

# **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**

**Monday, September 16, 2019**

**6:30 PM**

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

## **Library Commission**

**CALL TO ORDER****PLEDGE OF ALLEGIANCE****ROLL CALL****INTRODUCTION OF NEW AND REAPPOINTED COMMISSIONERS****ELECTION OF OFFICERS****APPROVAL OF MINUTES**

[MIN 19-112](#) The Minutes of the July 15, 2019 Library Commission Meeting

**Attachments:** [Attachment I. Minutes of the July 15, 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.*

**OLD BUSINESS****21ST CENTURY LIBRARY UPDATE****NEW BUSINESS****LIBRARY COMMISSION 2020 AGENDA PLAN**

[RPT 19-343](#) Library Commission 2020 Draft Agenda Plan

**Attachments:** [Library Commission 2020 Draft Agenda Plan](#)

**REPORTS****LIBRARY COMMISSIONERS****FRIENDS OF THE HAYWARD LIBRARY****CITY COUNCIL LIAISON**

LIBRARY DIRECTOR

**AGENDA BUILDING**

ELECTRONIC LIBRARY RESOURCES/NEW SOFTWARE AND TOOLS

REVIEW FINE FREE POLICY

NEW COMMISSIONER ORIENTATION

**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 19-112

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**DATE:** September 16, 2019

**TO:** Library Commission

**FROM:** Director of Library Services

**SUBJECT**

The Minutes of the July 15, 2019 Library Commission Meeting

**RECOMMENDATION**

That the Library Commission review and approve the Minutes of the July 15, 2019 meeting.,

**ATTACHMENTS**

Attachment I.: Minutes of the July 15, 2019 Library Commission Meeting



## **LIBRARY COMMISSION MEETING MINUTES REGULAR MEETING OF JULY 15, 2019 CITY HALL – CONFERENCE ROOM 2B**

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### **I. Call to order**

Commission Chairperson McAllister called the meeting to order at 6:47 pm.

### **II. Pledge of Allegiance**

All in attendance recited the Pledge of Allegiance

### **III. Roll call**

Present: Bergeron, Bufete, Lowe, McAllister and Sharafali  
Absent: Prada, Reynoso and Zhang  
Staff: Jayanti Addleman, Library Director  
Al Mendall, Council Member  
Lara Williams, Administrative Assistant  
Mary Thomas, Management Analyst  
Visitors: Robbin Kawahata, Victor Fuji and Naomi Shibata of the Japanese American Commemorative Marker

### **IV. Approval of Minutes from the June 17, 2019 regular meeting**

*Motioned by Commissioner Bufete to approve the June 17, 2019 Library Commission Minutes: seconded by Commissioner Sharafali. Passed by 5-0-0.*

### **V. Public Comments**

There were no public comments.

### **VI. New Business**

#### **Heritage Plaza Report**

Mary Thomas presented on the Heritage Plaza which is on track to be completed this fall. The focus of the presentation was on the Japanese American Incarceration Memorial. The visitors introduced themselves individually and provided a brief background on their connection to this project and memorial. The Commissioners and Council Member Mendall reviewed the memorial put together by the National Japanese American Historical Society. The commissioners and council member provided their input on the memorial.

## **VII. Old Business**

### **21<sup>st</sup> Century Library Construction Update**

Director Addleman provided the commission with an update on construction of the 21<sup>st</sup> Century Library. The firing of the electrical subcontractors for not completing their work in a timely manner had been placed on the July 9<sup>th</sup> Council meeting agenda, and they have now picked up the pace in their work. This resolution was continued to the following meeting on July 16, when it was continued to the next meeting again. Councilmember Mendall added that the July 23<sup>rd</sup> City Council agenda includes a review of firing the electrical contractor. The children's Storytime area will not open with the new library as the subcontractor has been slow and doing poor quality work.

## **VIII. Reports**

### **Library Commissioners**

Commissioner Bufete brought up the idea of eliminating late fees at the library. Director Addleman stated that the staff has been considering the idea also, and will really analyze the possibilities after the opening of the new library. Commissioner Sharafali requested that the books available through Hoopla be increased from four books per month. Commission Chairperson announced that this will be her and Peter's last meeting as they have termed out of the Library Commission. Commissioner Chairperson McAllister expressed how much she has enjoyed and grown from this experience.

### **Friends of Hayward Library**

Chairperson McAllister shared the Friends are doing great and very eager to get into the new library. Commissioner Bufete shared that he is now accessing the New York Times via his Hayward Library card.

### **City Council Liaison report**

City Council liaison Mendall shared that commission applications will close on July 15<sup>th</sup>, please share if you know people that may be interested in joining the Library Commission.

### **Library Director report**

Director Addleman announced that tomorrow during the City Council meeting there will be a presentation for the winners of the library card design contest.

## **X. Adjournment**

Commission Chairperson McAllister adjourned the meeting at 7:20 p.m.



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**File #:** RPT 19-343

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**DATE:** September 16, 2019

**TO:** Library Commission

**FROM:** Director of Library Services

**SUBJECT**

Library Commission 2020 Draft Agenda Plan

**RECOMMENDATION**

That the Library Commission review the 2020 Draft Agenda Plan

**ATTACHMENTS**

Attachment I. Library Commission 2020 Draft Agenda Plan

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

Updated 09/11/19 JA/LW

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