no longer be reported by the library.

d. Collection Development Policy:

- The policy was reviewed with no significant changes made to the current goals.
- Motion to approve the Collection Development Policy by Commissioner Purcell; seconded by Commissioner Porter. Passed 6-0-0

e. Volunteer Opportunities

- Current and upcoming opportunities highlighted by Jayanti Addleman.
- Read Across America: Volunteers needed for the event at Treeview Elementary.
- Commissioners are encouraged to participate in volunteer opportunities.

OLD BUSINESS

a. Letter Writing Committee

- Review: Letter to Senator Padilla
 - Minor spelling amendments
- Right to Read Act 2025
 - Discussion focused on sending a formal letter in support of the Act.

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- Motioned by Commissioner Porter to send letter; seconded by Commissioner Ramos. Passed 6-0-0.
 - b. Report from CSUEB-Chabot Partnership Committee
 - No updates.
 - Committee is officially on hold. Future updates, if any, will be incorporated into the Library Director's report.
 - c. Report from Budget Support Committee
 - Commissioner Felix reviewed the December City Council meeting; the fiscal information shared aligned with the Mid-Year Budget review presented by Library Director.
 - d. Report from Community Outreach Committee
 - Library Card Registration Campaign to come in April and September 2026
 - Considerations to enhance outreach while ensuring no additional burden on library staff time.
 - Managing realistic goals and also ensuring that the library cards are created and also utilized. If library cards are created, but they're not being used then there is more work to do.
 - Commissioner Porter will continue collaboration with Kidango and Hector Gonzalez.

RECOMMENDATIONS

REPORTS

- a. Library Director
 - Leadership Update:
 - New City Manager, Jennifer Ott
 - Jayanti Addleman returned to role as Library Director
 - As of today, all staff transitions related to layoffs and "bumping rights" have been completed, with employees beginning their new assignments.
 - Literacy Plus 40th Anniversary
 - The program has served 412 learners over 8,000 hours.
 - Seven students graduated from the Career Online High School program.
 - Upcoming Programs:
 - 1/31 Kintsukuroi Movie Screening and Panel Discussion
 - 2/7 Black History Month traditional and contemporary dance program.
 - 2/14 Lunar New Year Celebration
 - Ongoing: Semi-monthly self-defense classes (registration required).
- b. City Council Liaison
 - Budget
 - Enterprise fund remains stable, allowing roadwork and building projects to continue.
 - Primary goal is working towards a balanced budget.
 - Budget workshop is scheduled for February 28 to gather public and staff input.
 - Data Centers & AI
 - Council will discuss the rising demand for data centers at the next City Council Meetings.
 - Commissioner Ramos raised concerns regarding long-term environmental impacts of data centers; the city is currently gathering comparable data to assess these effects.
 - Point in Time (PIT) Count
 - Completed last week as part of nationwide efforts to evaluate the effectiveness of homeless services and secure future grant funding.
- c. Friends of Hayward Library
 - Currently restructuring to address legal requirements; the organization is temporarily unable to accept donations.
 - Shirley Meyers has been nominated for the Hearts of Hayward award.

d. Library Commissioners

- Longtime Librarian, Melesha Owen's final day is January 30th. Chairperson Navarro will coordinate with the Commission to prepare a digital farewell card.
- Recruitment for new Commissioners will take place in September.

AGENDA BUILDING

- Next meeting will be Wednesday, February 25th at 6:30 PM at City Hall

ADJOURNMENT

The meeting was adjourned at 8:01 PM

NEXT MEETING February 25, 2026

3rd February Monday Meeting Cancelled Due to Holiday

Attendance Commissioner	Present at 1/26/2026 Meeting	Meetings Present to Date This Fiscal Year	Meetings Absent to Date this Fiscal Year
Jackqueline Felix	√	4	0
Sofy Navarro	√	2	2
Crystal Porter	√	4	0
Shareen Purcell	√	4	0
Angela Ramos	√	4	0
Lucretia Whitener	√	4	0
Council Member			
Julie Roche	√	1	3