



CITY OF HAYWARD

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

Agenda - Final Library Commission

Monday, October 19, 2020

6:30 PM

Remote Participation

This meeting is being conducted utilizing teleconferencing and electronic means consistent with State of California Executive Order No. 29-20 dated March 17, 2020, and Alameda County Health Officer Order No. 20-10 dated April 29, 2020, regarding the COVID-19 pandemic.

How to provide live Public Comment during the meeting:

Click the link below to join the webinar:

<https://hayward.zoom.us/j/95818090083?pwd=UUJDTGZKcGRrNWJDTkNUUlpUbUV4Zz09>

Passcode: LcM6#7zp=

or

Dial: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799

Webinar ID: 958 1809 0083

Passcode: 282909743

A Guide to attend virtual meetings is provided at this link: <https://bit.ly/3jmaUxa>

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES

[MIN 20-107](#)

Library Commission Meeting Minutes of September 21, 2020

Attachments:

[Attachment I Draft Minutes of 09/21/20](#)

PUBLIC COMMENTS:

Members of the public are invited to submit any comments via email to Library@Hayward-ca.gov by noon (12:00 PM) on Monday, October 19, 2020. A report of all written comments received within the specified time period will be distributed to Library Commission members via email prior to the start of the meeting. Written comments will also be compiled into one file and published on the City's Meeting & Agenda Center under Documents Received After Agenda Published.

NEW BUSINESS

- a. Election of Officers
- b. Presentation by Literacy Plus Council
- c. Presentation on proposed Fine Free Policy

REPORTS

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

AGENDA BUILDING

[RPT 20-113](#) Library Commission 2020 Draft Agenda Schedule

Attachments: [Attachment I 2020 Draft Agenda Schedule](#)

ADJOURNMENT**NEXT MEETING – November 16, 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 20-107

DATE: October 19, 2020

TO: Library Commission

FROM: Library Director

SUBJECT

Library Commission Meeting Minutes of September 21, 2020

RECOMMENDATION

That the Library Commission review and approve the minutes of the September 21, 2020 Library Commission meeting.

ATTACHMENTS

Attachment I Draft Minutes of 09/21/20



**CITY OF HAYWARD LIBRARY COMMISSION
AGENDA**

REGULAR MEETING – September 21, 2020 6:30 PM

This meeting was being conducted utilizing videoconferencing consistent with State of California and Alameda County Shelter in Place orders.

I. Call to order

Commission Chair Lowe called the meeting to order at 6:31 p.m.

II. Pledge of Allegiance

The Pledge of Allegiance was recited.

III. Roll call

Present: Priscilla Banks, Shelby Bergeron, Carl Gorringer, Brigitte Lowe, Sofy Navarro, Anika Patterson, Suresh Sangiah, Karima Sharifi and Andrea Wong
Absent: N/A
Staff: Jayanti Addleman, Library Director
Melissa Burkley, Administrative Assistant III
Al Mendall, Council Member
Visitors: N/A

IV. Approval of Minutes

Motioned by Commissioner Sharifi to approve the July 20, 2020, Library Commission Minutes: seconded by Commissioner Bergeron. Passed 7-0-1.

V. Public Comments

There were no public comments.

VI. New Business

- a. Introduction of new and returning commissioners
- b. Discuss Agenda plan for 2020-21
 - a. Add Bylaws Update to Unscheduled Items

VII. Reports

- a. Library Director
 - a. Curbside pickup at Downtown Branch ongoing; as of October 6, will also be at Weeks Branch
 - b. Summer Reading Program registrations dropped compared to previous years but still successful
 - c. Lunch at the Library gave away 300-500 lunches weekly
 - d. Partnered with Hayward Promise Neighborhood and distributed 1,500 bags of school supplies to students in South Hayward (Tyrell, Glassbrook and Ruus schools)
 - e. 200 Census bags were given out in the schools also with supplies, census focused materials and books for children and youth in multiple languages
 - f. Checked out our Chromebooks to students for 1 year
 - i. Have also given out tablets that double as hot spots to assist families without access to internet
 - g. Census outreach event to be held Saturday, September 27 from 10a.m.-1p.m. Will be meeting at Glad Tidings Church before the event.
 - h. Library is doing lots of online programming, including regular story times, parenting classes, HPL in the Kitchen, English as a Second Language conversation groups, and special events like the August Muslim Appreciation Month presentations, and two Readathons
 - i. We received \$250,000 donation to purchase a bookmobile
 - i. Will take 9-12 months to receive since bookmobiles are typically custom made
 - ii. Donation includes cost of equipment and supplies and 1 year of staffing
 - iii. 4C's is also providing funding to assist with costs
 - j. Education regarding COVID-19 prevention has included encouragement of hand washing and mask-wearing and social media content on safety measures
 - i. Will investigate increasing material and education and obtain some references from Commissioner Banks
- b. City Council Liaison
 - a. Informed Commission that 92% of Hayward residents now have access to internet
 - b. Encouraged Commission to give recommendations to City Council regarding library needs and in what priority
 - c. Encourage Commission to place items they're passionate about on commission agenda for discussion
- c. Library Commissioners
 - a. Suggestion to have Friends of Hayward Library lead fundraiser campaign for bookmobile costs (i.e. an additional year of staffing, materials, etc.)
 - b. Request to add COVID-19 information on HPL website
 - c. Concern that website isn't as informative as it should be
 - i. HPL staff is working to make website more user friendly and easier to add information
 - d. Informed that online fine payment isn't functioning properly

- i. Idea to utilize HPL programs to gather likeminded people to take online classes in a group setting while social distancing

VIII. Agenda Building

Bylaws update – On hold

Post occupancy User Survey – On hold

Request to add:

Bookmobile input

Branchlets

Reminder to produce FY22 budget items endorsement to present to Council

IX. Adjournment

The meeting was adjourned at 7:48 p.m.

NEXT MEETING – October 19, 2020

Attendance Commissioner	Present at 09/21/2020 Meeting	Meetings Present to Date This Fiscal Year	Meetings Absent to Date this Fiscal Year
Priscilla Banks	✓	1	0
Shelby Bergeron	✓	1	0
Carl Gorringer	✓	1	0
Brigitte Lowe	✓	1	0
Sofy Navarro	✓	1	0
Anika Patterson	✓	1	0
Suresh Sangiah	✓	1	0
Karima Sharifi	✓	1	0
Andrea Wong	✓	1	0
Council Member			
Al Mendall	✓	1	0



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File #: RPT 20-113

DATE: October 19, 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
FY2020-2021 Draft Agenda Plan**

MEETING DATE	PROPOSED AGENDA TOPICS
September 21, 2020	<ul style="list-style-type: none"> • Introduction of new and reappointed Commissioners • Library Commission 2020 Agenda Plan
October 19, 2020	<ul style="list-style-type: none"> • Election of Officers • Literacy Plus • New Commissioner Orientation (6:00-6:30pm) TBD
November 16, 2020	<ul style="list-style-type: none"> • Library Commission Goals and Expectations • Heritage Plaza update/report • Friends of the Library • Bookmobile
December 21, 2020	<ul style="list-style-type: none"> • Commission Recess
January 18, 2021	<ul style="list-style-type: none"> • Review Meeting Room Policy • Review Customer Code Policy • Mid-Year Budget Review
February 15, 2021	<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 15, 2021	<ul style="list-style-type: none"> • Review Annual report to State Library • Weekes Branch
April 19, 2021	<ul style="list-style-type: none"> • Presentation Summer programs for youth • Presentation of Youth and Teen Programs
May 17, 2021	<ul style="list-style-type: none"> • Homework Support Center Report on year-end
June 21, 2021	<ul style="list-style-type: none"> • TBD
July 19, 2020	<ul style="list-style-type: none"> • Year-end Commission Dinner
August 16, 2021	<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"> • Bylaws |
| <ul style="list-style-type: none"> • Bookmobile Service |
| <ul style="list-style-type: none"> • Budget Priorities |