

**City of Hayward Library Commission
FY2019-2020 Draft Agenda Plan**

Updated 11/14/19 JA/LW

MEETING DATE	PROPOSED AGENDA TOPICS
September 16, 2019	• Introduction of new and reappointed Commissioners • Library Commission 2020 Agenda Plan
October 21, 2019	• Brown Act Review • Election of Officers • New Commissioner Orientation • Literacy Plus
November 18, 2019	• Library Commission Goals and Expectations • Heritage Plaza update/report • Bylaws Subcommittee/Term Limits for Library Commission Chair and Vice Chair • Election of Vice Chair • Friends of the Hayward Library Presentation • Literacy Council Presentation
December 16, 2019	• Commission Recess
January 20, 2020	• Review Meeting Room Policy • Review Customer Code Policy • Mid-Year Budget Review
February 17, 2020	• Review use and status of 21st Century Library • Review Fine Free Policy • Electronic Library Resources/ New Software and Tools (Clio Hathaway)
March 16, 2020	• Review Annual report to State Library • Open Letter to HUSD Update
April 20, 2020	• Presentation Summer programs for youth • Presentation of Youth and Teen Programs
May 18, 2020	• Homework Support Center Report on year-end
June 15, 2020	• TBD
July 20, 2020	• Year-end Commission Dinner
August 17, 2020	• Recess

UNSCHEDULED ITEMS
• Post occupancy customer satisfaction survey
• Strategic plan/Library goals
• Library Staff Appreciation Day (hosted by Library Commission)