

CITY OF HAYWARD

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



CITY OF
HAYWARD
HEART OF THE BAY

Agenda - Final

Monday, August 21, 2017

6:30 PM

City Hall, Conference Room 2A

Library Commission



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Agenda - Final Library Commission

Monday, August 21, 2017

6:30 PM

**City Hall, Conference Room
2A**

RPT 17-107 Agenda for the August 21, 2017 Library Commission meeting

Attachments: Attachment I: Agenda for the August 21, 2017 Regular Library Commission meeting

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES

[MIN 17-115](#) Minutes of the May 15, 2017 Library Commission Meeting

Attachments: [Minutes Library-Commission 2017-05-15 final.pdf](#)

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: COUNCIL ADOPTED FY 2018 OPERATING BUDGET

DEBRIEF: COUNCIL APPOINTMENTS AND REAPPOINTMENTS TO LIBRARY COMMISSION

NEW BUSINESS

[RPT 17-108](#) Report: 21st Century Library Furnishing Package

Attachments: [Attachment I. 21st Century Library Furnishing Package](#)

PLAN AND DISCUSS: OPENING CEREMONIES FOR 21ST CENTURY LIBRARY

REPORTS

21ST CENTURY LIBRARY CONSTRUCTION UPDATE

LIBRARY COMMISSIONERS

FRIENDS OF HAYWARD LIBRARY

CITY COUNCIL LIAISON

AGENDA BUILDING

NEW LIBRARY MEETING ROOM POLICIES

FRIENDS OF HAYWARD LIBRARY SECOND PHASE FUNDRAISING

LIBRARY AMBASSADOR PROGRAMS

PROS AND CONS OF PUBLIC RESTROOMS IN PLAZA

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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Hayward City Hall
777 B Street
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File #: RPT 17-107

DATE: August 21, 2017

TO: Library Commission

FROM: Director of Library and Community Services

SUBJECT

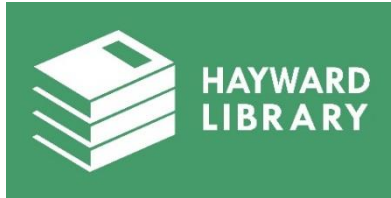
The agenda for the August 21, 2017 Library Commission Meeting is enclosed.

RECOMMENDATION

That the Library Commission review the agenda for the August 21, 2017 meeting.

ATTACHMENTS

Attachment I: Agenda for the August 21, 2017 Regular Library Commission meeting.



AGENDA

City of Hayward Library Commission

August 21, 2017 @ 6:30 PM

City Hall - Conference Room 2A

777 B Street, Hayward, Calif.

-
1. Call to Order / Pledge of Allegiance
 2. Roll Call
 3. Approval of Minutes
 - a. Minutes from the May 15, 2017 Regular Meeting
 4. Public Comments*
 5. Old Business
 - a. Debrief: Council adopted FY 2018 operating budget
 - b. Debrief: Council appointments and reappointments to Library Commission
 6. New Business
 - a. Review: 21st Century Library furnishing package
 - b. Plan and discuss: Opening ceremonies for 21st Century Library
 7. Reports
 - a. 21st Century Library Construction Update
 - b. Library Commissioners
 - c. Friends of Hayward Library
 - d. City Council Liaison
 8. Agenda Building
 - a. New library meeting room policies
 - b. Friends of Hayward Library second phase fundraising
 - c. Library Ambassador program
 - d. Pros and cons of public restrooms in plaza
 9. Adjournment

** 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.*



CITY OF HAYWARD

Hayward City Hall
777 B Street
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File #: MIN 17-115

DATE: August 21, 2017

TO: Library Commission

FROM: Director of Library and Community Services

SUBJECT

The minutes of the May 15, 2017 Library Commission meeting are enclosed.

RECOMMENDATION

That the Library Commission review and approve the minutes of the May 15, 2017 Library Commission meeting.

ATTACHMENTS

Attachment I: Minutes of the May 15, 2017 Library Commission meeting

MINUTES
City of Hayward Library Commission
May 15, 2017 @ 6:30 PM
City Hall, Conference Room 2B
777 B Street, Hayward, Calif.

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

Ms. Franco conducted roll call. Library Commissioners in attendance were: Bergeron, Bufete, McAllister, Murillo, Reynoso, Rogers, and Lowe. Council Member Mark Salinas was in attendance. Staff in attendance were Sean Reinhart, Director of Library and Community Services; Lara Franco, Administrative Assistant III; and Lindsey Vien, Education Services Manager. Visitors in attendance were John Bangert of Collins Electric and Xiaofan Deng.

Minutes from the April 17, 2017 Regular Meeting were approved.

There were no public comments.

Debrief: FY 2018 budget proposal and 21st Century Library staffing considerations. Proposal will request additional 5.3 FTE staffing to support projected increase in foot traffic when new library opens. City Council budget work session will take place Saturday, May 20th at 9AM. Work session also will include a review of the City of Hayward 10 year budget plan.

Commissioners planned and discussed ideas for opening ceremonies for 21st Century Library. Ideas were brainstormed, such as inviting the Youth Poetry Contest participants, librarians from neighboring city libraries, donors, Friends of the Hayward Library, Bay Area authors, local artists. A time lapse video of the library construction was brought up as a potential display, creating a time capsule and renting out the Library for evening events. Other possibilities discussed were utilizing Chabot TV to broadcast grand opening live, inviting media, creating Hayward swag, inviting the Ohlone community for a ceremonial blessing.

Reports

- Library Commissioners debrief their thoughts of the 21st Century Library construction tour.
- Friends of Hayward Library going into phase two fundraising campaign drive. Seeking a full-time employee for the book store / gift shop.
- City Council Liaison reported on Lincoln Landing construction, Mission Crossing and Maple & Main projects; reported on the renovation of the Green Shutter Hotel with commercial space at the street level and housing above; expecting 2,000-3,000 more people in downtown Hayward as a result of new development; relaunch of Words for Lunch this summer.
- Commissioner reports. Commissioner McAllister reported on the event at Weekes branch to recruit new commissioners.

Agenda Building

- Library Ambassador program
- Friends of Hayward Library second phase fundraising
- New library meeting room policies
- Opening ceremonies
- Pros and cons of public restrooms in plaza

Adjournment: Commission Chairperson McAllister adjourned the meeting at 7:42pm.



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File #: RPT 17-108

DATE: August 21, 2017

TO: Library Commission

FROM: Director of Library and Community Services

SUBJECT

Report: 21st Century Library Furnishing Package

RECOMMENDATION

That the Library Commission review the report. A visual and verbal presentation of the 21st Century Library furnishing package will be made at the August 21, 2017 Library Commission meeting.

ATTACHMENTS

Attachment I. Report: 21st Century Library Furnishing Package



REPORT

Date: August 21, 2017
To: Library Commission
From: Sean Reinhart, Director of Library and Community Services
Subject: 21st Century Library Furnishing Package

On May 26, 2015, the [City Council authorized the Plans and Specifications for the 21st Century Library and Heritage Plaza project](#). The approved Plans and Specifications include schematic drawings showing the intended locations and types of furnishings to be installed in every area throughout the new building.

In the months and years that followed, a process to identify specific furnishings to fulfill the intent of the schematic design was undertaken by the project design team in consultation with City staff, the Library Commission, and the Hayward Youth Commission, among other stakeholders.

The design process included [visual renderings and presentations](#), tours of new library spaces in other Bay Area jurisdictions, visits to furnishing showrooms, tours of the new library facility under construction, hands-on tests of sample furnishings, and dozens of design meetings throughout 2016 and 2017.

The final furnishing package is the result of several months of intensive design work and stakeholder input. It will be presented to the Library Commission for a final review at the August 21, 2017 meeting.

