



CITY OF HAYWARD

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

Minutes

Library Commission

April 17, 2023

6:30 PM

**City Hall
Conference Room 2A**

CALL TO ORDER

Commission Chair Navarro called the meeting to order at 6:32p.m.

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 Priscilla Banks, Carl Gorringer, Sofy Navarro, Shareen Purcell and Andrea Wong and Councilmember Julie Roche
Absent: Commissioners Shonda Goward, Suresh Sangiah, and Kelly Sullivan
Staff: Jayanti Addleman, Library Director
Melissa Burkley, Administrative Assistant III
Clio Hathaway, Supervising Librarian
Visitors: N/A

APPROVAL OF MINUTES

MIN 23-049 Library Commission Meeting Minutes of March 20, 2023

Motioned by Commissioner Purcell to approve the March 20, 2023, Library Commission Minutes: seconded by Commissioner Banks. Passed 5-0-0.

PUBLIC COMMENTS

There being no general public comments, Chairperson Navarro opened and closed the public comment period at 6:34PM.

NEW BUSINESS

- a. Review Customer Code Policy
 - Document presentation by Clio Hathaway, Supervising Librarian
 - 2023 Reconsideration Request of Library Materials document also reviewed
 - Motioned by Purcell, 2nd Banks 5-0-0
 - Motion to accept the Request for reconsideration motioned by Purcell, 2nd Banks 5-0-0

Motioned by Commissioner Purcell to accept the Customer Code of Conduct with the correction of item No. 7: seconded by Commissioner Banks. Passed 5-0-0.

Motioned by Commissioner Purcell to accept the Reconsideration Request of Library Materials document: seconded by Commissioner Banks. Passed 5-0-0.

- b. Update on Library Security
 - PowerPoint presentation led by Jayanti Addleman, Librarian Director
 - Security guards are selected through the Facilities Department with a Library staff member on the interview panel
 - The Library includes the on-site security guards in staff trainings when necessary
 - PITS is the Library's "Patron Incident Tracking System" and is where all incidents are recorded and it can also generate reports

OLD BUSINESS

- a. Letter Writing Committee
 - Suggestion to have Commission Vice Chair assigned as lead for Letter Writing Committee
 - Add amendment to Commission Best Practices that the Chair or Vice Chair be assigned as lead if they're on a committee and if not, the Chair will assign a lead for each committee

RECOMMENDATIONS

- a. No recommendations

REPORTS

- a. Library Director
 - Weekes Architectural Assessment should be done by the end of April
 - Assessment needs to be done in order to apply for a grant that's due by the end of May
 - Diaper distribution received additional diapers this time and all were distributed again
 - English as a Second Language Program was acknowledged as an exemplary program by the State
 - In $\frac{3}{4}$ of a year we've had 3,613 attend various programs
 - Yoga and Tai Chi are now being held in the library
 - National Volunteer Month events
 - Held events for Friends of the Hayward Library and tutors
 - Youth Conference at the Downtown Library 4/22
- b. City Council Liaison
 - Appointed Ray Bonilla Jr. to City Council in Elisa Marquez' vacancy
 - Approved funding for legal eviction assistance for renters in eviction proceedings
 - Increased the fee for Rental Stabilization Ordinance
 - Hayward submitted housing element and received feedback that they'll be reviewing
- c. Friends of Hayward Library
 - Book sales continue at the Downtown Branch on 1st and 3rd Thursdays
 - Will have elections of new officers in May meeting
 - Continue to look for volunteers and members
- d. Library Commissioners
 - Hayward LitHop on April 22nd from 2-8pm in Downtown Hayward

AGENDA BUILDING

- a. Add Heritage Plaza update to unscheduled items
 - Waiting for a Russell City Art Installation update before discussing the Plaza again
- b. Include Letter Writing Update to Best Practices update

ADJOURNMENT

The meeting was adjourned at 7:37p.m.

NEXT MEETING – May 15, 2023

Attendance Commissioner	Present at 4/17/2023 Meeting	Meetings Present to Date This Fiscal Year	Meetings Absent to Date this Fiscal Year
Priscilla Banks	√	5	1
Carl Gorringer	√	6	0
Shonda Goward	-	4	2
Sofy Navarro	√	5	1
Anika Patterson***	-	4	0
Shareen Purcell	√	6	0
Suresh Sangiah	-	5	1
Kelly Sullivan	-	4	2
Andrea Wong	√	4	2
Council Member			
Elisa Marquez*	-	2	1
Julie Roche**	√	3	0

*Elisa Marquez no longer Council Liaison as of 1/23/2023 Commission Meeting

**Julie Roche began as Council Liaison as of 1/23/2023 Commission Meeting

***Anika Patterson no longer a Library Commissioner after 1/23/2023 Meeting