



**LIBRARY COMMISSION  
MEETING MINUTES  
REGULAR MEETING OF February 24, 2020  
DOWNTOWN LIBRARY – MEETING ROOM C  
888 C Street, Hayward, CA**

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**I. Call to order**

Commission Chair Lowe called the meeting to order at 6:34 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, Zaineb Sharafali, Karima Sharifi and Andrea Wong
Absent:	N/A
Staff:	Jayanti Addleman, Library Director Al Mendall, Council Member Sally Thomas, Supervising Librarian
Visitors:	Judy Harrison – Friends of the Hayward Library

**IV. Approval of Minutes from the January 27, 2020, regular meeting**

Motioned by Commissioner Sharifi to approve the January 27, 2020, Library Commission Minutes: seconded by Commissioner Sharafali. Passed unanimously by 9-0-0.

**V. Public Comments**

There were no public comments.

**VI. New Business**

**a. Census Report**

Supervising Librarian Sally Thomas gave an update on how Hayward Public Library is supporting Census 2020 and working with the State of California, the County of Alameda and the City of Hayward in helping to make sure our hard-to-count populations are reached.

- Census reporting will be is mainly online for the first time.
- Much depends on an accurate count, including distribution of federal funding, number of representatives, in Congress, etc.
- Library staff play a role as ambassadors. They are not census employees.
- HPL is partnering with Chabot College and other community organizations to educate the community of the importance of filling out the surveys.
- The Library will be placing branchlets (or the little birdhouse like libraries) in various neighborhoods to encourage participation
- Census assistance will be available at both the Downtown Library and the Weekes Branch. There will be computers and an area in each library reserved for people who wish to fill out their census forms at the library.
- Volunteer help will be available, but exact times of availability are yet to be determined.

**b. Request to Youth Commission re. invitation to attend Library Commission meetings**

- Discussion on getting youth participation in the Library Commission meetings. Youth are a key target audience for library services. After some discussion, it was suggested that the focus stay on HPL's Teen Advisory Group. Also suggested that when a satisfaction survey is created, there should be a section focused on teens.
- Chair Lowe appointed a committee to work on a user satisfaction survey consisting of Commissioner Sharafali (to chair the committee) and Commissioners Reynoso and Bergeron to be part of the Committee along with Director Addleman.

**c. Review use and status of 21<sup>st</sup> Century Library/Mid-year Budget Review**

- Director Addleman reported that the Downtown Library is very busy with door counts having more than doubled compared to the corresponding months at the previous downtown library. October, November, December 2019 and January 2020 have each seen over 30,000 people using the library monthly. Weekes branch has also seen an increase in use.
- Director Addleman expressed concern about the difficulty if staffing the four public service desks at the appropriate level. Plus, there are many new services and the square footage is much greater. However, the City is expected to go into a recession like the rest of the country so requesting additional staffing at this time is difficult.
- Council Member Mendall pointed out that the library had been planned as a building that would not need additional staff to function, and that the library department had received funding for one additional full time staff member and for on-call staff hours.
- Director Addleman thanked the City Council for their support and reported that the new Technology Librarian had joined HPL that morning.
- Discussion about how the commissioners could support the library/staff in their needs

and communicate with the City Council.

- Commissioner Sharafali requested additional data reflecting library use like program attendance and materials check out statistics.
- Director Addleman reported that Commissioners also will be given a quarterly report on suggestions/incidents/complaints/etc. received from library users.

## **VII. Reports**

- a. Library Commissioners  
Commissioner Reynoso reminded commissioners about the Library Journal Design Institute which will be hosted by HPL at the library and City Hall on May 8<sup>th</sup> 2020.
- b. Friends of Hayward Library
  - Bookstore open on Saturdays regularly now 11-3
  - Special CD/DVD sale to be held on Wed 4/26 4:00 – 7:00 PM
- c. City Council Liaison Mendall  
Main Street (between A and D streets) is being reimagined and will become more walkable and look more like B St in the downtown area.
- d. Library Director  
Starting a Veteran's Resource Center at the Downtown Library.

## **VIII. Agenda Building**

- a. Library Commission Draft Agenda Plan
- b. Goals

## **IX. Adjournment**

The meeting was adjourned at 7:55