



**CITY OF HAYWARD LIBRARY COMMISSION
AGENDA**

REGULAR MEETING – October 19, 2020 6:30 PM

This meeting is being conducted utilizing videoconferencing consistent with State of California and Alameda County Shelter in Place orders.

I. Call to order

Commission Chair 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, Carl Gorringer, Brigitte Lowe, Sofy Navarro, Anika Patterson, and Suresh Sangiah and Andrea Wong
Absent:	Shelby Bergeron and Karima Sharifi
Staff:	Melissa Burkley, Administrative Assistant III Clio Hathaway, Acting Library Director Al Mendall, Council Member Brad Olson, Management Analyst II Lindsey Vien, Education Services Manager
Visitors:	Stephen Omondi, President of Hayward Literacy Plus Council

IV. Approval of Minutes

Motioned by Chairperson Lowe to table the September 21, 2020, Library Commission Minutes approval until all commissioners have reviewed.

V. Public Comments

There were no public comments.

VI. New Business

- a. Election of Officers

- a. Chairperson Brigitte Lowe volunteered to remain chairperson
- b. Previous Vice Chairperson Sangiah requested to step down
- c. Commissioner Anika Patterson volunteered for Vice Chairperson
 - i. Commissioner Sangiah seconded Commissioner Patterson's Vice-Chair nomination
- d. Open roll call vote endorsing Chairperson Brigitte Lowe and Vice Chairperson Anika Patterson passed with 6-0-0
- b. Presentation by Literacy Plus Council
 - a. Lindsey Vien presented a slideshow overview of Literacy Plus programs
 - i. PowerPoint to be forwarded to all Commissioners
 - b. Stephen Omondi led an informative dialog of Literacy Plus Council and Programs and discussed goals for next year
- c. Presentation on proposed Fine Free Policy
 - a. Brad Olson presented slideshow regarding overview proposal of Overdue Fines at HPL
 - b. Motioned by Commissioner Patterson to approve proposal of Fine Free Policy; seconded by Commissioner Navarro
 - c. Open rollcall vote endorsing proposed Fine Free Policy passed with 7-0-0
 - d. Presentation Highlights
 - i. 125K patron accounts, 45K (36%) had existing balances, 23K (18%) had fee balances over \$20
 - ii. Overdue paid in 2011 was \$110,200 and decreased to \$55,483 in 2018
 - iii. Discovered fines & fees disproportionately impacts economically challenged areas of Hayward
 - iv. Over half of overdue fines were on materials checked out by children and teens
 - v. The costs associated with tracking and gathering fees in HPL staff time outweighs the amount we receive from collecting fees
 - vi. Benefits in Fine-Free transition (as discovered by other libraries who have gone fine-free) include reduction in late returns, long-overdue books being returned once fines were forgiven, and increase in circulation and visits
 - vii. Proposed to begin cessation of overdue fines January 1, 2021
 - viii. Existing balances would be waived so all patrons start with a clean slate
 - ix. Moving forward fees would still be collected for replacement cost

VII. Reports

- a. Library Director
 - a. HPL To Go recently opened at Weekes Branch
 - i. Between both branches there are To Go services every day of the week with the exception of Tuesdays and Thursdays
 - b. New Zoom story time programming has begun
 - i. Funding through First 5
 - c. HPL Downtown Branch will be an accessible voting location from 10/31 through 11/3
 - i. 10/31 through 11/2 9a.m.-5p.m. and 11/3 7a.m.-8p.m.
 - ii. Suggestion to reach out to partners for posting information on their platforms
- b. City Council Liaison

- a. Census Update
 - i. 70% online response rate and estimated additional 27% manual response rate
- b. Fine Free Policy
 - i. Add comments and answers to questions discussed in today's meeting to Staff Report going to Council
 - 1. Include a section stating the topic was discussed in the Commission meeting and it was supported with a unanimous vote
- c. December 15, 2020 is the last day of Al Mendall's time as a Councilmember
 - i. If Commissioners have a preference as to who the new commission liaison is, they should individually reach out to the Council Member directly to request their participation
- d. Reminder that Commission members may discuss things amongst themselves (verbally or in writing) as long as there isn't a majority (5 or more) participating in conversation
- c. Friends of Hayward Library
 - a. N/A – None in attendance
- d. Library Commissioners
 - a. Request for virtual tours of Downtown Library
 - i. Create a link to a recorded tour on our website
 - ii. Al Mendall volunteered to be "tour guide"

VIII. Agenda Building

Attachment: Draft Agenda Schedule

IX. Adjournment

The meeting was adjourned at 8:12 p.m.

NEXT MEETING – November 16, 2020

Attendance Commissioner	Present at 10/19/2020 Meeting	Meetings Present to Date This Fiscal Year	Meetings Absent to Date this Fiscal Year
Priscilla Banks	✓	2	0
Shelby Bergeron	-	1	1
Carl Gorringer	✓	2	0
Brigitte Lowe	✓	2	0
Sofy Navarro	✓	2	0
Anika Patterson	✓	2	0
Suresh Sangiah	✓	2	0
Karima Sharifi	-	1	1
Andrea Wong	-	2	0
Council Member			
Al Mendall	✓	2	0