



# CITY OF HAYWARD

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

## Minutes

### Library Commission

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**February 26, 2024**

**6:30 PM**

**City Hall  
Meeting Room 2A**

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#### **CALL TO ORDER**

Commission Chair Goward called the meeting to order at 6:30p.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, Dominique Dozier, Carl Gorringer, Shonda Goward, Marhya Kelsch, Sofy Navarro, Crystal Porter, Shareen Purcell, and Suresh Sangiah and Councilmember Julie Roche

Absent: N/A

Staff: Melissa Burkley, Management Analyst I  
Clio Hathaway, Supervising Librarian  
Lindsey Vien, Deputy Director

Visitors: N/A

#### **APPROVAL OF MINUTES**

**MIN 24-026** Library Commission Meeting Minutes of January 22, 2024

- Correction suggested by Commissioner Banks to add note to Best Practice update that Commissioner Banks volunteered to join Committee

Following correction, Motioned by Commissioner Purcell to approve the January 22, 2024, Library Commission Minutes: seconded by Commissioner Navarro. Passed 7-0-0.

#### **PUBLIC COMMENTS**

There being no general public comments, Chairperson Goward opened and closed the public comment period at 6:31PM.

#### **NEW BUSINESS**

- a. Election of Vice Chair

Motioned by Commissioner Dozier to self-nominate appointment as Vice Chair: seconded by Commissioner Banks. Passed 9-0-0.

- b. Digital Resources for the Public

- PowerPoint presentation led by Supervising Librarian, Clio Hathaway
  - Digital resources are promoted through flyers, bookmarks, advertisements in corresponding library sections, and info sheets that are provided when someone completes a library card application
  - HUSD classes received library cards and curated videos outlining how to access e-

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- resources specific for their student's ages
    - Memos went out to all parents regarding the library card drives and e-resources
  - Analytics for usage are consistently run and reviewed
    - Many resources have usage statistics we can view
    - Circulation statistics are also reviewed following library card drives
  - There is some overlap in types of resources as some resources work with different publishers and authors
  - Suggestion to hold digital tours of online resources
  - Partner with The Stack and In the Loop to have "Did You Know" section for library resources
  - Suggestion to promote with Children to share their favorite resources using a sign that has a simple QR code they can use to submit an answer
  - Suggestion to promote e-resources on social media and on screens in the library
  - Tailored and specific marketing also happens within programs and online searches
- c. Review of Curbie Stops Map Including Review of Curbie Services
- Review of visit map, location list, and calendar sample provided by Deputy Director, Lindsey Vien
  - Overview of bookmobile information on website and how to apply for a bookmobile visit provided by Deputy Director Vien
    - Curbie website: <https://www.hayward-ca.gov/public-library/using-library/bookmobile>
  - Bookmobile scheduling outline
    - Tuesdays: Early Childhood Development
    - Wednesdays: Primary Students (Elementary Schools)
    - Thursdays: Secondary Students (Middle and High Schools)
    - Fridays: Community Centers, Senior Centers, Mobile Home Parks
    - Saturdays: Event appearances
  - Request to provide information and statistics on frequency of bookmobile visits each area/location; Comm. Porter will send specific questions via email
  - Statistics are tracked using classroom counts, manual counts, library card usage, etc.
  - Success of a location/visit is measured by consistency in attendance, communication, and coordination
    - Assessments are made quarterly
  - Curbie is staffed by regular staff members and also rotating members who attend particular stops regularly dependent on their expertise
- d. Budget Enhancement Requests for FY25
- Two requests to be reviewed by Council and City staff
    - Increase in acquisition funds by \$100,000
    - Increase in tech lending library funds by \$230,694 to provide a year's worth of data plan costs
      - Following sunset of previous grant being used for these expenses
  - Request for Letter Writing Committee to provide a letter to Council in support of budget enhancements

## OLD BUSINESS

- a. Letter Writing Committee – Rescind proposal re: Brown Act Letter
- Current members: Commissioners Purcell and Porter

Motioned by Commissioner Purcell to rescind the proposal to write a letter regarding the Brown Act and video conferencing rules: seconded by Commissioner Porter. Passed 9-0-0.

Motioned by Commissioner Porter to add a discussion to consider and vote on a letter from Commission in support of the Library's budget enhancements to March agenda: seconded by Commissioner Banks. Passed 9-0-0.

- b. Report from HARD Partnership Committee
  - Committee met 2/15 and discussed strategies to move forward and build connections between HARD and HPL
  - Request that Deputy Director Vien be HPL liaison for the Committee
- c. Report from Welcome Committee
  - Current members: Commissioners Banks, Porter, and Navarro
  - Follow-up items needed
    - Opening letter from Director
    - Updated Commission roster
    - Updated staff contact list
    - Updating web presence
  - Action Items
    - Select orientation format for new members
      1. Meet 30 minutes before Commissioner's first meeting
      2. Meet on a separate day some time before the date of the Commissioner's first meeting
    - Selecting how to perform Library tours for Commissioners
      1. Can we make them mandatory for Commissioners to receive a tour by HPL staff
      2. Can we have one meeting per year in the Library so Commissioners can see the building
        - a. Reminded Commissioners that we hold the last meeting of the Fiscal Year onsite & no other meetings can be held there since we don't have recording capabilities
      3. Suggestion by Commissioner Porter to send Commissioners the schedule for public tours so they can join in on one that's convenient for them
    - Commissioner bios
      1. Are they desired/needed
      2. Are bios public information?
        - a. Councilmember Roche will research this
        - b. Suggestion to have Director Addleman send an email and a reminder with agenda emails for Commissioners to provide bios and photos
    - Decided to hold off on these decisions until Director Addleman is present
- d. Report from CSUEB-Chabot Partnership Committee
  - Commissioners Dozier and Goward
  - Identified key areas to focus on discussing when the sub-committee meets
    - Target audience (children, adults)
    - Challenges of attending events (language barrier, transportation)
    - How to best support diversity of patrons
    - Identifying other community organizations that are interested in this type of outreach
- e. Report from Non-User Survey Committee
  - Unable to present survey to Commissioners; will postpone discussion until next meeting
- f. Report from Best Practices Committee
  - Commissioners Banks and Navarro

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- No edits until Welcome Packet update is complete
  - Suggestion to change title to Standard Operating Procedures

**RECOMMENDATIONS**

- a. Consider responsibility mentioned in City Ordinance/Municipal Code that governs duties & responsibilities of Commissions which states Commissions shall give reports to City Council at least annually
  - Are there methods we're already doing that apply to this
    - Letters of recommendation from the Commission, Director reports on behalf of the Commission, discussions with Councilmember liaison in Commission meetings
  - Suggestion to add however this is translated into the Commission Best Practices/Standard Operating Procedures

**REPORTS**

- a. Library Director provided by Deputy Director Vien
  - Budget and Master Fee Schedule being updated
  - Weekes Branch is receiving donations and grants for beautification and enhancements
  - Security guard plan has been updated to now cover 15 minutes before opening and after closing for Downtown and arrival with first staff on-site and 15 minutes after closing at Weekes
    - Will also provide lunchbreak coverage
  - Strategic Plan efforts launched employee survey that will close 3/1, community surveys going live within the next couple of days and will be open approximately 3 weeks, a survey for staff and partners will go out in the near future
  - Lunar New Year event was successful and had hundreds of attendees
- b. City Council Liaison
  - Adoption of resolution to accept FY24 statement of investment policy and delegation of authority passed 4-3
  - Strategic Plan meeting decided to continue funding on existing efforts instead of identifying new items
  - City Manager McAdoo resigned and vacancy will take up to 9 months
  - Budget workshop session held recently
  - Measure C informational outreach has begun
- c. Friends of Hayward Library
  - Have not met this month due to not meeting quorum
- d. Library Commissioners

**AGENDA BUILDING**

- a. Add update to Director's report for info on free room reservations
- b. Add support letter discussion to March

**ADJOURNMENT**

The meeting was adjourned at 8:43p.m.

**NEXT MEETING – March 18, 2024**

Attendance Commissioner	Present at 2/26/2024 Meeting	Meetings Present to Date This Fiscal Year	Meetings Absent to Date this Fiscal Year
Priscilla Banks	✓	5	0
Dominique Dozier	✓	4	1
Carl Gorringer	✓	5	0
Shonda Goward	✓	5	0
Marhya Kelsch**	✓	1	0
Sofy Navarro	✓	3	2
Crystal Porter	✓	5	0
Shareen Purcell	✓	5	0
Suresh Sangiah	✓	4	1
Kelly Sullivan*	-	2	1
<b>Council Member</b>			
Julie Roche	✓	3	1

\*Commissioner Sullivan no longer on Commission as of 1/22/24 meeting

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