



CITY OF HAYWARD

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

Minutes

Library Commission

January 22, 2024

6:30 PM

**City Hall
Meeting Room 2A**

CALL TO ORDER

Commission Chair Goward called the meeting to order at 6:32p.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, Carl Gorringer, Shonda Goward, Sofy Navarro, Crystal Porter, Shareen Purcell, and Suresh Sangiah
Absent: Commissioner Dominique Dozier
Staff: Melissa Burkley, Management Analyst I
Lindsey Vien, Deputy Director
Visitors: N/A

APPROVAL OF MINUTES

MIN 24-010 Library Commission Meeting Minutes of November 20, 2023

Motioned by Commissioner Purcell to approve the November 20, 2023, Library Commission Minutes: seconded by Commissioner Porter. Passed 7-0-0.

PUBLIC COMMENTS

There being no general public comments, Chairperson Goward opened and closed the public comment period at 6:34PM.

NEW BUSINESS

a. Mid-Year Budget Review

- PowerPoint presentation led by Lindsey Vien
- The org chart and vacancy list differ slightly as the vacancy list is specifically representing positions as they stand mid-year and the org chart represents some future projections
- Exit interviews are done occasionally but are not mandatory
- Acquisition per capita budget is lower than other County libraries but this information is reviewed regularly and adjusted as needed and as possible
- While there are vacancies, expenses remain around the appropriated budget since we have temps, per diems, and acting position expenses
- Some e-resource materials change as staff evaluate costs and needs
- Possible interest in letter from Commission to notify City Council as to difference in collection development funds other County libraries receive in comparison to HPL
- Donor recognition depends on donor and donation amounts
 - We've had formal acknowledgments, ribbon cuttings, public recognitions, social media posts, plaques, and certificates

- Relationships are nurtured and connections are cultivated consistently and constantly
- b. Annual Report and Statistics for 2023
 - Infographic presented by Lindsey Vien
 - These statistics are provided for Calendar Year for ease of public understanding as opposed to Fiscal Year
 - Bookmobile visits are curated for each school site as employees from each school complete a form stating what time of materials, programs, and services are desired
 - This information will be posted on social media and on the Library's website to be shared with the public
 - Individual library card usage statistics generally cannot be shared
 - Statistics for E-Resource usage are also available
 - The public can submit bookmobile visit requests through the Library's website
 - Requests get reviewed and assessed by staff and respond to requests
 - Current Promise Neighborhood is Downtown Hayward
- c. Commissioner Volunteer Opportunities
 - Informational sheet presented by Lindsey Vien
 - Opportunity information can be accessed through the Get Involved tab of the Library website
- d. Resignation of Commissioner Sullivan
 - Letter from Kelly Sullivan presented to Commission

OLD BUSINESS

- a. Letter Writing Committee – Brown Act Letter
 - Committee feels the update from State Legislature has addressed the previous concerns and a letter is no longer needed
 - Add motion to vote on rescinding this item from the agenda
- b. Report from HARD Partnership Committee
 - Established operating principles in first meeting and decided they will be a 6-month exploratory committee who meets once a month
 - Final report will be given in July
 - Will be researching to see if there are any opportunities/possibilities to partner with HARD and to increase outreach for youth who do not already utilize the library
 - In 2nd meeting the group held a discussion regarding how they'll complete research
- c. Report from Welcome Committee
 - Decided to start with creating a checklist of what will be presented to new Commissioners
 - There are missing documents needed
 - Commissioner biographies
 - Roberts Rules of Order
 - 1. Commission was waiting for the updated handbook and now needs all Commissioners to read the updated handbook
 - Commissioner Navarro will now be a part of this Committee following Commissioner Sullivan's resignation
- d. Report from CSUEB-Chabot Partnership Committee
 - Committee has not yet been able to meet
- e. Report from Non-User Survey Committee
 - Letter Writing Committee was assigned to this
 - Survey has been drafted and it will be submitted to the Library Director and Commission Chair for review shortly
- f. Report from Best Practices Committee

- Current members will touch base with each other

RECOMMENDATIONS

- a. No recommendations

REPORTS

- a. Library Director report provided by Deputy Director Vien
 - Weekes Branch update
 - Community Policing/HPD have been compassionately helping the unhoused population in the area
 - HARD rangers are also making rounds in the area
 - Researching addition of floodlights surrounding branch building
 - Beautification projects will be occurring soon to add outdoor landscaping and interior improvements such as new furniture, paint, and carpets
 - Hayward Arts Council will be adding an installation to Weekes
 - Lunar New Year Celebration 2/3 with décor and performances
 - Strategic Plan
- b. City Council Liaison
 - Approved purchase of Cinema Place building
 - First phase of Stack center was approved and will have a groundbreaking and ribbon cutting
 - Starting to get information regarding the possibility of extending Measure C
- c. Friends of Hayward Library
 - No updates
- d. Library Commissioners
 - Library's first Fixit Session was held last week and there will be additional programming moving forward
 - Hayward Lit Hop will be held Saturday, April 27

AGENDA BUILDING

- a. Move Digital Resources to public to February
- b. Move Adult Literacy and ESL Services report to June
- c. Move Literacy Plus Council report to June
- d. Add motion to rescind Brown Act Letter from agenda to February Meeting
- e. Nomination and Vote for Vice Chair replacement to February

ADJOURNMENT

The meeting was adjourned at 8:13p.m.

**NEXT MEETING – February 26, 2024
(Following Reschedule since 3rd Monday in February falls on a holiday)**

Attendance Commissioner	Present at 1/22/2024 Meeting	Meetings Present to Date This Fiscal Year	Meetings Absent to Date this Fiscal Year
Priscilla Banks	√	4	0
Dominique Dozier	-	3	1
Carl Gorringer	√	4	0
Shonda Goward	√	4	0
Sofy Navarro	√	2	2
Crystal Porter	√	4	0
Shareen Purcell	√	4	0
Suresh Sangiah	√	3	1
Kelly Sullivan*	-	2	1
Council Member			
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