

MINUTES

City of Hayward Library Commission – November 26, 2018

Call to order. Commission Chairperson McAllister called the meeting to order at 6:33 pm.

Roll call. Library Commissioners in attendance: Bergeron, Bufete, McAllister, Murillo, Prada, Reynoso, Sharafali and Zhang. Commissioner Lowe was not in attendance. Councilmember Liaison Salinas was not in attendance. Staff in attendance: Interim Library Director Jane Light and Administrative Assistant Lara Williams. Visitors in attendance was Councilmember Mendall.

Minutes from the October 15, 2018 regular meeting. The minutes were approved with a motion by Commissioner Prada and a second by Commissioner Reynoso. Commissioner Murillo abstained.

Public comments. There were no public comments

New Business. Commissioner goals. Interim Director Light stated she would like to plan the agenda for the Library Commission for the next coming months. Commissioner Sharafali asked what are the goals of the library and suggested that the commissioner's goals could be aligned with those. Director Light stated that once the new library opens, there will be more information on what the needs are, a better profile of library patrons, and a good idea of who is missing from that group.

She stated that the new Library Director may want to create a strategic plan, once the new library is open, and to assure that they are in alignment with City Council's goals. Director Light said that the library will revisit the meeting room policies, to simplify the current policy. The policies should emulate the ones utilized by City Hall for room rentals. The Education services and Literacy services staff is also currently scheduled to present an overview of their programs in January.

A discussion ensued regarding the library opening hours, and the possibility of extending weekday hours and opening on Sunday. Director Light advised that adding Sunday hours would require a meet and confer with the union.

Councilmember Mendall stated that the council is in support of extending library hours and the passage of Measure T makes this possible. He suggested that a recommendation from the commission would be appreciated.

Commissioner Prada would like to see a Library Commission meeting that is more like a workshop, an open discussion about trade-offs.

The commissioners discussed a patron survey. Several Commissioners agreed to meet prior to the January Library Commission meeting, to create a preliminary questionnaire for library patrons, regarding the 21st Century Library. The questionnaire should include library hours, looking at underserved communities. There would be one survey for regular library patrons, and a different one for those visiting the library for the first time. Commissioner Murillo suggested that the survey be available in different languages. Chairperson McAllister added that the Friends of the Hayward Library also have a large database of library patrons.

The Library Commissioners would like a Weekes branch library update at the next meeting.

Old Business. Interim Library Director Jane Light provided an update on construction of the 21st Century Library. Once there is a certificate of occupancy, staff will need at least 3 weeks to get moved in, put furniture in its place and learn to operate the building. She estimates the library will open middle of January 2019. A key access system will be installed soon. Staff is currently not working in the new library building. They are at Weekes and scattered through City Hall.

Library Commissioner reports. Chairperson McAllister shared thoughts on the interview committee for the new Library Director. Interviewees appeared before four different committees. The soft opening of the library was amazing and well attended. There were around 3,000 people in attendance.

Friends of Hayward Library report. Chairperson McAllister reported that the Friends of the Hayward Library store is up and running. They will soon announce the donor events. There will be two different groups, one of \$1,000 and above donors and the other for the \$250-\$500 donors. Friends are now in the second phase of fundraising for the donor plaques. The leaves from the first phase of fundraising, have not been fabricated yet. They are pending approval of a change order.

City Council Liaison report. Councilmember Mendall suggested that commissioners review the minutes in advance of the meeting, to help refresh the memory of items that were discussed in the prior meeting.

Interim Library Director report. Director Light said that the budget process is starting. The supplies and services budget needs to be revisited. The library has a management analyst on loan, and are currently drafting a plan to finalize a proposed budget document, even if a new management analyst is not hired in time to work on it.

Agenda Building;

- a. Literacy Services Overview and Status
- b. Education Services Overview and Status

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

