

CITY OF HAYWARD

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



CITY OF
HAYWARD
HEART OF THE BAY

Agenda

Monday, November 18, 2019

6:30 PM

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

Library Commission

CALL TO ORDER**PLEDGE OF ALLEGIANCE****ROLL CALL****APPROVAL OF MINUTES**[MIN 19-144](#)

The Minutes of the October 21, 2019 Library Commission Meeting

Attachments:

[Attachment I. Minutes of the October 21, 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.

ELECTION OF OFFICERS**OLD BUSINESS**

21ST CENTURY LIBRARY UPDATE

NEW BUSINESS

ELECTION OF VICE CHAIR

HERITAGE PLAZA UPDATE

FRIENDS OF THE HAYWARD LIBRARY PRESENTATION

LITERACY COUNCIL PRESENTATION

LIBRARY COMMISSION GOALS AND EXPECTATIONS

BYLAWS REVIEW SUBCOMMITTEE

REPORTS

LIBRARY COMMISSIONERS

FRIENDS OF THE HAYWARD LIBRARY

CITY COUNCIL LIAISON

LIBRARY DIRECTOR

AGENDA BUILDING

[RPT 19-366](#)

Library Commission 2020 Draft Agenda Schedule

Attachments:

[Attachment I. Library Commission 2020 Draft Agenda Schedule
111419](#)

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 19-144

DATE: November 18, 2019

TO: Library Commission

FROM: Director of Library Services

SUBJECT

The Minutes of the October 21, 2019 Library Commission Meeting

RECOMMENDATION

That the Library Commission review and approve the Minutes of the October 21, 2019 Library Commission meeting.

ATTACHMENTS

Attachment I. Minutes of the October 21, 2019 Library Commission Meeting



LIBRARY COMMISSION

MEETING MINUTES

REGULAR MEETING OF OCTOBER 25, 2019

DOWNTOWN LIBRARY – MEETING ROOM C

I. Call to order

Director Addleman requested that Council Member Mendall call the meeting to order, in the absence of a Chair and Vice Chair. Council Member Mendall called the meeting to order at 6:32 p.m.

II. Pledge of Allegiance

Pledge of Allegiance

III. Roll call

Present: Banks, Bergeron, Lowe, Patterson, Reynoso, Sangiah, Sharifi and Wong

Absent: Sharafali

Staff: Jayanti Addleman, Library Director
Al Mendall, Council Member
Lara Williams, Administrative Assistant
Winter Haskins, Deputy City Attorney
Michelle Gee, Literacy Program Coordinator

Visitors: Veronica Martinez – Chabot College and Amah Mutsun Tribe
Corina Vasaure – Community Member

IV. Introduction of new and reappointed Commissioners

All in attendance introduced themselves and shared a little of their backgrounds.

V. Approval of Minutes from the September 16, 2019 regular meeting

Motioned by Commissioner Patterson to approve the July 15, 2019 Library Commission Minutes: seconded by Commissioner Bergeron. Passed unanimously by 8-0-0.

VI. Public Comments

Veronica Martinez introduced herself and provided an update on the statue that was removed from the Heritage Plaza plan. Working on a plan for the indigenous artwork at the Heritage Plaza with a \$10,000 grant. Working on creating a call for artists. Estimate this will be completed next summer.

Corina Vasaure introduced herself and shared that she is a member of the Community Services Commission. She shared that during the last Community Services Commission meeting, it was brought up that there is a lack of public restrooms in downtown Hayward. She encouraged the idea of putting a public restroom in the Heritage Plaza.

VII. Brown Act/Public Records Act Orientation

Winter Haskins, Deputy City Attorney, provided an explanation of the Brown Act and the Public Records Act Orientation.

VIII. Literacy Plus Program and Volunteer Opportunities

Michelle Gee, Literacy Program coordinator, provided an overview of all the programs provided by Literacy Plus. Ms. Gee also shared all the volunteer opportunities available for commissioners that want to support the programs. The Library will invite all commissioners to the Literacy Volunteer Reception that will be held at the Downtown Library on November 20th at 5:30PM.

IX. Library Commission Role of the Chair and Vice Chair

Director Addleman discussed the role of the Chair and Vice Chair of the Library Commission and the role of the commission itself. The Chair's role is to run the Library Commission meetings, the Vice Chair runs the meetings in the absence of the Chair. The Chair keeps the meeting moving along, so that it can end by the time the library closes at 8pm, to stay in compliance with the Brown Act (the public needs to have access to a public meeting). The Library Commission serves as an advisory board and provides their input to the library. They also provide the community's viewpoint and can act as advocates/liaisons to the City Council.

X. Election of Officers

Commissioners agreed to have an open election instead of secret ballots upon a recommendation from Council Member Mendall. Council Member Mendall suggested that Commissioners vote first for Chair then Vice Chair. Commissioners can nominate themselves or someone else. Commissioner Banks suggested the Chair be an individual who has been on the Library Commission for some time, and the Vice Chair a new Commissioner. Commissioner Reynoso nominated Commissioner Lowe to Chair. Commissioner Lowe accepted the nomination. Commissioner Reynoso made a motion to call a vote and Commissioner Banks seconded the motion. Commissioners agreed unanimously to vote Commissioner Lowe as the Library Commission Chair. Commissioner Banks nominated Commissioner Sharifi for Vice Chair. Commissioner Sharifi accepted the nomination. Council Member Mendall read a statement from Commissioner Sharafali who was not present and wanted to nominate herself for the Vice Chair. Commissioner Reynoso requested that the Vice Chair vote be pushed to the month of November, so that Commissioner Sharafali could be present for it. None of the Commissioners objected to this request. It was moved that the election of the Vice Chair will be held during the November Library Commission meeting.

Council Member Mendall asked Chairperson Lowe if she would like to run the meeting from that point forward. Commissioner Lowe declined and asked if Council Member Mendall could continue to lead the meeting, and he accepted.

Commissioner Patterson inquired about term limits for the Chair and Vice Chair. The limits are that each term is up to 4 years, reappointed up to a maximum of 8 years. It is a total of 6-8 years depending on whether a commissioner is appointed to fill an position that was vacated during a term.

Commissioner Banks suggested having 2-year terms for the Chair and Vice Chair. Director Addleman suggested convening a subcommittee to revise term limits and update the bylaws. They could review the term limits as a first priority and add the revised limits to the updated bylaws. Commissioner Banks and Commissioner Sangiah volunteered to participate in the bylaws review subcommittee. This item will be on the agenda for November.

VIII. Old Business

Director Addleman stated there has been wonderful response from the community for the new library. Library staff is finalizing on a software that will allow for booking meeting rooms online. Staff are quite busy adjusting to the new building and the influx of new patrons. City Council has approved on-call staff to supplement the need for additional staff. Council Member Mendall added that it was predicted that there would be a spike in patronage during the first year of the library opening.

IX. New Business

Director Addleman stated she will continue to bring volunteer opportunities to commissioners.

X. Reports

Library Commissioners

Commissioner Lowe shared that she attended the Career Online High School graduation ceremony at the Downtown Library. Commissioner Patterson shared that she attended the Reception to Honor the Arts event at the Downtown Library. Director Addleman added that about half a million dollars was spent on art for the library. Commissioner Reynoso encouraged commissioners to attend the City Council meeting on the 29th of October regarding the bathroom discussion.

Friends of Hayward Library

Commissioner Bergeron provided an update on the Friends, based on a conversation she had with Helene Carr of the organization. The Friends are still working on organizing their inventory for online sales. They are looking for volunteers to work at their store. Council Member Mendall encouraged commissioners to join the Friends of the Hayward Library and obtain a membership. Director Addleman added that the Friends support a lot of the library programs.

City Council Liaison report

Council Member Mendall stated he is available to meet with anyone to talk about any topic.

Library Director report

Director Addleman shared that the library is working with the 2020 Census outreach, in partnership with Chabot College and library Supervising Librarian, Sally Thomas as a lead. The library received two \$15,000 grants for this project. The California Library Association will have their conference starting October 27, 2019. The City Council will have its annual reception honoring Boards, Commissions, Committees and Task Forces on Friday, December 13th from 6:00 p.m-8:00 p.m. Commissioners will receive an invitation for this event, this is a save the date announcement.

XI. Agenda Building

The Election of the Vice Chair and discussion of the bylaws will be added to the November agenda. A discussion of restrooms at the Heritage Plaza was also added to the November agenda, moving the open letter to HUSD to March 2020. Chairperson Lowe suggested adding an item, Library staff appreciation breakfast. Director Addleman asked that be held off until after the Friends of the Hayward Library presentation, as they do something similar.

XII. Adjournment

Council Member Mendall adjourned the meeting at 8:07 p.m.

Attendance	Present at 10/21/19 Meeting	Meetings Present to Date This Fiscal Year	Absent to Date This Fiscal Year
Priscilla Banks	✓	2	0
Shelby Bergeron	✓	2	0
Brigitte Lowe	✓	1	1
Anika Patterson	✓	2	0
Pedro Reynoso	✓	2	0
Suresh Sangiah	✓	1	1
Zaineb Sharafali		1	1
Karima Sharifi	✓	1	1
Andrea Wong	✓	2	0



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File #: RPT 19-366

DATE: November 18, 2019

TO: Library Commission

FROM: Director of Library Services

SUBJECT

Library Commission 2020 Draft Agenda Schedule

RECOMMENDATION

That the Library Commission review the 2020 Draft Agenda Schedule

ATTACHMENTS

Attachment I. Library Commission 2020 Draft Agenda Schedule 111419

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

Updated 11/14/19 JA/LW

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

UNSCHEDULED ITEMS
<ul style="list-style-type: none"> • Post occupancy customer satisfaction survey
<ul style="list-style-type: none"> • Strategic plan/Library goals
<ul style="list-style-type: none"> • Library Staff Appreciation Day (hosted by Library Commission)