



CITY OF HAYWARD

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

Minutes

Library Commission

January 23, 2023

6:30 PM

Remote Participation

CALL TO ORDER

Commission Chair Patterson called the meeting to order at 6:32p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL

Present: Commissioners Priscilla Banks, Carl Gorringer, Shonda Goward, Sofy Navarro, Anika Patterson, Shareen Purcell, Suresh Sangiah, Kelly Sullivan, and Andrea Wong and Councilmember Julie Roche

Absent: N/A

Staff: Jayanti Addleman, Director
Melissa Burkley, Administrative Assistant III
Brad Olson, Management Analyst II

Visitors: Martin Gomez, MJGomez Associates- President and CEO
Liz Sanchez, City of Hayward, Maintenance Services/Facilities-Management Analyst II

APPROVAL OF MINUTES

MIN 23-013 Library Commission Meeting Minutes of November 21, 2022

Motioned by Commissioner Purcell to approve the November 21, 2022, Library Commission Minutes: seconded by Commissioner Sullivan. Passed 8-0-0.

PUBLIC COMMENTS

There being no general public comments, Chairperson Patterson opened and closed the public comment period at 6:36PM.

NEW BUSINESS

- a. Introductions
 - New Council Liaison-Councilmember Julie Roche
- b. Update on Weekes Needs Assessment
 - PowerPoint presentation led by Martin Gomez
 - Presentation and Report will be sent out following meeting
 - The Stack Community Services will have some library limited services and be a satellite location that will include literacy programs, homework support, education services, and a small rotating collection
 - Currently have deep partnerships with community groups including HUSD, 4Cs, and Hayward Promise Neighborhood and are continue to build new partnerships
 - Architectural Needs Assessment will follow
- c. Report on Heritage Plaza/Russell City Art Installation

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- Discussion led by Liz Sanchez
 - Request for Qualifications was due November 2022
 - Selected artist to contract for installation January 2023
 - Installation will include representation of unity, community, music, workmanship, oral history, etc.
 - A rendering will be shared with the Commission when the design is finalized
 - Installation will take approximately 4 months once contracts are completed
 - d. Commissioner Volunteer Opportunities
 - Majority of opportunities are in-person but there are virtual opportunities as well
 - Opportunities available at both branches
 - e. Mid-Year Budget Review/Annual Report to the State Library
 - PowerPoint presentations led by Brad Olson
 - Mid-Year Budget Review
 - ARPA funds need to be allocated by the end of 2024
 - Grants go by Fiscal Year and must be spent by the end of June
 - HPN which runs by calendar year
 - Library will receive approximately \$3 million for the next 3 years
 - Examples of supplies and services depend on grant rules, but can be office supplies, programming supplies, furniture, consultant fees, membership fees
 - Annual Report to the State Library
 - Report stats cover July 2021-June 2022
 - Jayanti will send out 3-year comparison statistics after meeting
 - Working on updating library card renewal process not require an in-person visit

Motioned by Commissioner Goward to accept the Mid-Year Budget Review report and form a subcommittee to write a Letter of Recommendation to City Council: seconded by Commissioner Banks. Passed 9-0-0.

- Commissioners Banks, Purcell, and Goward volunteered to form the subcommittee
- Jayanti will provide list of requests and letter of recommendation from last year

f. Selection of New Chairperson

- Chairperson Patterson will no longer be on the Library Commission after this January meeting
- Commissioners should send nominations for new Vice Chair to Jayanti 3 days prior to the next Commission meeting on February 27th

Motioned by Commissioner Goward to promote Vice Chair Navarro to fill Chairperson position for the remainder of this term and vote to fill Vice Chair position at next meeting: seconded by Commissioner Sangiah. Passed 9-0-0.

OLD BUSINESS

- a. Report from Meeting Room Committee
- Document overview led by Chairperson Patterson
 - Fees collected from room reservation fees go into General Fund
 - If approved, the pilot with these recommendations will begin in July after the Master Fee Schedule is approved by council and go for a year, with a review period after 6 months

Motioned by Commissioner Gorringer to accept Meeting Room subcommittee recommendations: seconded by Commissioner Purcell. Passed 9-0-0.

RECOMMENDATIONS

- a. Revise Best Practices to include succession plan of Chair and Vice Chair positions
- Commissioner Sullivan, Purcell, and Navarro will form subcommittee

REPORTS

- a. Library Director
- Makers Space will open 2/4 with limited hours and will slowly expand

- Will host an open house 2/4 as well
- Zip Book Program will be starting soon
 - Program will allow a patron to request a book we don't have in collection and with staff approval, we will place an Amazon order for the book which will be mailed directly to the patron and once they're done with the book, it will be returned to the library and be entered into the collection
- HPN Grant of \$60 million with 3 million to library
- Fence and security cameras have gone up at Weekes
- Security Guard hours will be expanded to cover full building operation hours at both branches
- Starting ASL Story Time once a month
- \$200,000 donation received from Martins Foundation that will be going towards a Tech Mobile
 - Action Item: Per Commissioner request, letter writing subcommittee will draft a thank you letter
 - Action Item: Jayanti will send Commissioners information on donation information
- Current Supervising Librarian position will be underfilled as a Librarian II position until we are able to do a department reorganization in the new Fiscal Year
- Library Commission vacancy won't be filled until September
- b. City Council Liaison
 - 1/9 Council appointed Dan Goldstein to fill Council seat vacated by Mayor Mark Salinas
 - 1/17 vacant Planning Commission seats were filled after reviewing 36 applicants
 - 1/28 8am-12pm Hayward Clean and Green Task Force Neighborhood Cleanup at Rancho Arroyo Park
- c. Friends of Hayward Library
 - Looking for more volunteers
 - Almost having a book sale every weekend but would be able to hold them more regularly if there were more volunteers
 - A scholarship application for HPL employees will be launching soon
- d. Library Commissioners
 - Hayward's 2nd Lit Hop will be held 4/22
 - Literary and poetry crawl through Hayward
 - Looking for high school student volunteers for NAACP in-person program at Bret Harte
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AGENDA BUILDING

- a. Add vote for Vice Chair to February
- b. Add review of Best Practices updates to March
- c. Add update from Letter Writing Subcommittee to March
- d. Remove Meeting Room Policy Update from February
- e. Add Discussion and possible appointing of new Library Commission liaison for Russell City Committee to February

ADJOURNMENT

The meeting was adjourned at 8:46 p.m.

**NEXT MEETING – February 27, 2023
(3rd Monday falls on Presidents' Day holiday)**

Attendance Commissioner	Present at 1/23/2023 Meeting	Meetings Present to Date This Fiscal Year	Meetings Absent to Date this Fiscal Year
Priscilla Banks	✓	3	1
Carl Gorringer	✓	4	0
Shonda Goward	✓	3	1
Sofy Navarro	✓	3	1
Anika Patterson	✓	4	0
Shareen Purcell	✓	4	0
Suresh Sangiah	✓	4	0
Kelly Sullivan	✓	3	1
Andrea Wong	✓	2	2
Council Member			
Elisa Marquez*	-	2	1
Julie Roche**	✓	1	0

*Elisa Marquez no longer Council Liaison as of 1/23/2023 Commission Meeting

**Julie Roche began as Council Liaison as of 1/23/2023 Commission Meeting