

MINUTES

City of Hayward Library Commission - January 22, 2018

Call to order. Commission Chairperson McAllister called the meeting to order at 6:31 pm.

Roll call. Library Commissioners in attendance: Bergeron, Bufete, Lowe, McAllister, Murillo, Prada, Reynoso and Sharafali. Library Commissioners absent: Rogers. Council Liaison Salinas was not in attendance. Staff in attendance: Sean Reinhart, Lindsey Polanco and Lara Williams. There were no visitors in attendance.

Minutes from the December 18, 2017 regular meeting. The minutes were approved as submitted.

Public comments. There were no public comments.

21st Century Library transition and operating plan. Director Reinhart provided an overview of the plan, noting some schedule updates. Opening day ceremonies are developing as a festival that would take place on a Saturday and culminate with the official ribbon cutting. Features include a time capsule, donor recognitions, poetry contest, community "book chain" moving event, Youth Hall of Fame awards winners. Publicity and media will possibly comprise of the Friends of the Library conducting six interviews through Chabot's local cable access channel, press releases through local media and distribution of informational material to the library patrons.

Library Ambassador volunteer docents. Ms. Polanco provided an update. Education Services will partner with the Library Commission, currently active Library volunteers, and Cal State East Bay. Ambassadors will wear lanyards, polos, vests and/or buttons to indicate their status. Tours will be offered in multiple languages. Promotional materials will be multilingual. Exploring options for creating audio walking tours of the 21st Century Library.

21st Century Library virtual tour. Director Reinhart presented a 3D CAD virtual tour of the library.

Library Commission 2018 agenda plan. Director Reinhart presented the agenda topics for the 2018 calendar year and elaborated on each topic. The agenda plan is attached. Commissioner McAllister requested the Heritage Plaza item be added, and that the bylaws be distributed in advance of the May 2016 meeting. Commissioner suggested adding a patron survey about the new library.

21st Century Library construction. There will be some tours available between January and May. Director Reinhart will share notice of the tours with the commission.

Library Commissioner reports. There were no commissioner reports.

Friends of Hayward Library report. Commissioner McAllister has accepted the position of Vice President of Friends of the Library. First point of focus is the public informational stream by using the Chabot College public access channel to publicize Friends of the Library and Library events and news.

City Council liaison report. Director Reinhart stated that Councilmember Salinas sends his regrets he was not able to make the meeting. He now has a class to teach on Monday nights and will not be able to attend the meetings for this school semester.

Agenda building. Commissioner Sharafali suggested adding internal goals to agenda building. The agenda for the 2018 calendar year was reviewed and updated, and is attached. The next Library Commission meeting will take place on February 26th, 2018.

Adjournment. Commissioner McAllister adjourned the meeting at 7:27pm.