



## LIBRARY COMMISSION MEETING MINUTES REGULAR MEETING OF JANUARY 28, 2019 CITY HALL – CONFERENCE ROOM 2B

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### I. Call to order

Commission Chairperson McAllister called the meeting to order at 6:36 pm.

### II. Pledge of Allegiance

All in attendance recited the Pledge of Allegiance

### III. Roll call

Present: Bergeron, Bufete, Lowe, McAllister, and Zhang  
Absent: Prada, Reynoso and Sharafali  
Staff: Jayanti Addleman, Director of Library Services  
Lara Williams, Senior Secretary  
Sally Thomas, Supervising Librarian/Acting Education Services Manager  
Ivan Padilla, Lead Program Assistant  
Michelle Gee, Literacy Plus Coordinator  
Al Mendall, Councilmember

### IV. Approval of Minutes from the November 26, 2018 regular meeting

Motioned by Commissioner Lowe to approve the November 26, 2018 Library Commission Minutes: seconded by Commissioner Bergeron. Passed by 5-0-0.

### V. Public Comments

None

### VI. New Business

#### Education Services Overview and Status

Sally Thomas introduced herself as the interim Education Services Manager. She then introduced Michelle Gee, presenter, Literacy Program Coordinator. Ms. Gee reported that the literacy services staff consisted of Friederike Glassey and Amber Bell. Ms. Gee also provided a brief background introduction on her career. Ms. Gee provided a detailed overview of the Literacy Services programs. Ivan Padilla, Lead Program Assistant, and coordinator of the after-school Homework Support Center program sites, introduced himself and provided a detailed overview of the program. Co-Chairperson Bufete requested to see data on the success of the program. Mr. Padilla agreed to send data after the completion of the school year. Both presentations are provided as attachments to the Minutes.

## Introductions

All attendees at the Library Commission meeting introduced themselves.

## Weekes Branch Library Update

Director Addleman reported that the branch is very busy. They have several new programs, and new patrons who had never before been to Weekes. The library has new computers, chairs and a new printer. Storytime is very popular, and well attended. Commissioner Zhang suggested a Chinese language storytime, with a volunteer opportunity. Director Addleman stated they are open to suggestions and ideas. Commissioner Lowe suggested the Chinese teachers at Stonebrae Elementary would be able to provide helpful input on book suggestions.

## Patron Survey Questions Review

Commissioner Prada was not present to provide a review. Commissioner Zhang had suggested a questionnaire comprised of 5 questions. The deadline for review was pushed to February, due to the delay of the library opening.

## VII. Old Business

### 21<sup>st</sup> Century Library Construction Update

Library Director Addleman provided an update on construction of the 21<sup>st</sup> Century Library. There have been many challenges during the construction process. The conduits near the elevator are among factors delaying the temporary certificate of occupancy. Once that certificate is obtained (TCO), staff can have access to the library and begin to prepare it for opening. Library staff is eager and looking forward to the library opening. They are providing outreach to the community and doing the best they can to offer a continuity of services, so that citizens feel they are still getting library services. The PG&E issue is not as drastic, as it had originally seemed. They had reported that the larger solar power converter might not fit. Regardless, it will not delay the library opening.

## VIII. Reports

### Library Commissioner reports

Commissioner Lower stated that Chairperson McAllister did an amazing job at the Martin Luther King celebration at Chabot College. Next year will have an onstage performance ASL signer.

### Friends of Hayward Library report

Chairperson McAllister stated that the Friends of the Hayward Library are learning how to operate a store. Donations are still coming in, and the online store is active. The second phase of selling plaques will commence, as soon as the first phase of the plaques is complete. The City Manager agreed to provide regular updates to Co-Chairperson Bufete and Chairperson McAllister, on the library opening date.

### City Council Liaison report

Councilmember Mendall described what he believes his role is. He is available to report things back to the City Council, and to report City Council initiatives back to the Library Commission. He is available to help and answer questions as well. He is not available to steer or push suggestions.

### Library Director report

Director Addleman has already provided the report on the library.

## IX. Agenda Building

- a. Review Annual report to state library, FY 17/18
- b. Meeting at Weekes branch.
  - Need to check schedule, Weekes conference room are booked up
  - Look at holding September meeting there
- c. Heritage Plaza Report
- d. Add update from Homework Support Center (Ivan Padilla), in July

## X. Adjournment

Commission Chairperson McAllister adjourned the meeting at 7:31pm