



**LIBRARY COMMISSION
MEETING MINUTES
REGULAR MEETING OF June 15, 2020
VIRTUAL MEETING – MICROSOFT TEAMS**

I. Call to order

Commission Chair Lowe called the meeting to order at 6:30 p.m.

II. Pledge of Allegiance

The Pledge of Allegiance was recited.

III. Roll call

Present:	Priscilla Banks, Brigitte Lowe, Anika Patterson, Pedro Reynoso, Suresh Sangiah, Zaineb Sharafali, Karima Sharifi and Andrea Wong
Absent:	Shelby Bergeron
Staff:	Jayanti Addleman, Library Director Al Mendall, Council Member Melissa Burkley – Administrative Assistant III Brad Olson – Management Analyst II
Visitors:	Judy Harrison – Friends of Hayward Library

IV. Approval of Minutes from the February 24, 2020, regular meeting

Motioned by Commissioner Sharifi to approve the February 24, 2020, Library Commission Minutes: seconded by Commissioner Reynoso. Passed unanimously by 8-0-0.

V. Public Comments

There were no public comments.

VI. New Business

a. Report on status of the Library Services during closure

- Activities and actions that have occurred since closure include virtual library card applications and live story time events, Telephone Reference is available, Education & Literacy Programs have continued virtually, Career Online High School has recruited for a new student for the scholarship program, online tutoring, lending out Chromebooks through the School District, Juneteenth Read-a-Thon event, 2020 Graduate acknowledgement, Census calls, and more.
- Currently in the process of getting software to enable a chat reference option for patrons
- There is intention to continue online programming that has been established during the closure even after the branches re-open
- Methods of notification for events and programs have been: utilizing the mailing list, e-communication, posting on the Library's website and social media outlets, School District adds Library information in their newsletters
 - Will look into additional notification options like mailing out a calendar of events and the costs of performing such outreach
- Will look into providing programs, services, information and/or resources for assistance responding to the recent increase in domestic crises (domestic violence, injuries at home, child abuse etc.)
 - The planned 4-part Parenting Program will touch on some of these topics
 - Family Justice Center in Oakland could be utilized as a resource; possibly add their flyer on our website or work with them to do a live program for our community

b. Plans for reopening/expanding services to the public

- Curbside pick-up is currently going through proposal review and the goal for beginning is June 29th
- Lunch at the Library and the library's Summer Program and Summer Camps have been modified for social distancing and virtual platforms and will be held this summer
- Library re-opening is still not near, and it will be a very gradual process
- The Weekes Branch is going to remain closed for now and is not having any events held on grounds; it will take longer to re-open than the Downtown Branch
- The Plaza (across the street from the library) is still actively being worked on
- Due dates are being extended and no overdue fines are being assessed
 - The book drops on the garage side are open at the Downtown Branch

VII. Reports

- a. Library Director
 - The Friends of the Library have assisted in providing funds to boost the Library's online resources
 - We continue to actively and consistently look for new grants
- b. City Council Liaison
 - Budget discussions in relation to the library are on hold until next year; other budgetary topics are at the forefront during the COVID-19 crisis

- c. Friends of Hayward Library
 - \$30,000 AT&T Grant paperwork was completed by the group (and was approved)
 - Currently revising and modernizing Bylaws and Procedures
 - Hoping to start Amazon online sales when it is safe to access materials in the library
 - Revamping and adding content to their website and social media platforms
- d. Library Commissioners

VIII. Agenda Building

- a. Library Commission 2020 Draft Agenda Schedule
- b. Goals

IX. Adjournment

The meeting was adjourned at 7:31 p.m.