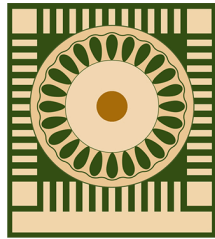


CITY OF HAYWARD

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



CITY OF
HAYWARD
HEART OF THE BAY

Agenda

Monday, January 27, 2020

6:30 PM

21st Century Library - 888 C Street - Meeting Room C

Library Commission

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES

[MIN 20-005](#) The Minutes of the November 18, 2019 Library Commission Meeting

Attachments: [Attachment I: Minutes of the November 18, 2019 Library Commission Meeting](#)

PUBLIC COMMENTS:

The Public Comment section provides an opportunity to address the Oversight Board on items not listed on the agenda. The Board welcomes your comments and requests that speakers present their remarks in a respectful manner, within established time limits, and focus on issues which directly affect the Board or are within the jurisdiction of the Board as the Board is prohibited by State law from discussing items not listed on the agenda, your item will be taken under consideration and may be referred to staff.

NEW BUSINESS

REVIEW CUSTOMER CODE OF CONDUCT POLICY

[RPT 20-010](#) Hayward Public Library Code of Conduct

Attachments: [Attachment I. Hayward Public Library Code of Conduct](#)

ELECTRONIC LIBRARY RESOURCES/NEW SOFTWARE AND TOOLS

REPORTS

LIBRARY COMMISSIONERS

FRIENDS OF THE HAYWARD LIBRARY

CITY COUNCIL LIAISON

LIBRARY DIRECTOR

AGENDA BUILDING

LIBRARY COMMISSION 2020 DRAFT AGENDA PLAN

[RPT 20-009](#) Library Commission 2020 Draft Agenda Schedule

Attachments: [Attachment I. Library Commission 2020 Draft Agenda Schedule 010220](#)

ADJOURNMENT

NEXT MEETING - To be announced

Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans Disabilities Act of 1990. Interested persons must request the accommodation at least 48 hours in advance of the meeting by contacting the City Manager at (510) 583-4300 or TDD (510) 247-3340.



CITY OF HAYWARD

Hayward City Hall
777 B Street
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File #: MIN 20-005

DATE: January 27, 2020

TO: Library Commission

FROM: Director of Library Services

SUBJECT

The Minutes of the November 18, 2019 Library Commission Meeting

RECOMMENDATION

That the Library Commission review and approve the Minutes of the November 18, 2019 Library Commission meeting.

ATTACHMENTS

Attachment I: Minutes of the November 18, 2019 Library Commission Meeting



**LIBRARY COMMISSION
MEETING MINUTES
REGULAR MEETING OF NOVEMBER 18, 2019
DOWNTOWN LIBRARY – MEETING ROOM C**

I. Call to order

Commission Chairperson Lowe called the meeting to order at 6:31 p.m.

II. Pledge of Allegiance

The Pledge of Allegiance was recited.

III. Roll call

Present: Priscilla Banks, Shelby Bergeron, Brigitte Lowe, Anika Patterson, Pedro Reynoso, Suresh Sangiah, Karima Sharifi and Andrea Wong

Absent: Zaineb Sharafali

Staff: Jayanti Addleman, Library Director
Al Mendall, Council Member
Lara Williams, Administrative Assistant
Mary Thomas, Management Analyst

Visitors: Veronica Martinez – Chabot College and Amah Mutsun
Marion Martinez – Amah Mutsun
Judy Harrison – Friends of the Hayward Library

IV. Approval of Minutes from the October 21, 2019 regular meeting

Motioned by Commissioner Banks to approve the October 21, 2019 Library Commission Minutes: seconded by Commissioner Wong. Passed unanimously by 8-0-0.

V. Public Comments

There were no public comments.

VI. Heritage Plaza Update/Report

Director Addleman provided an update on the Heritage Plaza. Most of the underground work has been done, including the underground cistern. Concrete pathways in the works. The trellis is complete. The project is expected to be complete by Spring 2020.

Mary Thomas added input regarding the heritage elements in the plaza. The Japanese American Heritage Memorial Plaza is being worked on first. The marker design is complete, but it has not yet been fabricated. There are discussions about how to combat vandalism. The next marker to be completed was addressed by Veronica Martinez representing the Ohlone Nation. Beyond that, a group is coming together to help design the Russell City marker.

Veronica Martinez provided a handout (attached) and discussed the points in the document. The purpose of the handout is to describe the call for artwork, honoring the Ohlone Nation. Hayward City Council has a final say on the selected artwork. Veronica went through the criteria, timeline, minimum qualifications, selection process and other details outlined in the handout.

Chairperson Lowe asked that the Library Commission be advised what the winning artwork is. Commissioner Reynoso expressed an interest in being involved in the panel that will be a part of the selection process for the artwork. Councilmember Mendall shared that would be okay, as long as there is not a majority of Library Commissioners participating in any one panel. Commissioner Bergeron would like to participate in the Japanese Heritage Memorial Plaza group. Commissioner Patterson would like to be a part of the Russel City group. Commissioner Banks suggested the guidelines for Commissioners participating in outside panels be added to the Library Commission bylaws.

Commissioner Lowe appointed Commissioner Reyonso to be a part of the Ohlone Nation Indigenous Artwork Committee.

VII. 21st Century Library Update

Director Addleman shared that the library has some areas that are not open to the public yet. The Storytime area is not complete yet. Some other areas will be opened after the Tech Librarian is on board. This item (21st Century Library Update) will be removed as a regular separate item from future Library Commission meeting agendas, as the Library Director provides an update during the Library Director update.

VIII. Election of Officers

Election of Library Commission Vice Chair is pending. Commissioner Sharafali had expressed interest in being considered for the office of Vice Chair of the Library Commission. Commissioner Banks shared why she had nominated Commissioner Sangiah. Commissioner Patterson nominated Commissioner Reynoso. Commissioner Reynoso shared that his time spent on the Ohlone Nation committee would keep him from accepting this nomination. Commissioner Reynoso nominated Commissioner Sharafali and suggested voting to take place when she is present. The commission discussed the matter and decided to move forward with elections of the Vice Chair, with Commissioner Sangiah and Commissioner Sharafali as candidates. There were 3 votes for Commissioner Sharafali and 5 votes for Commissioner Sangiah. Commissioner Sangiah was selected as Vice Chair for the Library Commission.

IX. Friends of the Hayward Library Presentation

Judy Harrison, President of the Friends of the Hayward Library, provided an overview on the organization. The Friends recently started internet sales on Amazon and have sold \$500, so far. Friends are setting up the store inside the library. On December 7th, Friends will have a book sale at the Fremont Bank Foundation room. Friends need volunteers including a webmaster. The Friends bookstore will be open in January. The Friends are planning a second round of fundraising of The New Leaf campaign. Hayward Rotary donated \$100k and Fremont Bank donated \$100k towards the new library in the previous round, as well as many other donors.

X. Library Commission Goals and Expectations

Chairperson Lowe stated this is an initiative that has been brought up several times by Commissioner Sharafali. She noted that the Library is an advisory board and encouraged Commissioners to represent the Library Commission at all events they are invited to. Commissioner Reynoso encouraged Commissioners to support all library related causes, including attending City Council meetings. Director Addleman encouraged Commissioners to be advocates/liaisons for the Library

Commission and maintain an open line of communication with City Council members. Vice Chair Sangiah suggested that the committee break up into smaller sub-committees to work on specific projects. Director Addleman stated the library would be getting a suggestion box for patrons soon, and in the meantime, patrons still have the option of providing their input online via Access Hayward. There will also be a suggestion box for staff. Commission Chairperson Lowe suggested that the Library Commission revisit goals and expectations about every 3 months. All were in agreement with this suggestion.

XI. Bylaws Subcommittee/Term Limits for Library Commission Chair and Vice Chair

Commission Chairperson Lowe asked for volunteers for this subcommittee, in addition to those that had already volunteered (Commissioner Banks and Vice Chairperson Sangiah). It was decided that the subcommittee would have a working meeting and then bring their ideas to the commission. Councilmember Mendall added that bylaws do not need to be comprehensive or specific; it is not necessary to draft rules for everything. Commissioner Banks suggested having Policies and Procedures for operational guidelines instead of bylaws. The Bylaws subcommittee will present at the March 2020 Library Commission meeting and may return in April. Commissioner Banks asked that Councilmember Mendall share the bylaws of committees he has participated in.

X. Reports

Library Commissioners

Commissioner Reynoso brought up the discussion of adding public restrooms to the Heritage Plaza. This item will be added to the Draft Agenda to be added as a discussion item. Commissioner Mendall shared that this item will likely go back to Council and it should go to the Library Commission before that, no date is set yet for this. The City Council has ruled against this item three times.

Friends of Hayward Library

There were no updates other than what has already been presented by Friends of the Hayward Library President Judy Harrison.

City Council Liaison report

Council Member Mendall shared that the new navigation center for the homeless opened today at 3:30PM, looking to get 5-10 people per month into housing.

Library Director report

Library tours will be held first Saturday of every month, looking for bilingual tours. Councilmember Mendall will lead December 7th and January 4th tours. Halloween parade was very successful, had over 500 attendees. Literacy Plus will be having the volunteer recognition on Wednesday. The library is involved in the 2020 Census and counting the hard to reach population.

XI. Agenda Building

Councilmembers would like to have updates on the Weekes library, and maybe have a Library Commission meeting there.

XII. Adjournment

Commission Chairperson Lowe adjourned the meeting at 8:03 p.m.

Attendance	Present at 11/18/19 Meeting	Meetings Present to Date This Fiscal Year	Absent to Date This Fiscal Year
Priscilla Banks	✓	3	0
Shelby Bergeron	✓	3	0
Brigitte Lowe	✓	2	1
Anika Patterson	✓	3	0
Pedro Reynoso	✓	3	0
Suresh Sangiah	✓	2	1
Zaineb Sharafali		1	2
Karima Sharifi	✓	2	1
Andrea Wong	✓	3	0

HAYWARD HERITAGE PLAZA ARTWORK PROJECT DESCRIPTION

Purpose: To commission artwork to honor the Ohlone Nation both past and present, for the newly constructed Plaza in downtown Hayward at the corner of C street and Mission Boulevard.

The artwork should make a strong aesthetic and educational statement, as well as beautify the Plaza.

Overall, we are interested in artwork that does the following:

- Beautify Plaza;
- Have meaningful content;
- Preserve an often marginalized history;
- And demonstrate respect for indigenous community both past and present.

Basic Criteria: Required criteria, including but are not limited to the following:

- Proposed art shall display a high level of artistic quality and craftsmanship that supports and enhances the General Plan of Hayward;
- Honors the intended group(s);
- Historically accurate;
- Manageable for the proposed site at Hayward Heritage Plaza;
- Weatherproof and positioned for long-term visibility;
- Shall be structurally sound, be accessible to the public, and present no environmental or safety hazard;
- Subject to review by the IA Committee, Library Commission, Hayward City Council, and any experts those groups seek to retain in order to determine completion.

TENTATIVE TIMELINE

- *Call For Artists* open December 2019 through January 2020.
(February 2020 determine minimum qualifications.)
- The Qualification Panel review and deliberate through March 2020 and then forward chosen artist's name to City Hall for final approval.
- Artist contacted mid-April 2020.
- Artist creates final Plaza artwork April-July 2020, in consultation with IAC as needed.
- Install artwork and unveil August/September 2020.

Indigenous Artwork Committee (IAC):

Mary Thomas Mary.Thomas@hayward-ca.gov

Veronica Martinez ymmartinez@chabotcollege.edu

Enrolled member of the Amah Mutsun Tribal Band, downtown Hayward resident, and Communication Studies Instructor at Chabot College.

Juan Pablo Mercado jmercado@Chabotcollege.edu

History Instructor at Chabot College, with emphasis on History and Public Art.

Pedro Reynoso? Liaison to Library Commission?

(And a Muwekma tribal member TBD)

Selection Process

We are currently open to select an artist with a budget of approximately \$10-15,000 based on appropriateness of the artist's media and experience for specific project requirements. Applicants who are qualified and interested in this project should submit an application.

The Indigenous Artwork Committee (IAC) will convene a Qualification Panel to review applications.

Applicants will first be screened for the minimum qualification criteria as follows:

- The application is complete.
- The application submitted represents the artist's own original creative work.
- The artwork submitted reflects basic professional quality of craftsmanship, mastery of skills and techniques, professional approaches to processes and presentation, and/or communication of a unique vision or perspective.
- The artist's resume reflects evidence of professional competence. Qualifying activities may include some combination of the following: education and training as an artist; an exhibition record; previous public or private commissions; participation in artist-in-residency programs, or other related activities indicative of a professional practice.

The Qualification Panel will use the following criteria to score all qualifying applications:

- Artistic excellence and professional competence.
- Artist's meaningful connection to the Ohlone community and history. Motivation and education apparent.
- Appropriate imagery, style or approach for public space. A broad range of imagery and styles appropriate for a public place may be considered, from figurative, representational, abstract, or non-objective. Examples of non-appropriate imagery include artwork with sexually explicit content. A preferred approach should include the direct engagement of the IAC in the design or making of the artwork.

The panel's recommendation will be forwarded to the Hayward City Council for final approval.

REQUIRED: Artists must read the "required" research provided below to prepare and are encouraged to review the suggested reading as well. (brief descriptions to be added)

Required Artist Resources:

<https://www.haywardlibrary.org/faq>

<http://www.muwekma.org/index.html>

<https://kanyonconsulting.com/ohlone-california-native-resources-introduction/>

<http://cla.berkeley.edu/languages/chochenyo.php>

Suggested Artist Resources:

<https://heydaybooks.com/book/the-ohlone-way-indian-life-in/>

<https://www.pbs.org/native-america/home/>

<https://amahmutsun.org/>

<https://anniesburke.com/films/>

How To Apply

Applications are available on the Call for Artists page of the City of Hayward website. Please be sure to allow adequate time to submit your application as technical difficulties can occur. The deadline for submittal is *January 31, 2020 by 5:00pm*.

Application materials include:

1. Resume

If you are applying as a team, please include your team/studio resume. If that is not available, please combine the individual resumes (one right after the other) of each team member into one document.

2. Letter of Interest

One page maximum. Including:

- Summary of your artistic focus. This should include a brief description of your inspirations and interests that are reflected in your artwork.
- Summary of your professional career, and how your experiences may qualify you for this public art project.

3. Please answer the following, in one paragraph

What motivates you to apply for this project to honor the Ohlone Nation both past and present?

4. Five images of previous work

- (We accept all image file types up to 5MB. Images should at least 72 dpi and no larger than 1280 x 1280 pixels.)
- For team application, please indicate the lead artist.

5. (Image descriptions)

- Please include the title, medium, dimensions, year and price (if applicable) for each work. You may also include a brief statement (2 sentences maximum) about each work.

SEE APPLICATION TIPS FOR MORE INFORMATION

APPLICATIONS TIPS

To ensure you are putting your best foot forward in your application, please read through and consider the following tips.

1. LETTER OF INTEREST - KEEP IT SIMPLE
 - Your letter should be one page maximum.
 - Summary of past or current experience that may relate to the skills or experience needed for this project.
 - If you are collaborating with another artist address the reason for the collaboration.
 - If you have never done a permanent work, address how you might translate your work into permanent materials.
2. RESUME - KEEP IT SIMPLE
 - (Please keep formatting simple in your original document as only basic formatting will be saved.)
3. YOUR MOTIVATION – SHOW YOUR PASSION IN ONE PARAGRAPH
4. PICKING THE BEST IMAGES FOR YOUR APPLICATION
 - Pick your strongest work.
 - Submit only images of work for which you are the original creative artist.
 - Do not compile multiple images within one slide.
5. HOW TO DESCRIBE YOUR IMAGES
 - (Include a brief description of each project.)
 - **Do not** include links to websites to explain the project further.



CITY OF HAYWARD

Hayward City Hall
777 B Street
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File #: RPT 20-010

DATE: January 27, 2020

TO: Library Commission

FROM: Director of Library Services

SUBJECT

Hayward Public Library Code of Conduct

RECOMMENDATION

That the Library Commission review the current Hayward Public Library Code of Conduct

ATTACHMENTS

Attachment I. Hayward Public Library Code of Conduct

Hayward Public Library Code of Conduct

The mission of Hayward Public Library is to provide equal opportunity in education and lifelong learning to every member of the Hayward community. The Library provides a welcoming environment and a wide array of resources, services, and community learning spaces. The Code of Conduct protects the rights of library patrons, staff, and volunteers, while ensuring the preservation of library materials and facilities. Library staff have been authorized to enforce this Code of Conduct in all Hayward Library facilities, parking areas, and surrounding grounds.

Behavior or conduct that disrupts or prevents the normal and intended use of the public library by others is prohibited. Such behavior includes, but is not limited to:

1. Any conduct that violates federal, state, or local statutes or ordinances, including viewing of illegal materials.
2. Possession of weapons or hazardous materials of any kind in or around the Library.
3. Threatening, harassing, or assaulting other patrons or staff.
4. Public intoxication or the possession or use of recreational drugs, alcohol or tobacco, including smoking and vaping.
5. Defacing, damaging, or stealing library property or the property of library staff or patrons.
6. Failure to follow the reasonable direction of a library staff member; any behavior or activity that prevents or hinders library employees in the performance of their duties; refusal to leave the premises when asked; or entering non-public areas without authorization.
7. Engaging in or soliciting any type of sexual contact or behavior.
8. Soliciting or asking for money, donations or signatures, or the distribution or posting of any printed material except through authorized library procedures subject to the *Community Information Board Policy*.
9. Viewing or displaying inappropriate or sexually explicit material that is visible to other patrons or staff, on library or personal computers. Use of library computers and Wi-Fi is further subject to the *Computer Use Policy*.
10. Neglecting to provide proper supervision of children and dependent adults. Children under the age of 10 may not be left unattended in the Library. See the *Unattended Children Policy* for additional information.
11. Entering or remaining in age-restricted areas. Adults visiting the Children's areas must be accompanied by children or using children's materials. Adults and children under 13 are restricted from use of the Teen Center unless accompanied by a teen or using teen materials.
12. Bringing animals, other than service animals assisting people with disabilities, inside library facilities or within 10 feet of any door. Service animals recognized under Titles II and III of the Americans with Disabilities Act (ADA), and California laws protecting the use of service dogs, are always permitted in the library.
13. Presenting offensive and pervasive odors which constitute a nuisance to other patrons or staff.
14. Creating any unreasonable noise, which disturbs other patrons or staff. Please use headphones when listening to audio on electronic devices.
15. Bringing bicycles, scooters, or other similar devices into the library, except for wheelchairs or walkers that are actively being used to assist person with disabilities and strollers that are actively being used to transport children or infants. Motorized mobility devices must not travel faster than typical pedestrian speeds. Skateboards, roller blades, or other similar devices are permitted inside library facilities provided that they are carried, not ridden.
16. Monopolizing/obstructing space, seating, tables or equipment to the exclusion of others; blocking entrance areas, aisles, or passageways in any way that could prohibit the free flow of pedestrian traffic.
17. Consuming or possessing food or beverages outside of designated areas.
18. Using another patron's library card and/or account number for any purpose, including to access library computers or services.

Library users who engage in conduct or behavior that violates this Policy will be issued a warning and/or required to leave the premises. Repeated or serious violations of this Policy may result in the suspension of Library visiting privileges for an extended time period. Any and all illegal activity is immediately reported to law enforcement.



CITY OF HAYWARD

Hayward City Hall
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File #: RPT 20-009

DATE: January 27, 2020

TO: Library Commission

FROM: Director of Library Services

SUBJECT

Library Commission 2020 Draft Agenda Schedule

RECOMMENDATION

That the Library Commission review the 2020 Draft Agenda Schedule

ATTACHMENTS

Attachment I. Library Commission 2020 Draft Agenda Schedule 010220

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

Updated 01/02/20 JA/LW

MEETING DATE	PROPOSED AGENDA TOPICS
September 16, 2019	<ul style="list-style-type: none"> • Introduction of new and reappointed Commissioners • Library Commission 2020 Agenda Plan
October 21, 2019	<ul style="list-style-type: none"> • Brown Act Review • Election of Officers • New Commissioner Orientation • Literacy Plus
November 18, 2019	<ul style="list-style-type: none"> • 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
December 16, 2019	<ul style="list-style-type: none"> • Commission Recess
January 27, 2020	<ul style="list-style-type: none"> • Review Customer Code of Conduct Policy • Electronic Library Resources/ New Software and Tools (Clio Hathaway)
February 24, 2020	<ul style="list-style-type: none"> • Review Meeting Room Policy • Mid-Year Budget Review • Review Fine Free Policy
March 16, 2020	<ul style="list-style-type: none"> • Review Annual report to State Library • Open Letter to HUSD Update • Weekes library update
April 20, 2020	<ul style="list-style-type: none"> • Presentation Summer programs for youth • Presentation of Youth and Teen Programs • Review use and status of 21st Century Library
May 18, 2020	<ul style="list-style-type: none"> • Homework Support Center Report on year-end
June 15, 2020	<ul style="list-style-type: none"> • TBD
July 20, 2020	<ul style="list-style-type: none"> • Year-end Commission Dinner
August 17, 2020	<ul style="list-style-type: none"> • Recess

UNSCHEDULED ITEMS
<ul style="list-style-type: none"> • Post occupancy customer satisfaction survey • Library Staff Appreciation Day (hosted by Library Commission) • Strategic plan/Library goals • Public restrooms at Heritage Plaza