



# CITY OF HAYWARD

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

## Agenda Library Commission

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**Monday, May 15, 2017**

**6:30 PM**

**City Hall - Conference Room  
2B**

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### **CALL TO ORDER**

### **PLEDGE OF ALLEGIANCE**

### **ROLL CALL**

### **APPROVAL OF MINUTES**

### **MINUTES FROM THE APRIL 17, 2017 REGULAR MEETING**

**MIN 17-075** The agenda packet for the May 15, 2017 Library Commission Meeting is enclosed

**Attachments:** Attachment A. Agenda for the May 15, 2017 Regular Library Commission Meeting  
Attachment I. Summary Notes of the Library Commission Meeting on April 17, 2017

### **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.*

### **OLD BUSINESS**

**DEBRIEF: MAY 2ND COUNCIL WORK SESSION - 21ST CENTURY LIBRARY  
STAFFING CONSIDERATIONS**

### **NEW BUSINESS**

**UPDATE: FY 2018 LIBRARY BUDGET PRESENTATION SATURDAY, MAY 20**

**PLAN AND DISCUSS: OPENING CEREMONIES FOR 21ST CENTURY LIBRARY**

**REPORTS**

21ST CENTURY LIBRARY CONSTRUCTION UPDATE

LIBRARY COMMISSIONERS: DEBRIEF OF CONSTRUCTION TOURS

FRIENDS OF HAYWARD LIBRARY: PHASE TWO FUNDRAISING CAMPAIGN DRIVE;  
BOOK SHOP

CITY COUNCIL LIAISON

**AGENDA BUILDING**

LIBRARY AMBASSADOR PROGRAM

FRIENDS OF HAYWARD LIBRARY SECONF PHASE FUNDRAISING

NEW LIBRARY MEETING ROOM POLICIES

**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.*



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**File #:** MIN 17-075

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**DATE:** May 15, 2017

**TO:** Library Commission

**FROM:** Director of Library and Community Services

**SUBJECT**

The agenda packet for the May 15, 2017 Library Commission Meeting is enclosed

**RECOMMENDATION**

That the Library Commission approve the Minutes of the Library Commission Meeting on April 17, 2017

**ATTACHMENTS**

Attachment A. Agenda for the May 15, 2017 Regular Library Commission Meeting

Attachment I. Summary Notes of the Library Commission Meeting on April 17, 2017



## AGENDA

### City of Hayward Library Commission

May 15, 2017 @ 6:30 PM

City Hall, Conference Room 2B **\*\*NOTE LOCATION CHANGE**  
777 B Street, Hayward, Calif.

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1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes
  - a. Minutes from the April 17, 2017 Regular Meeting
5. Public Comments\*
6. Old Business
  - a. Debrief: May 2nd Council work session - 21<sup>st</sup> Century Library staffing considerations
7. New Business
  - a. Update: FY 2018 Library budget presentation Saturday, May 20.
  - b. Plan and discuss: Opening ceremonies for 21st Century Library
8. Reports
  - a. 21<sup>st</sup> Century Library Construction Update
  - b. Library Commissioners: Debrief of construction tours
  - c. Friends of Hayward Library: Phase Two fundraising campaign drive; book shop
  - d. City Council Liaison
9. Agenda Building
  - a. Library Ambassador program
  - b. Friends of Hayward Library second phase fundraising
  - c. New library meeting room policies
10. Adjournment

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*\* The Public Comments section provides an opportunity to address the Library Commission on items listed on the agenda, as well as other items of interest. The Commission welcomes comments and requests that speakers present their remarks within established time limits. (Individual comments are set at a 3-minute time limit; comments on behalf of a group are set at a 5-minute time limit.) As the Commission 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.*

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## **MINUTES**

### **City of Hayward Library Commission**

April 17, 2017 @ 6:30 PM

Main Library Meeting Room

835 C Street, Hayward, Calif.

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Commission Chairperson McAllister called the meeting to order at 6:31 pm.

Ms. Franco conducted roll call. Library Commissioners in Attendance were Bergeron, Lowe, McAllister, Murillo, Reynoso, Rogers, and Bufete. Staff in Attendance were Sean Reinhart, Director of Library and Community Services, Lara Franco, Administrative Assistant III and Lindsey Vien, Education Services Manager. Council Member Mark Salinas was in attendance. There were no Visitors in Attendance.

Minutes from the March 20, 2017 Regular Meeting were approved.

There were no public comments.

#### **Old Business**

- Policy on posting flyers and other information in the Library was approved. (Approved 7:0:0)
- Announcement of updated date change for work session on library staffing to May 2, 2017 at 7PM at City Council chambers.

#### **New Business**

- Library Commission tour of 21<sup>st</sup> Century Library Construction site scheduled for Friday, May 12th 530PM. Director Reinhart will confirm and send out a calendar invitation to the Library Commission.

#### **Reports**

- 21<sup>st</sup> Century Library Construction Update: Will be provided on the tour on May 12<sup>th</sup>.
- Friends of Hayward Library: Second phase fundraising begins in June. Recently acquired 30,000 from the bookstore. Developing plan for staffing new library book store and gift shop. Friends of the Hayward Library will host Hayward Youth Poetry contest next Tuesday, April 25<sup>th</sup> at City Hall at 7PM in City Council Chambers.
- Library Commissioners: Commissioner Bergeron attended fundraiser in San Francisco.
- City Council Liaison: Council recently formed an ad hoc youth recognition committee for students on the City Council honor roll. Discussion ensued over improvements in Hayward Unified School District.

#### **Agenda Building**

- Debrief of Library staffing plan after City Council's May 2<sup>nd</sup> meeting
- Discuss opening day and opening week of 21<sup>st</sup> Century Library
- Finalize meeting room policies
- Review finalized La Alianza agreement (under Friends of the Library)
- Discuss artwork and furniture for 21<sup>st</sup> Century Library

- Review Library Ambassador program (June)
- Friends of the Hayward Library second phase fundraising

Adjournment: Commissioner McAllister adjourned the meeting at 7:02pm.