



# CITY OF HAYWARD

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

## Minutes

### Library Commission

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**October 21, 2024**

**6:30 PM**

**Downtown Library  
Community Learning Center**

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#### **CALL TO ORDER**

Commission Chair Goward 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 Joshua De Miguel, Valerie Fredericks, Shonda Goward, Marhya Kelsh, Crystal Porter, Shareen Purcell, Suresh Sangiah, and Councilmember Julie Roche  
Absent: Commissioner Sofy Navarro and Dominique Dozier  
Staff: Jayanti Addleman, Director of Library Services  
Melissa Burkley, Management Analyst  
Jina Kim, Administrative Secretary  
Visitors: David Foster, Baton Global Consultant  
Pauline Wong, Member of the Public

#### **APPROVAL OF MINUTES**

**MIN 24-099** Library Commission Meeting Minutes of September 16, 2024

Motioned by Commissioner Purcell to approve the September 16, 2024, Library Commission Minutes:  
seconded by Commissioner Kelsch. Passed 8-0-0.

#### **PUBLIC COMMENTS**

Public comment: How are collections ordered and how many times does it need to be requested before it is ordered?

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

#### **NEW BUSINESS**

##### **a. Strategic Plan Presentation**

- Presentation led by David Foster, Jayanti Addleman, and Melissa Burkley
- The State provides a standard definition of program visits, and they provide definitions and guidelines on how to collect attendance numbers etc.
- Three focus groups were surveyed at Weekes Branch
- Our Annual data for Weekes, Downtown, and bookmobile data are all separated
- One of the survey questions was "which is your primary library" which gave the team the ability to measure satisfaction at one location versus another location.

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- The Strategic Plan is a living document, and can be updated: e.g. Specific goals, and how volunteers/commission members are engaged can continue to be explored.
  - Motion to approve by Commissioner Purcell: Seconded by Commissioner Porter, passed 8-0-0.
  - b. Discussion of Commission Goals & Agenda Planning
    - **East Bay Chabot and Library Partnership Committee**
      - Commission Chair Goward and Vice Chair Dozier to continue working on this subcommittee.
    - **Budget Support Committee**
      - Chair of Subcommittee: Commissioner De Miguel
      - Will keep track to City Council and budget meetings
      - Councilmember Roche will keep Library Commission abreast of big budgetary items.
      - Director Addleman would like to be included on the budget advocacy committee meetings
    - **Community Outreach Committee**
      - Chair of Subcommittee: Commissioner Porter
      - Exploring partnerships and opportunities to work with outside groups and other City of Hayward commissions to improve area surrounding Weekes Branch.
      - Commissioner Valerie Fredericks to volunteer for Commission to Commission.
    - AI in the Library
    - Motion by Commissioner Purcell to approve CSU East Bay-Chabot, Budget Support, and Community Outreach sub-committees: Seconded by Commissioner De Miguel, passed 8-0-0
  - c. Review Welcome Packet
    - Postponed to next Commission Meeting

## OLD BUSINESS

- a. Letter Writing Committee
  - No reports
- b. Report from Welcome Committee
  - Missing letter from Chair Goward and Councilmember Roche
  - Commissioner Navarro unavailable until the end of the month.
- c. Report from CSUEB-Chabot Partnership Committee
  - No Reports

## RECOMMENDATIONS

- No recommendations

## REPORTS

- a. Library Director
  - Delayed budget availability for new fiscal year, but it has officially opened.
  - All Staff Day 11/12
    - Training: Focus on Compassionate De-escalation with R. Jenkins
  - Zocalo Coffee
    - Lease signed and waiting on last pieces from Health Department etc., before opening.
  - Weekes Branch
    - To close right after Thanksgiving through March 2025
    - Programming will stop early November
      - Another \$10K from the Martins Foundation for AV Equipment for Weekes

- Stack Center
    - Phase 1 Proceeding
    - Expected to be completed in December and open in Feb 2025
    - Phase 2: Include Satellite Library
      - Expected to begin in March 2025 and completed March 2027
    - Phase 3: Health Clinic
  - Moby-Tech
    - Second bookmobile by early 2025
  - Presented at the following Conferences:
    - Future of Libraries
    - CLA
    - PLP Leadership Program
  - Tours
    - Sister City: Funabashi Student Tour
    - Tour with New Commissioners
  - Trunk or Treat
    - 10/26/2024
    - Weekes branch will be closed
    - Recognize Mr. Martins and the Martins Foundation by unveiling a plaque
- b. City Council Liaison
- Welcome new Commissioners
  - City Manager Recruitment
    - Interviews Today and tomorrow
  - Completed redistricting
  - Committee on Commissions
    - Everyone invited to 11/13 Meeting at 5:00 PM at City Hall
  - Zoning Work Session
    - Evaluate more SRO, Safe Parking, and
    - Decisions will be made in January 2025
  - Council meetings will not be in session until after the elections
- c. Friends of Hayward Library
- Friends will be tabling at Trunk or Treat
  - Need Volunteers 9:00 am – 3:00 PM (two separate shifts)
- d. Library Commissioners

**AGENDA BUILDING**

- **November 2024**
  - Welcome Packet Review
  - DEI basics
  - Report on eBooks and Databases
  - Postpone Collection Development Policy update to a future date
  - Commission Recess

**ADJOURNMENT**

The meeting was adjourned at 8:23 p.m.

**NEXT MEETING – November 18, 2024**

<b>Attendance Commissioner</b>	<b>Present at 10/21/2024 Meeting</b>	<b>Meetings Present to Date This Fiscal Year</b>	<b>Meetings Absent to Date this Fiscal Year</b>
Joshua De Miguel***	✓	1	-
Dominique Dozier	-	1	1
Valerie Fredericks***	✓	1	-
Shonda Goward	✓	2	0
Marhya Kelsch**	✓	2	0
Sofy Navarro	-	1	1
Crystal Porter	✓	1	1
Shareen Purcell	✓	2	0
Suresh Sangiah	✓	2	0
<b>Council Member</b>			
Julie Roche	✓	1	1

\*\*Commissioner Kelsch moving from alternate status to Commissioner as of 2/26/24 meeting

\*\*\*Commissioners De Miguel and Fredericks sworn in as of 09/17/2024.