



**LIBRARY COMMISSION
MEETING MINUTES
REGULAR MEETING OF SEPTEMBER 16, 2019
DOWNTOWN LIBRARY – MEETING ROOM C**

I. Call to order

Director Addleman requested that Council Member Mendall call the meeting to order, in the absence of a Chair and Vice Chair. Council Member Mendall called the meeting to order at 6:35 p.m.

II. Pledge of Allegiance

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III. Roll call

Present: Banks, Bergeron, Patterson, Reynoso, Sharafali and Wong
Absent: Lowe, Sangiah and Sharifi
Staff: Jayanti Addleman, Library Director
Al Mendall, Council Member
Lara Williams, Administrative Assistant
Visitors: None

IV. Introduction of new and reappointed Commissioners

All in attendance introduced themselves and shared a little of their backgrounds.

V. Election of Officers

Commissioners agreed to wait until the next Library Commission meeting to vote for new officers. Suggestions were made to have a Chair that has been on the commission for some time, and a Vice Chair that is new to the Commission. Director Addleman will send all commissioners a description of the expectations of the Chair and Vice Chair sometime during the upcoming week. Councilmember Mendall suggested having term limits for the Chair and Vicechair.

VI. Approval of Minutes from the July 15, 2019 regular meeting

Motioned by Commissioner Bergeron to approve the July 15, 2019 Library Commission Minutes: seconded by Commissioner Patterson. Passed unanimously by 6-0-0.

VII. Public Comments

Council Member Mendall explained the Public Comments section, as an opportunity to raise any topic that is not on the agenda.

VIII. Old Business

21st Century Library Construction Update

Director Addleman described how the library staff got the library open in two weeks, when they had expected several months to prepare for the opening. The library opened to the public on Saturday, September 14th. The Homework Support Center and Children's Storytime area, both on the second floor, were incomplete at opening, but are still being worked on. The stairs have some cosmetic issues, although they are structurally safe, that need to be completed. There were over 2,600 people attend the opening day, does not include coffee shop patrons. There were almost 1,000 cards issued, 530 were new and the rest replacement for a new design. Patrons can replace their library cards at no charge until the end of October. On September 28th from 2-4pm there will be an Artists' Reception to honor the artists whose art is displayed in the building and showcase the art. .

The Friends of the Hayward Library, a key supporter of the library and library programs through their fundraising, they have a bookstore on the first floor, that will be open about one month from now. They support all library programs. The Friends get much of their fundraising from book sales. Another group is the Literacy Plus Council, who support the literacy programs in the library, Online High School, one-on-one tutoring, English Conversation Circles, and more. Library Commissioners are encouraged to become a member of the Friends of the Hayward Library and to volunteer with the Literacy Plus group.

Suggestions were made by commissioners for an ADA library tour with an ASL interpreter and a tour for other local library staff. A scavenger hunt of library features, map of the art, calling out the green features were a few of the other suggestions made.

Director Addleman shared that there will be a special reception for staff from local libraries, in a few weeks.

IX. New Business

Library Commission 2020 Agenda Plan

Director Addleman reviewed the Draft Agenda plan with all the items for the upcoming meetings. Commissioner Sharafali requested that a budget review be included, along with goals and expectations for the November meeting. Commissioner Mendall suggested to add unscheduled items to the Draft Agenda Plan. Strategic Plan/ Library Goals and Post occupancy customer satisfaction survey will be added to the Draft Agenda Plan and the Draft Agenda Plan will be included in all future Library Commission agendas under Agenda Building.

X. Reports

Library Commissioners

There were no reports from Library Commissioners

Friends of Hayward Library

There were no reports from the Friends of the Hayward Library. Director Addleman will provide updates on the Friends' behalf, at future meetings.

City Council Liaison report

Council Member Mendall stated he is available to meet with anyone to talk about any topic.

Library Director report

Director Addleman offered a library tour to discuss library programs, to any Commissioners who are interested.

X. Adjournment

Council Member Mendall adjourned the meeting at 7:53 p.m.