

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, October 15, 2018

6:30 PM

City Hall, Conference Room 2B

Library Commission

CALL TO ORDER**PLEDGE OF ALLEGIANCE****ROLL CALL****APPROVAL OF MINUTES**

[MIN 18-137](#)

The Minutes of the August 20, 2018 Library Commission meeting.

Attachments: [Attachment I. Minutes of the August 20, 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**INTRODUCTION OF NEW AND REAPPOINTED COMMISSIONERS****ELECTION OF OFFICERS****LIBRARY COMMISSION 2019 DRAFT AGENDA PLAN REVIEW**

[RPT 18-176](#)

Review of Library Commission 2019 Draft Agenda Plan

Attachments: [Attachment I . Library Commission 2019 Draft Agenda Plan](#)

OLD BUSINESS**21ST CENTURY LIBRARY CONSTRUCTION UPDATE****HERITAGE PLAZA CONSTRUCTION UPDATE**

REPORTS

LIBRARY COMMISSIONERS

FRIENDS OF HAYWARD LIBRARY

CITY COUNCIL LIAISON

INTERIM LIBRARY DIRECTOR

AGENDA BUILDING

COMMISSIONER GOALS

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 #: MIN 18-137

DATE: October 15, 2018

TO: Library Commission

FROM: Interim Library Director

SUBJECT

The Minutes of the August 20, 2018 Library Commission meeting.

RECOMMENDATION

That the Library Commission review and approve the Minutes of the August 20, 2018 meeting.

ATTACHMENTS

Attachment I. Minutes of the August 20, 2018 Library Commission meeting

MINUTES

City of Hayward Library Commission – August 20, 2018

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

Roll call. Library Commissioners in attendance: Bergeron, Bufete, Lowe, McAllister, Murillo, Prada, Reynoso and Sharafali. Councilmember Liaison Salinas was not in attendance. Staff in attendance: Interim Library Director Jane Light, Clio Hathaway, Supervising Librarian and Administrative Assistant Lara Williams. Visitors in attendance were Veronica Martinez of Chabot college and Marion Martinez, an Amah Mutsun Tribal Member.

Minutes from the July 16, 2018 regular meeting. The minutes were approved with a motion by Commissioner Bufete and a second by Commissioner Prada. Commissioner Reynoso abstained from voting.

Public comments. There were no public comments.

New Business. Cancellation of September 17, 2018 Meeting. The Library Commission unanimously agreed to cancel the September 17, 2018 meeting. The new commissioner will be sworn in on September 18, 2018. Therefore, Chairperson and Vice Chairperson will take place during the October commission meeting. The last day the current library will be open is September 1st. The inauguration of the 21st Century Library will be on Saturday, October 27th. The Library Commissioners agreed to cancel the September Library Commission meeting.

Interim Library Director Jane Light provided an update on construction of the 21st Century Library. Director Light stated that contractor is motivated to finish the library, as they want to move on and complete the Heritage Plaza project, which is scheduled for completion by the end of December. Per Clio Hathaway, Supervising Librarian, library services are still in operation at Weekes branch library, including the homework support centers and several literacy programs. Per interim Library Director Jane Light, nearby libraries like San Leandro, Castro Valley and San Lorenzo are also available for patrons, as they came to the Hayward library when those facilities were unavailable. Commissioner Prada suggested a “pop up library”, providing Chrome book availability in the plaza, while the library is in transition.

Presentation. Heritage Plaza Plan. Director Light provided the commission with a presentation of the plan for the Heritage Plaza. Construction will begin as soon as the 21st Century Library is completed. A conversation ensued among the commissioners and staff on the details of how the construction will look, once it is completed. The commissioners had several questions and comments on the presentation. The visitor in attendance, Marion Martinez made comments once the presentation concluded. She shared that the Muwekma, (also called Chochenyo) people would love to collaborate with the city to honor their tribe in the Heritage Plaza. The commissioners moved to recommend to the Council that the City of Hayward has a fair representation of all populations, including local tribes, with the plaza memorials and any planned additional memorials.

Old Business. Meeting room policies and fees. Ms. Hathaway went over the current Meeting Room Policy, which includes the changes that were implemented from the last Meeting Room Policy review on February 26, 2018. The fees have already been adopted by the City Council, the review is of the policies only. Commissioner Sharafali pointed a note included on item #3, which Ms. Hathaway stated was an error, and would be removed. Commissioner Prada noted that the occupancy table listed a note that should be removed. Ms. Hathaway noted that, and also mentioned that there was a change in the occupancy of Community Room A/B which is 106, not the 200 that had been previously stated. Ms. Hathaway will confirm this number. Commissioner Reynoso proposed a motion to adopt the meeting room policy with the corrections suggested by the commissioners, and Commissioner Prada made a second motion. All commissioners agreed.

Library code of conduct, review and adopt. Ms. Hathaway reviewed the current Customer Code of Conduct Policy, which includes the changes that were implemented from the last Customer Code of Conduct policy review on February 26, 2018. Commissioner Lower made a motion to review the policy and Commissioner Bufete provided a second motion. All Commissioners agreed.

Commissioner Bufete suggested a review of both policies, after the library has been open, perhaps around January. The Library Commission agreed with this.

Library Commissioner reports. Commissioner Bufete suggested that the Library Commission have a new liaison. Chairperson McAllister stated that this has been brought up to City Council, and a new liaison will be assigned to the Library Commission.

Commissioner Reynoso would like to know if it is possible to have a representative of the Library Commission at the panel interview for the new Library Director. Director Light stated that the panel selection process was to be determined by the City Manager. She stated she would ask City Manager McAdoo, to confirm if there would be a representative from the Library Commission.

Commissioner Sharafali inquired about the customer satisfaction survey. Director Light said that would be a good thing to have by January, once the library has been open for a few months.

Friends of Hayward Library report. Commissioner McAllister reported that the Friends of the Hayward Library just made a presentation to the Menlo Park Library Department. Friends are familiarizing themselves with new purchasing process and payment technology.

City Council Liaison report. There was no report, as Councilmember Salinas was absent.

Interim Library Director report. Director Light stated that on October 9th, there will be a volunteer recognition dinner, and Judy Harrison will be receiving the Lifetime Achievement Award, Kari McAllister will be receiving the Mayor's Volunteer Award and Sharong will receive the Friends of the Hayward Library Volunteer Award.

Agenda Building;

Chairperson McAllister stated that the next Library Commission meeting will take place in October. At that time, there will be election of new officer. Commissioner Bergeron was re-appointed for another four years. She will be sworn in on September 8th.

- a. Introduction of new and reappointed Commissioners
- b. Election of officers

Adjournment. Commission Chairperson McAllister adjourned the meeting at 7:50pm.



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File #: RPT 18-176

DATE: October 15, 2018

TO: Library Commission

FROM: Interim Library Director

SUBJECT

Review of Library Commission 2019 Draft Agenda Plan

RECOMMENDATION

That the Library Commission review the 2019 Draft Agenda Plan

ATTACHMENTS

Attachment I. Library Commission 2019 Draft Agenda Plan

City of Hayward Library Commission
2019 Draft Agenda Plan

Updated 10/10/2018 JL

MEETING DATE	PROPOSED AGENDA TOPICS
September 17, 2018	<ul style="list-style-type: none">• Recess
October 15, 2018	<ul style="list-style-type: none">• Introduction of new and reappointed Commissioners• Election of Officers• Library Commission 2019 Agenda Plan
November 19, 2018	<ul style="list-style-type: none">• Commissioner Goals
December 17, 2018	<ul style="list-style-type: none">• Education Services Overview and Status
January 28, 2019	<ul style="list-style-type: none">• Review Customer Conduct Policy• Review Meeting Room Policy
February 25, 2019	<ul style="list-style-type: none">• Discuss draft patron survey of 21st Century Library• Review use statistics of 21st Century Library
March 18, 2019	<ul style="list-style-type: none">• Presentation of Youth and Teen Programs
April 15, 2019	<ul style="list-style-type: none">• Heritage Plaza Report• Presentation of Adult Literacy Programs
May 20, 2019	<ul style="list-style-type: none">• Review 6 months use and status of 21st Century Library
June 17, 2019	<ul style="list-style-type: none">• Presentation Summer programs for youth
July 15, 2019	<ul style="list-style-type: none">• Year-end Commission Dinner
August 19, 2019	<ul style="list-style-type: none">• Recess