



**CITY OF HAYWARD LIBRARY COMMISSION  
AGENDA**

**REGULAR MEETING – September 21, 2020 6:30 PM**

**This meeting was being conducted utilizing videoconferencing consistent with State of California and Alameda County Shelter in Place orders.**

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**I. Call to order**

Commission Chair Lowe called the meeting to order at 6:31 p.m.

**II. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**III. Roll call**

Present: Priscilla Banks, Shelby Bergeron, Carl Gorringer, Brigitte Lowe, Sofy Navarro, Anika Patterson, Suresh Sangiah, Karima Sharifi and Andrea Wong  
Absent: N/A  
Staff: Jayanti Addleman, Library Director  
Melissa Burkley, Administrative Assistant III  
Al Mendall, Council Member  
Visitors: N/A

**IV. Approval of Minutes**

Motioned by Commissioner Sharifi to approve the July 20, 2020, Library Commission Minutes: seconded by Commissioner Bergeron. Passed 7-0-1.

**V. Public Comments**

There were no public comments.

**VI. New Business**

- a. Introduction of new and returning commissioners
- b. Discuss Agenda plan for 2020-21
  - a. Add Bylaws Update to Unscheduled Items

**VII. Reports**

- a. Library Director
  - a. Curbside pickup at Downtown Branch ongoing; as of October 6, will also be at Weeks Branch
  - b. Summer Reading Program registrations dropped compared to previous years but still successful
  - c. Lunch at the Library gave away 300-500 lunches weekly
  - d. Partnered with Hayward Promise Neighborhood and distributed 1,500 bags of school supplies to students in South Hayward (Tyrell, Glassbrook and Ruus schools)
  - e. 200 Census bags were given out in the schools also with supplies, census focused materials and books for children and youth in multiple languages
  - f. Checked out our Chromebooks to students for 1 year
    - i. Have also given out tablets that double as hot spots to assist families without access to internet
  - g. Census outreach event to be held Saturday, September 27 from 10a.m.-1p.m. Will be meeting at Glad Tidings Church before the event.
  - h. Library is doing lots of online programming, including regular story times, parenting classes, HPL in the Kitchen, English as a Second Language conversation groups, and special events like the August Muslim Appreciation Month presentations, and two Readathons
  - i. We received \$250,000 donation to purchase a bookmobile
    - i. Will take 9-12 months to receive since bookmobiles are typically custom made
    - ii. Donation includes cost of equipment and supplies and 1 year of staffing
    - iii. 4C's is also providing funding to assist with costs
  - j. Education regarding COVID-19 prevention has included encouragement of hand washing and mask-wearing and social media content on safety measures
    - i. Will investigate increasing material and education and obtain some references from Commissioner Banks
- b. City Council Liaison
  - a. Informed Commission that 92% of Hayward residents now have access to internet
  - b. Encouraged Commission to give recommendations to City Council regarding library needs and in what priority
  - c. Encourage Commission to place items they're passionate about on commission agenda for discussion
- c. Library Commissioners
  - a. Suggestion to have Friends of Hayward Library lead fundraiser campaign for bookmobile costs (i.e. an additional year of staffing, materials, etc.)
  - b. Request to add COVID-19 information on HPL website
  - c. Concern that website isn't as informative as it should be
    - i. HPL staff is working to make website more user friendly and easier to add information
  - d. Informed that online fine payment isn't functioning properly

- i. Idea to utilize HPL programs to gather likeminded people to take online classes in a group setting while social distancing

### **VIII. Agenda Building**

Bylaws update – On hold

Post occupancy User Survey – On hold

Request to add:

Bookmobile input

Branchlets

Reminder to produce FY22 budget items endorsement to present to Council

### **IX. Adjournment**

The meeting was adjourned at 7:48 p.m.

**NEXT MEETING – October 19, 2020**

<b>Attendance Commissioner</b>	<b>Present at 09/21/2020 Meeting</b>	<b>Meetings Present to Date This Fiscal Year</b>	<b>Meetings Absent to Date this Fiscal Year</b>
Priscilla Banks	✓	1	0
Shelby Bergeron	✓	1	0
Carl Gorringer	✓	1	0
Brigitte Lowe	✓	1	0
Sofy Navarro	✓	1	0
Anika Patterson	✓	1	0
Suresh Sangiah	✓	1	0
Karima Sharifi	✓	1	0
Andrea Wong	✓	1	0
<b>Council Member</b>			
Al Mendall	✓	1	0