

MINUTES

City of Hayward Library Commission - March 19, 2018

Call to order. Commission Chairperson McAllister called the meeting to order at 6:41 pm.

Roll call. Library Commissioners in attendance: Bergeron, Bufete, Lowe, McAllister, Reynoso and Sharafali. Library Commissioners absent: Murillo, Prada and Rogers. Council Liaison Salinas was not in attendance. Staff in attendance: Sean Reinhart, Lindsey Polanco, Clio Hathaway and Lara Williams. Visitors in attendance were Chayla Gibson and Sonya Estrada of Hippie's Brew.

Minutes from the January 22, 2018 regular meeting. The minutes were approved with Commissioner Bufete abstaining.

Public comments. There were no public comments.

21st Century Library transition and operating plan. Director Reinhart provided an update on the opening of the 21st Century Library. The tentative grand opening date is the beginning of July. PG&E portion has been completed. The City Council will be reviewing the transition and operating plan on March 27th. This date has moved to April 17th at 7PM at City Hall. It will be an Informational Report. There may or may not be a discussion. A location has been identified for a time capsule, near the entrance on the garage side. The items that will go into the time capsule are still being discussed.

Library policies and procedures. Supervising Librarian Clio Hathaway presented the Collection Development Policy update. The policy is based on the Library Bill of Rights. The Library currently has 165,000 records in the collection, 35,000 e-books and 75,000 physical books. Commissioner Reynoso asked Ms. Hathaway if there has ever been a case of a patron challenging a book. The Librarians did their research, and determined the book would not be removed from the collection. Commissioner Sharafali suggested signage to let patrons know of the e-book offerings available. Ms. Hathaway agreed, and said she thinks the new checkout system will let patrons know there are e-books available online. Director Reinhart requested that the Library Commission formally approve the Collection Development Policy. Commissioner Reynoso made a motion and Commissioner Bufete provided a second motion. Commissioner Sharafali abstained. All other commissioners approved.

Pocket Café. Sonya and Chayla, owners of Hippie's Brew, introduced themselves. A conversation ensued regarding the menu items available at Hippie's Brew and at the Pocket Café. Director Reinhart added that the summary of the general terms should have included the detailing of Hippie's Brew being a preferred vendor for meetings held at the Library. Certain fees, like that of using the warming kitchen, will be waived if utilizing Hippie's Brew for catering services. The initial contract period is to be 60 months. Commissioner Reynoso suggested a cooking demo in the Makerspace/Library. Commissioners and staff discussed the possible scenarios of patrons not following policy and procedures in the Library and at the café, and how to handle those situations.

All third party operating agreements will go to City Council on April 17th.

Art Gallery. There will be two walls, both on the second floor. The Library approached the Hayward Arts Council and Sun Gallery to operate the galleries, in the same manner that they do the City Hall gallery. There will be new artwork four times per year. Once per year, the artwork must be created by local, Hayward youth. At least once per year, new artwork must be displayed by Hayward residents, collected through an open call for artists. They are responsible for maintaining the gallery and curating the art. The length of term has not been defined yet. It will likely be a few years to start.

Bookstore/Gift Shop. The Friends will set their own hours of operation, based on the Library operation hours. The Friends will not pay rent to the Library, however, all proceedings from their book sales are donated to the Library. The City of Hayward currently carries the Friends on their general liability insurance, and that will continue to do so. Chairperson McAllister added that the merchandising section will be a large profit center for the store. The Friends will be putting together an ongoing list of where their funding goes.

Local History Center. The Hayward Area Historical Society will curate the items in the local history area inside the 21st Century Library, mostly from their own collection. They will be compensated at a rate of \$12,000 per year. Library staff will be on site during operating hours as a point of contact for the material.

Library Commissioner reports. Director Reinhart announced that the Annual Boards and Commissions open house would like Library Commission volunteers to help on Saturday, May 12th from 12N-4PM at Weekes Park. The Library Commissioners agreed to get back to Director Reinhart, to confirm if they can volunteer.

Friends of Hayward Library report. Director Reinhart reported that the Friends have raised \$477,00 to date. They are on track to hit their \$500,000 by the grand opening. The deadline to donate or pledge to reserve their plaque has been extended to Wednesday, March 21st. The second half of the campaign will be for the one-year anniversary of the grand opening.

City Council Liaison. There was no report as Councilmember Salinas was not in attendance.

Agenda building. Director Reinhart reviewed the upcoming agenda items. Next month's meeting will include the Computer Use Policy, Diversity, Inclusivity and Equity Policy Statement, Energy and Environmental Sustainability Policy. We are hoping to do a Library preview tour, dependent on how the construction progresses. A patron survey was also tentatively scheduled for April. Some of the items may be pushed to May. Commissioner Lowe suggested moving the preview tour to May. The Commissioners agreed with this move.

Adjournment. Commissioner Chairperson McAllister adjourned the meeting at 7:51pm.