



**LIBRARY COMMISSION
MEETING MINUTES
REGULAR MEETING OF JANUARY 27, 2020
DOWNTOWN LIBRARY – MEETING ROOM C
888 C Street, Hayward, CA**

I. Call to order

Commission Chairperson Lowe called the meeting to order at 6:31 p.m.

II. Pledge of Allegiance

The Pledge of Allegiance was recited.

III. Roll call

Present:	Priscilla Banks, Shelby Bergeron, Brigitte Lowe, Anika Patterson, Pedro Reynoso, Suresh Sangiah, and Andrea Wong
Absent:	Zaine Sharafali and Karima Sharifi
Staff:	Jayanti Addleman, Library Director (Absent) Al Mendall, Council Member (Absent) Lara Williams, Administrative Assistant Clio Hathaway, Supervising Librarian
Visitors:	Judy Harrison – Friends of the Hayward Library

IV. Approval of Minutes from the November 19, 2019 regular meeting

Motioned by Commissioner Bergeron to approve the October 21, 2019 Library Commission Minutes: seconded by Commissioner Reynoso. Passed unanimously by 7-0-0.

V. Public Comments

There were no public comments.

VI. New Business

a. Review Customer Code of Conduct Policy

- Suggestions to include reference to wearing footwear and bathroom behavior policy
- Questions and discussion on policy on sleeping in the library
- Commissioners request to review all incident reports on a quarterly basis to see what the challenges are. Staff Hathaway said she will take this item back to the Director for follow-up.

b. Electronic Library Resources/ New Software and Tools

- Discussion on statistics and usage
- Suggestion to conduct a "digital drop in" event.
- Questions about how all services are publicized

VII. Reports

a. Library Commissioners

b. Friends of Hayward Library

- Bookstore had a soft opening this past Saturday (1/25)
- Still looking for a webmaster

c. City Council Liaison

d. Library Director (Report by Hathaway)

- Noon Year's Eve was a great success, highly attended.
- Saturday tours are very popular

VIII. Agenda Building

a. Library Commission 2020 Draft Agenda Plan

- No proposed changes to the agenda

Adjournment – The meeting was adjourned at 7:25PM

Attendance Commissioner	Present at 01/27/2020 Meeting	Meetings Present to Date This Fiscal Year	Absent to Date This Fiscal Year
Priscilla Banks	✓	4	0
Shelby Bergeron	✓	4	0
Brigitte Lowe	✓	3	1
Anika Patterson	✓	4	0
Pedro Reynoso	✓	4	0
Suresh Sangiah	✓	3	1
Zaineب Sharafali		1	2
Karima Sharifi		2	2
Andrea Wong	✓	4	0