



CITY OF HAYWARD

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

Minutes

Library Commission

April 21, 2025

6:30 PM

**Downtown Library
Community Learning Center**

CALL TO ORDER

Chairperson Goward called the meeting to order at 6:33pm.

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, Dominique Dozier, Chairperson Shonda Goward, Shareen Purcell, Crystal Porter, Suresh Sangiah, and Councilmember Roche
Absent: Commissioner Valerie Fredericks, Maryha Kelsch, and Sofy Navarro,
Staff: Jayanti Addleman, Director of Library Services
Jina Kim, Administrative Secretary
Guests: Kat Kong, Librarian II

APPROVAL OF MINUTES

MIN 25-039 Library Commission Meeting Minutes of February 24, 2025

Motioned by Commissioner Purcell to approve the March 27 Library Commission Minutes:
seconded by Commissioner Dozier. Passed 6-0-0.

PUBLIC COMMENTS

There being no general public comments, Chairperson Goward opened and closed the public comment period at 6:37 pm.

NEW BUSINESS

- a. Report on Bookmobile & Outreach Services
 - Presentation led by Kat Kong
 - Q&A
 - Mobie (the new tech mobile) just arrived last week
 - Curbie has many stops at various schools because some schools do not have libraries and some just need supplementary books/services.
 - For example, Tennyson High School have a library but do not have a Spanish collection
 - What outcome do you want out of the FB/Instagram engagement?
 - Exposure for HPL and show up on algorithms similar to Milwaukee Library
 - Eventually add to the library applications to analyze social media engagement
 - Using platforms to spread awareness
 - Is it a space where an intern or student could come in and assist with social media

- posts?
 - Kat is setting guidelines for best practices for social media posts and social media accounts.
 - Interns could potentially be considered in the future, but not for the time being.
- How to get social media reach out to the non-English speaking communities regarding literacy programs
 - Usually by word of mouth of individuals as well as through our partner organizations.
- Curbie monthly calendar – 2-3 visits a week
 - Each stop is a 2-hour visit
 - Considerations for stops per day/week: Travel time, set up time, and staff capacity
 - The other days of the week that are not on the calendar, Curbie is going to different schools. School stops are not posted publicly as these stops are not open to the public.
- b. Unattended Children in the Library Policy
 - A recent change is ages 7 and under cannot be alone (used to previously be under 7 cannot be alone)
 - Police will be called if a child is alone at the time the library closes, and a parent/guardian/caretaker is not present.
 - Child will be left under the care of the police as staff cannot be left alone with a child.
- c. Letter to Elected Officials regarding IMLS
 - Letter Writing Committee drafted a letter to be sent out to elected officials
 - Lobbying for IMLS is ongoing
 - Amend the letter to be addressed by the Library Commission and not solely Chairperson Goward.
 - Motioned by Commissioner Porter to send out amended letter to elected officials and city council: Seconded by Commissioner De Miguel. Passed 7-0-0
- d. IMLS & State Library Update
 - IMLS programs are congressionally mandated
 - No indication that the Administration may reconsider Executive order
 - Local Librarians and Libraries are doing their due diligence and voicing opinions to elected officials
 - CA Library Services Act – This administration is trying to cut it down to 1.8 million

OLD BUSINESS

- a. Letter Writing Committee
 - No Reports
- b. Report from Welcome Committee
 - City Council has finalized the handbook and next step with City Clerk's Office
- c. Report from CSUEB-Chabot Partnership Committee
 - Conferred with Director Addleman and a meeting has been set with the respective campus heads for Sunday Library services and other collaboration opportunities.
- d. Report from Budget Support Committee
 - No report
- e. Report from Community Outreach Committee
 - Outreach to the Kidango sites in Hayward to share Library services for bookmobile services

RECOMMENDATIONS

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- Banned book weeks (bring ideas to the July Meeting)

REPORTS

a. Library Director

- SF Opera Partnership
 - Innocence Project/Panel Discussion was a huge success
- Hearts of Hayward Award 4/24
 - Of all the recipients receiving awards may have links to Hayward Library
- Zocalo Coffee Ribbon Cutting 4/5
- Staff Training Day
 - Active Shooter Training
 - Control Bleeding
 - AED Training
- Mobie has Arrived
- Bring Your Child to Work Day 4/24
 - Over 170 parents and children
 - The library will be closed to the public
 - Choose Your Own Adventure Display on the 2nd floor
- LitHop 4/26
 - Starts in Heritage Plaza
- Bulletin Board
 - Date stamp implemented
- Community Hub
 - 2nd floor
 - Ribbon Cutting on 6/6
- Modified Work Schedule
 - Staff will be required to come back into the office 7/1 (80/20)
- Weekes Branch
 - Moved opening to early June
- Alka Joshi Program 5/3
 - Pours & Pastels will now offer handcrafted mocktails instead
- Chabot College Library
 - Will be renamed on 4/23
 - Unveiled as the Edward & Donna Martins Library
 - The foundation has donated \$5 Million

b. City Council Liaison

- Concerns about possibly losing 15 million in federal funding/grants.
- Concerns with potential recession
- Transition into back to office work
- Potential new site for PD is still in discussion.

c. Friends of Hayward Library

- Ongoing review of finances and by-laws

d. Library Commissioners

- Beautiful library book crosswalk added by Heritage Plaza is a great way to highlight the library
- Commissioner Dozier has put together a card for the Library Appreciation week
 - Chairperson Goward to follow up for available dates/times to present the card
- Library Proclamation has been approved.

AGENDA BUILDING

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- Homework Support Center Report
 - Summer Slide & Literacy Pre-K Presentation
 - Presentation on Youth/Teen Programs (including upcoming Summer Reading)

ADJOURNMENT

The meeting was adjourned at 7:35 p.m.

NEXT MEETING May 19, 2025

Attendance Commissioner	Present at 04/21/2024 Meeting	Meetings Present to Date This Fiscal Year	Meetings Absent to Date this Fiscal Year
Joshua De Miguel***	✓	4	1
Dominique Dozier	✓	4	2
Valerie Fredericks***	-	4	1
Shonda Goward	✓	5	1
Marhya Kelsch**	-	4	3
Sofy Navarro	-	4	2
Crystal Porter	✓	5	2
Shareen Purcell	✓	6	0
Suresh Sangiah	✓	5	2
Council Member			
Julie Roche	✓	5	2

**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.