

# **CITY OF HAYWARD**

Hayward City Hall  
777 B Street  
Hayward, CA 94541  
[www.Hayward-CA.gov](http://www.Hayward-CA.gov)



CITY OF  
**HAYWARD**  
HEART OF THE BAY

## **Agenda - Final**

**Monday, June 18, 2018**

**6:30 PM**

**Main Library Meeting Room**

**Library Commission**

## CALL TO ORDER

**RPT 18-116**

The Agenda for the June 18, 2018 Library Commission meeting is enclosed

**Attachments:** Attachment I. Agenda for the June 18, 2018 Library Commission Meeting

## PLEDGE OF ALLEGIANCE

## ROLL CALL

## APPROVAL OF MINUTES

**MIN 18-088**

The Minutes of the May 21, 2018 Library Commission meeting are enclosed

**Attachments:** Attachment I. Minutes of the May 21, 2018 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

## LIBRARY COMMISSION BYLAWS UPDATE (REVIEW)

**RPT 18-117**

Library Commission Bylaws Review

**Attachments:** Attachment I: Library Commission Bylaws, Approved May 20, 2002

## OLD BUSINESS

## 21ST CENTURY LIBRARY CONSTRUCTION PROJECT UPDATES

GRAND OPENING CELEBRATIONS

REPORTS

LIBRARY COMMISSIONERS

FRIENDS OF HAYWARD LIBRARY

CITY COUNCIL LIAISON

AGENDA BUILDING

PATRON SURVEY OF THE 21ST CENTURY LIBRARY

COMMISSIONER GOALS

ENERGY AND ENVIRONMENTAL SUSTAINABILITY POLICY

NEW LIBRARY PREVIEW TOUR

HERITAGE PLAZA

ADJOURNMENT

*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 #:** RPT 18-116

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**DATE:** June 18, 2018

**TO:** Library Commission

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

**SUBJECT**

The Agenda for the June 18, 2018 Library Commission meeting is enclosed

**RECOMMENDATION**

That the Library Commission review the Agenda for the June 18, 2018 meeting.

**ATTACHMENTS**

Attachment I. Agenda for the June 18, 2018 Library Commission Meeting

**AGENDA**  
**City of Hayward Library Commission**  
June 18, 2018 @ 6:30 PM  
**MAIN LIBRARY MEETING ROOM**  
835 C 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 May 21, 2018 Regular Meeting
5. Public Comments\*
6. New Business
  - a. Library Commission Bylaws Update (Review)
7. Old Business
  - a. 21<sup>st</sup> Century Library and Heritage Plaza project updates
  - b. Grand Opening celebrations
8. Reports
  - a. Library Commissioners
  - b. Friends of Hayward Library
  - c. City Council Liaison
9. Agenda Building
  - a. Patron survey of 21<sup>st</sup> Century Library
  - b. Commissioner Goals
  - c. Energy and Environmental Sustainability Policy
  - d. New Library Preview Tour
  - e. Heritage Plaza
10. 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

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**File #:** MIN 18-088

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**DATE:** June 18, 2018

**TO:** Library Commission

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

**SUBJECT**

The Minutes of the May 21, 2018 Library Commission meeting are enclosed

**RECOMMENDATION**

That the Library Commission review and approve the Minutes of the May 21, 2018 meeting.

**ATTACHMENTS**

Attachment I. Minutes of the May 21, 2018 Library Commission meeting

## MINUTES

City of Hayward Library Commission - May 21, 2018

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Call to order. Commission Chairperson McAllister called the meeting to order at 6:35 pm.

Roll call. Library Commissioners in attendance: Bergeron, McAllister, Murillo, Prada, Reynoso, Bufete. Library Commissioners absent: Lowe and Sharafali. Council Liaison Salinas was not in attendance. Staff in attendance: Sean Reinhart, Lindsey Polanco, Sally Thomas, Kavita Sagan, Michelle Nogales, Reina Escovedo, Ariana Nussbaum, and Lara Williams. There were no visitors in attendance.

Chairperson McAllister reported that Commissioner Rogers has resigned from the Library Commission, and her position will remain vacant until City Council appoints new Commissioners in July.

Minutes from the April 16, 2018 regular meeting. The minutes were approved with a motion by Commissioner Reynoso and a second by Commissioner Bergeron.

Public comments. There were no public comments.

New Business. Staff presentation: "Beyond the Binary: Embracing Diverse Gender Identities." Report of Association of Children's Librarians workshop attended by library staff. Library staff, Ms. Thomas, Ms. Sagan, Ms. Nogales, Ms. Escovedo and Ms. Nussbaum, presented to the group, some takeaways of what they learned at the workshop. Director Reinhart added that the 21<sup>st</sup> Century Library will include an all-gender multi-stall restroom on the third floor. Commissioners offered comments and posed questions for the Library staff.

21<sup>st</sup> Century Library construction updates. Director Reinhart reported that the construction contractor anticipates reaching "substantial completion" and temporary certificate of occupancy of the new library on or around July 31<sup>st</sup>. Staff expects to close the old library and move into the new immediately thereafter. The Grand Opening of the new library will take place four to six weeks after the move, likely in September, date to be announced on July 14<sup>th</sup> at the "Farewell to the Old Library" event.

Director Reinhart reported that the Library will launch a fines amnesty program, "Food for Fines" on July 14<sup>th</sup>. Patrons will be invited to donate food items to the Alameda County Community Food Bank. In exchange, the library will waive \$2 in overdue fines for every eligible food item donated. The last fines amnesty program was in 2010. Ms. Polanco reported the upcoming launch of a similar fines amnesty for children, "Read Away Your Fines," in which children under age 18 can have \$1 waived from their overdue fines for every 15 minutes of reading.

Director Reinhart reminded the Library Commissioners that volunteers are needed to assist with the many events planned on and leading up to the Grand Opening.

Library Commissioner reports. Commissioner McAllister reported on the Community Clean-Up Day, where Commissioners were encouraged to recruit for new commissioners. Commissioner Murillo added that there were many who came by the booth to ask questions about the Library Commission.

Friends of Hayward Library report. Director Reinhart announced that the Friends of the Hayward Library are working with a consultant to help with the Friend's online bookstore. Ms. Polanco added that the Friends have approved a contract with Cal State East Bay to hire federal work study students to provide staffing for the New Leaf Bookstore. Cal State East Bay will pay 75% of the salary, the Friends will pay the remainder. Commissioner McAllister announced that the Friends have engaged with Fremont Bank's investment division to help invest the funds that are currently not in use.

City Council Liaison report. There was no report as Council Member Salinas was not in attendance.

Adjournment. Commissioner Chairperson McAllister adjourned the meeting at 7:43pm.



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**File #:** RPT 18-117

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**DATE:** June 18, 2018

**TO:** Library Commission

**FROM:** Sean Reinhart, Library Director

**SUBJECT**

Library Commission Bylaws Review

**SUMMARY**

In preparation for the transition to the 21st Century Library facility in 2018, Library staff and the Library Commission have undertaken updates of several Library policies. Attached to this report is the current Library Commission Bylaws document for Library Commission review, feedback, and revision.

**ATTACHMENTS**

Attachment I: Library Commission Bylaws, Approved May 20, 2002



**Library Commission  
City of Hayward  
By-Laws**

**ARTICLE I NAME**

This organization shall be known as the Library Commission of the City of Hayward.

**ARTICLE II PURPOSE**

The purpose of the Library Commission shall be to advise the City Council of Hayward on the formulation of Library policy.

**ARTICLE III MEMBERSHIP**

1. The Commission shall consist of seven members appointed by the City Council of Hayward for four years, serving without compensation. Terms of office of Commissioners shall be in accordance with Section 902 of the Hayward City Charter.
2. The presiding officer of the Commission shall be a Chairperson, elected annually by ballot at the September meeting of the Commission.
  - a. The September meeting each year may be called to order by any member of the Commission; the first order of new business shall be election of a Chairperson of the Commission. Nominations for this office may be made by any member of the Commission. Votes will be counted by the Secretary of the Commission. A plurality of votes cast will constitute election.
  - b. The duties of the Chairperson of the Commission will be to preside over meetings of the Commission; to appoint committees as needed, and to designate a member of each committee as its chairperson; and to perform such other functions as are ordinarily associated with that office.
3. The Library Director of the Hayward Library, or his/her designate, shall serve as Secretary of the Library Commission, and shall have a voice but no vote in Commission proceedings. His/Her duties shall be to draw up the minutes of each meeting and to distribute them to members of the City Council, the City Clerk, and the City Manager, as well as to the Library Commissioners; to prepare an

agenda for each meeting; and to perform such other functions as are customarily associated with that office.

#### **ARTICLE IV MEETINGS**

1. Regular meetings of the Library Commission will be held monthly at least ten months of the year. Special meetings may be held on call of the Chairperson or when a resolution to that effect is passed by vote of a quorum of the Commission members. All members of the Commission shall be informed of the time and place of such special meetings by the Secretary of the Library Commission at least one week in advance of the date set for the meeting. A quorum of Commission members must be in attendance for a meeting to be held.
  - a. The order of business to be followed at each regular meeting of the Commission will be as follows:
    - Call to Order
    - Roll Call
    - Approval of Minutes
    - Public Comment
    - Special Reports (Friends of the Library, etc.)
    - Old (Unfinished) Business
    - New Business
    - Library Director's Report
    - Committee Reports
    - Agenda Building
    - Evaluation of Meeting
    - Adjournment
  - b. Business at special meetings will be limited to discussions of an action upon the particular business for which the meeting was called, to be designated in advance by the Chairperson of the Commission or in the resolution of the Commission which calls for the meeting.

#### **ARTICLE V DUTIES**

1. This Commission will be governed by the Charter of the City of Hayward and by City of Hayward ordinances which relate to the Library Commission and to the Library.

2. The Commission may make recommendations to the City Council. Such recommendations will require the affirmative vote of the majority of the Commission. Recommendations of the Commission will be forwarded to the City Council by the Secretary of the Commission.
3. The rules of parliamentary procedure contained in the Robert's Rules of Order, most recent edition, will govern this Commission in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this Commission, the Charter, or City ordinances governing this Commission.

#### **ARTICLE VI BY-LAWS**

These by-laws shall be adopted by a majority vote of the Commission, and may be amended by a majority vote of the Commission. Additional by-laws may be adopted by a majority vote of the Commission. A by-law may be repealed by passing a by-law to that effect by a majority vote of the Commission. These by-laws shall remain in effect until amended by subsequent by-laws.

#### **ARTICLE VII BY-LAW CHANGES**

1. Amendments may be decided by recorded vote, or, if stated in the written notice of the meeting as part of the order of business, at a regular or special meeting.
2. The procedures must assure that voters are informed in a timely fashion.
3. The vote on a by-law change must take place at the next regularly scheduled meeting after the exact wording of the change has been presented to the Commission.

Library Commission  
City of Hayward  
By-Laws

ARTICLE I - NAME

This organization shall be known as the Library Commission of the City of Hayward.

ARTICLE II - PURPOSE

The purpose of the Library Commission shall be to advise the City Council of Hayward on the formulation of Library policy.

ARTICLE III - MEMBERSHIP

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2. The presiding officer of the Commission shall be a Chairperson, elected annually by ballot at the September meeting of the Commission.
  - a. The September meeting each year may be called to order by any member of the Commission; the first order of new business shall be election of a Chairperson of the Commission. Nominations for this office may be made by any member of the Commission. Votes will be counted by the Secretary of the Commission. A plurality of votes cast will constitute election.
  - b. The duties of the Chairperson of the Commission will be to preside over meetings of the Commission; to appoint committees as needed, and to designate a member of each committee as its chairperson; and to perform such other functions as are ordinarily associated with that office.
3. The Library Director of the Hayward Library, or his/her designate, shall serve as Secretary of the Library Commission, and shall have a voice but no vote in Commission proceedings. His/Her duties shall be to draw up the minutes of each meeting and to distribute them to members of the City Council, the City Clerk, and the City Manager, as well as to the Library Commissioners; to prepare an agenda for each meeting; and to perform such other functions as are customarily associated with that office.

## ARTICLE IV - MEETINGS

1. Regular meetings of the Commission will be held each month on the third Thursday of the month at 7:00 P.M. at the Library. Special meetings may be held on call of the Chairperson or when a resolution to that effect is passed by vote of a quorum of the Commission members. All members of the commission shall be informed of the time and place of such special meetings by the Secretary of the Library Commission at least one week in advance of the date set for the meeting. A quorum of Commission members must be in attendance for a meeting to be held.
  - a. The order of business to be followed at each regular meeting of the Commission will be as follows:
    - Call to Order
    - Roll Call
    - Approval of Minutes
    - Public Comment
    - Special Reports [Friends of the Library, etc.]
    - Old [Unfinished] Business
    - New Business
    - Library Director's Report
    - Committee Reports
    - Agenda [Building]
    - Evaluation of Meeting
    - Adjournment
  - b. Business at special meetings will be limited to discussions of an action upon the particular business for which the meeting was called, to be designated in advance by the Chairperson of the Commission or in the resolution of the Commission which calls for the meeting.

## ARTICLE V - DUTIES

1. This Commission will be governed by the Charter of the City of Hayward and by City of Hayward ordinances which relate to the Library Commission and to the Library.
2. The Commission may make recommendations to the City Council. Such recommendations will require the affirmative vote of the majority of the Commission. Recommendations of the Commission will be forwarded to the City Council by the Secretary of the Commission.

3. The rules of parliamentary procedure contained in the Robert's Rules of Order, most recent edition, will govern this Commission in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this Commission, the Charter, or City ordinances governing this Commission.

#### ARTICLE VI - BY-LAWS

These by-laws shall be adopted by a majority vote of the Commission, and may be amended by a majority vote of the Commission. Additional by-laws may be adopted by a majority vote of the Commission. A by-law may be repealed by passing a by-law to that effect by a majority vote of the Commission. These by-laws shall remain in effect until amended by subsequent by-laws.

#### ARTICLE VII - BY-LAW CHANGES

1. Amendments may be decided by recorded vote, or, if stated in the written notice of the meeting as part of the order of business, at a regular or special meeting.
2. The procedures must assure that voters are informed in a timely fashion.
3. The vote on a by-law change must take place at the next regularly scheduled meeting after the exact wording of the change has been presented to the Commission.