



## **LIBRARY COMMISSION MEETING MINUTES REGULAR MEETING OF JUNE 17, 2019 CITY HALL – CONFERENCE ROOM 2B**

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### **I. Call to order**

Commission Chairperson McAllister called the meeting to order at 6:35 pm.

### **II. Pledge of Allegiance**

All in attendance recited the Pledge of Allegiance

### **III. Roll call**

Present: Bergeron, Bufete, Lowe, McAllister and Sharafali  
Absent: Prada, Reynoso and Zhang  
Staff: Clio Hathaway, Supervising Librarian  
Lara Williams, Administrative Assistant

### **IV. Approval of Minutes from the April 15, 2019 regular meeting**

*Motioned by Commissioner Bufete to approve the April 15, 2019 Library Commission Minutes: seconded by Commissioner Sharafali. Passed by 5-0-0.*

### **V. Public Comments**

There were no public comments.

### **VI. Old Business**

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

Supervising Librarian Clio Hathaway stated that she would be filling in for Director Addleman at this Library Commission meeting. According to fire department there will be fire testing this week. There were some staff departures on the contractor's side, which has caused another delay due to a new project manager coming onboard. Storytime room in children's department is not complete, however the library can open without this. Building is very close to done, but unable to get occupancy permit until after fire testing. Communication regarding library update to the public was sent by the City of Hayward communications team a few months ago, and Jayanti is working with them to send an update in the next few weeks. All furniture and most equipment have been delivered to the library already. Staff will be trained to use

new equipment. In the Makerspace there is a laser cutter, milling machine and 3D Printer, focused on crafts and non-tech, knitting supplies, general craft, dye cutting machines. Patrons will need to sign up to use equipment.

## **VII. New Business**

### **Open Letter to HUSD from Library Commission**

All commissioners reviewed the open letter drafted by Commissioner Reynoso. Commissioner Bufete stated that letter should be carefully worded so as not to offend HUSD; asks should be specific, how can Library Commissioners help, etc. Commissioner Bergeron remarked the bigger issue would be to have no food at all available for the program. Commissioner Lowe inquired about the ask for reporting. Commissioner Sharafali wondered if HUSD perhaps already has reporting available on their site. Commission Chairperson McAllister suggested an invite to HUSD to ask them about their program with no strings attached, offer to help them and collaborate to improve. Lunch is funded by HUSD in partnership with CLA (California Library Association) per Ms. Hathaway. Councilmember Mendall provided his input and affirmed that the idea of opening a dialogue with HUSD and offering to partner to help was a great idea. Commissioner Sharafali suggested reaching out to the community for monetary donations to support the program to bring healthier food options and provide food for the adults. Director Addleman was to provide attendance numbers for sponsoring the program, if any local business wanted to do so.

Ms. Hathaway will provide the commission with the names of the appropriate HUSD contact and share with commissioners.

### **City of Hayward Budget and Goals**

Commissioner Bufete stated that he recalled this as an assignment for each commissioner to bring 2 goals to the next meeting. Commissioner Sharafali recalled that this was to be done after the library goals were shared with the commission, to ensure that the Commissioner goals were aligned. Commissioner Bergeron stated the library goals should be defined after the library opening, as priorities may shift. Ms. Hathaway stated the library is very committed to more community outreach. Library staff created a map of the areas in Hayward where there weren't too many library cards. Additionally, the library has been creating branchlets and pop up libraries. Commissioner Sharafali would like some clear goals, before the library opens as there is still Weekes branch and other outreach events going on, and to know how commissioners can help with. Commissioner Bergeron requested an updated city and library budget.

### **Discuss Opening Day Celebrations**

Chairperson McAllister shared that the Friends will be having an event this coming Wednesday at the new library for their large donors. Ms. Hathaway stated that opening day will be more like an open house, a normal business day with extra special activities. Patrons will be free to roam the library and visit all areas. There was a discussion about improving the quality of the outdoor speaker system. The passport/scavenger hunt idea was suggested by Commissioner Bufete.

## **VIII. Reports**

### **Library Commissioners**

Chairperson McAllister shared that she attended Oakland's White Elephant sale, where they raise several million dollars for Oakland libraries.

## **Friends of Hayward Library**

Chairperson McAllister shared that the large donor event will take place this coming Wednesday for Gold donors, \$1,000 and above. Next Wednesday will be an event for all other donors. The Friends expect 300 attendees at each event. There are few new members and a newsletter will be released quarterly, starting in September. Commissioner Bufete mentioned that the delay in completion of the library has affected the Friends' ability to fundraise.

## **City Council Liaison report**

City Council liaison Mendall shared that commission applications will close on July 15<sup>th</sup>, please share if you know people that may be interested in joining the Library Commission.

## **Library Director report**

Ms. Hathaway shared details of the library's summer programs. Lunch at the library is possible due to a grant from CLA . There are programs happening every day of the week. There is a Summer Reading Challenge where children receive book prizes for reading, or coupons for museums and to local businesses. Storytime is ongoing at the Veteran's Hall. A discussion ensued on other opportunities for outreach, like at hospitals and senior citizen centers. Ms. Hathaway welcomes suggestions for any community outreach. There will be a potential pop-up library at Southland mall and at a few of the Hayward police stations. The book vending machines did not work well, they were modified candy vending machines and constantly malfunctioned.

## **IX. Agenda Building**

- a. New Commissioner Orientation
- b. Library Commission Goals and Expectations
- c. Presentation of Summer Programs for Youth
- d. Presentation of Youth and Teen Programs
- e. Qualifications to Present at Library
- f. New Library Software and Tools

## **X. Adjournment**

Commission Chairperson McAllister adjourned the meeting at 7:45 p.m.