

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, March 16, 2020

6:30 PM

**Downtown Library
888 C Street, Meeting Room C**

Library Commission

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENTS:

The Public Comment section provides an opportunity to address the Library Commission on items not listed on the agenda. The Commission 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 Commission or are within the jurisdiction of the Commission 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.

APPROVAL OF MINUTES

[MIN 20-035](#) Library Commission Meeting Minutes of February 24, 2020

Attachments: [Attachment I Draft Minutes of 2/24/2020](#)

NEW BUSINESS

- a. Bylaws Update
- b. Update on Draft Agenda Plan - Commission Recess Dates
- c. Post Occupancy User Satisfaction Survey
- d. Letter to HUSD

REPORTS

- a. Library Director
- b. City Council Liaison
- c. Friends of Hayward Library
- d. Library Commissioners

AGENDA BUILDING

[RPT 20-036](#) Library Commission 2020 Draft Agenda Schedule

Attachments: [Library Commission 2020 Draft Agenda Schedule 20200304](#)

Bylaws Update - Temporary on hold

Review Fine Free Policy

ADJOURNMENT

NEXT MEETING – April 20, 2020

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 20-035

DATE: March 16, 2020

TO: Library Commission

FROM: Library Director

SUBJECT

Library Commission Meeting Minutes of February 24, 2020

RECOMMENDATION

That the Library Commission review and approve the minutes of the February 24, 2020 Library Commission meeting.

ATTACHMENTS

Attachment I Minutes of the February 24, 2020 Library Commission Meeting



**LIBRARY COMMISSION
MEETING MINUTES
REGULAR MEETING OF February 24, 2020
DOWNTOWN LIBRARY – MEETING ROOM C
888 C Street, Hayward, CA**

I. Call to order

Commission Chair Lowe called the meeting to order at 6:34 p.m.

II. Pledge of Allegiance

The Pledge of Allegiance was recited.

III. Roll call

Present:	Priscilla Banks, Shelby Bergeron, Brigitte Lowe, Anika Patterson, Pedro Reynoso, Suresh Sangiah, Zaineb Sharafali, Karima Sharifi and Andrea Wong
Absent:	N/A
Staff:	Jayanti Addleman, Library Director Al Mendall, Council Member Sally Thomas, Supervising Librarian
Visitors:	Judy Harrison – Friends of the Hayward Library

IV. Approval of Minutes from the January 27, 2020, regular meeting

Motioned by Commissioner Sharifi to approve the January 27, 2020, Library Commission Minutes: seconded by Commissioner Sharafali. Passed unanimously by 9-0-0.

V. Public Comments

There were no public comments.

VI. New Business

a. Census Report

Supervising Librarian Sally Thomas gave an update on how Hayward Public Library is supporting Census 2020 and working with the State of California, the County of Alameda and the City of Hayward in helping to make sure our hard-to-count populations are reached.

- Census reporting will be is mainly online for the first time.
- Much depends on an accurate count, including distribution of federal funding, number of representatives, in Congress, etc.
- Library staff play a role as ambassadors. They are not census employees.
- HPL is partnering with Chabot College and other community organizations to educate the community of the importance of filling out the surveys.
- The Library will be placing branchlets (or the little birdhouse like libraries) in various neighborhoods to encourage participation
- Census assistance will be available at both the Downtown Library and the Weekes Branch. There will be computers and an area in each library reserved for people who wish to fill out their census forms at the library.
- Volunteer help will be available, but exact times of availability are yet to be determined.

b. Request to Youth Commission re. invitation to attend Library Commission meetings

- Discussion on getting youth participation in the Library Commission meetings. Youth are a key target audience for library services. After some discussion, it was suggested that the focus stay on HPL's Teen Advisory Group. Also suggested that when a satisfaction survey is created, there should be a section focused on teens.
- Chair Lowe appointed a committee to work on a user satisfaction survey consisting of Commissioner Sharafali (to chair the committee) and Commissioners Reynoso and Bergeron to be part of the Committee along with Director Addleman.

c. Review use and status of 21st Century Library/Mid-year Budget Review

- Director Addleman reported that the Downtown Library is very busy with door counts having more than doubled compared to the corresponding months at the previous downtown library. October, November, December 2019 and January 2020 have each seen over 30,000 people using the library monthly. Weekes branch has also seen an increase in use.
- Director Addleman expressed concern about the difficulty if staffing the four public service desks at the appropriate level. Plus, there are many new services and the square footage is much greater. However, the City is expected to go into a recession like the rest of the country so requesting additional staffing at this time is difficult.
- Council Member Mendall pointed out that the library had been planned as a building that would not need additional staff to function, and that the library department had received funding for one additional full time staff member and for on-call staff hours.
- Director Addleman thanked the City Council for their support and reported that the new Technology Librarian had joined HPL that morning.
- Discussion about how the commissioners could support the library/staff in their needs

and communicate with the City Council.

- Commissioner Sharafali requested additional data reflecting library use like program attendance and materials check out statistics.
- Director Addleman reported that Commissioners also will be given a quarterly report on suggestions/incidents/complaints/etc. received from library users.

VII. Reports

- a. Library Commissioners
Commissioner Reynoso reminded commissioners about the Library Journal Design Institute which will be hosted by HPL at the library and City Hall on May 8th 2020.
- b. Friends of Hayward Library
 - Bookstore open on Saturdays regularly now 11-3
 - Special CD/DVD sale to be held on Wed 4/26 4:00 – 7:00 PM
- c. City Council Liaison Mendall
Main Street (between A and D streets) is being reimagined and will become more walkable and look more like B St in the downtown area.
- d. Library Director
Starting a Veteran's Resource Center at the Downtown Library.

VIII. Agenda Building

- a. Library Commission Draft Agenda Plan
- b. Goals

IX. Adjournment

The meeting was adjourned at 7:55

Attendance Commissioner	Present at 02/24/2020 Meeting	Meetings Present to Date This Fiscal Year	Absent to Date This Fiscal Year
Priscilla Banks	✓	5	0
Shelby Bergeron	✓	5	0
Brigitte Lowe	✓	5	1
Anika Patterson	✓	5	0
Pedro Reynoso	✓	5	0
Suresh Sangiah	✓	4	1
Zaineb Sharafali	✓	2	2
Karima Sharifi	✓	3	2
Andrea Wong	✓	5	0
Council Member			
Al Mendall	✓	5	1



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File #: RPT 20-036

DATE: March 16, 2020

TO: Library Commission

FROM: Library Director

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

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

Updated 3/04/20 JA

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
December 16, 2019	<ul style="list-style-type: none"> • Commission Recess
January 27, 2020	<ul style="list-style-type: none"> • Review Customer Code of Conduct Policy • Electronic Library Resources/ New Software and Tools (Clio Hathaway)
February 24, 2020	<ul style="list-style-type: none"> • Review use and status of 21st Century Library • Mid-Year Budget Review • Census (Sally Thomas)
March 16, 2020	<ul style="list-style-type: none"> • Open Letter to HUSD Update • Bylaws update • Post occupancy customer satisfaction survey
April 20, 2020	<ul style="list-style-type: none"> • Presentation Summer Programs for youth • Presentation of Youth and Teen Programs/Teen Advisory Group • Review Meeting Room Policy
May 18, 2020	<ul style="list-style-type: none"> • Homework Support Center Report on year-end • Review Fine Free Policy
June 15, 2020	<ul style="list-style-type: none"> • Review Annual report to State Library • Year-end Commission Dinner?
July 20, 2020	<ul style="list-style-type: none"> • Recess
August 17, 2020	<ul style="list-style-type: none"> • Year-end Commission Dinner?

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