



CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov

Minutes Library Commission

Monday, November 16, 2020

6:30 PM

Remote Participation

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL

Present: Priscilla Banks, Carl Gorringer, Brigitte Lowe, Sofy Navarro, Anika Patterson, Kelly Peterson, Suresh Sangiah, Karima Sharifi and Andrea Wong

Absent: N/A

Staff: Jayanti Addleman, Library Director
Melissa Burkley, Administrative Assistant III
Al Mendall, Council Member

Visitors: Kevin Briggs, City of Hayward Senior Civil Engineer (Heritage Plaza Project Manager)

APPROVAL OF MINUTES

MIN 20-107 Library Commission Meeting Minutes of September 21, 2020
(Item continued from previous meeting 10/19/2020)

Motioned by Commissioner Patterson to approve the September 21, 2020 Library Commission Minutes: seconded by Commissioner Banks. Passed 9-0-0.

MIN 20-124 Library Commission Meeting Minutes of October 19, 2020

Motioned by Commissioner Banks to approve the October 19, 2020, Library Commission Minutes: seconded by Commissioner Sharifi. Passed 9-0-0.

PUBLIC COMMENTS

There were no public comments.

NEW BUSINESS

- a. Heritage Plaza update
 - PowerPoint presentation provided by Kevin Briggs, Senior Civil Engineer for City of Hayward and Project Manager of Heritage Plaza
 - To date, project is 85-90% complete
 - Project should be complete and open to public by January 2021
- b. Bookmobile update
 - Contributions totaled \$295,000
 - \$250,000 received from donor
 - \$45,000 received from 4Cs
 - Decided on smaller bookmobile van to ensure it fits on city streets and all staff members can drive it without a special license classification
 - Bookmobile will be fitted with a wheelchair lift
 - An artist who has previously worked with the City and library is proposed to design bookmobile wrap
 - Expecting to receive bookmobile in hand around July 2021
 - In addition to providing patrons with materials, the bookmobile will also provide programming, story time, preschool visits, and attend outreach and community events
 - Patrons will be able to select bookmobile stops as their book pickup locations when placing holds
 - Tentative/preliminary plans: 3 days a week for regularly scheduled stops, 1 day a week for preschools and young children's services, 1 day a week for outreach (with community partners)
 - Will provide a 70-foot range for public wi-fi
 - Estimated vehicle capacity
 - Approx. 2,500 items
 - 3-4 people inside at a time
 - carts, tables, and chairs will be transported and placed outside at stops to provide additional space
 - Staffing costs
 - Donations will cover bookmobile staffing for 1 year
 - Savings of staff time from Fine Free Policy's elimination will be redirected to bookmobile staffing
 - Scheduled stops will be decided using staff suggestions, surveying the community, and researching areas of underserved patrons (schools, Senior living, residential areas with working parents, etc.)
 - Commissioner suggestions
 - Bring 3D printer and Makers tools on bookmobile occasionally
 - Provide a tour to Commissioners once vehicle is complete
- c. Racial Equity training

Requested to be moved to a future meeting when appropriate City employees are available to provide description of the training
- d. Library Commission Goals and Expectations
 - Suggestion to assign a Commission liaison for attending councils and HPL partner groups and committees
 - Friends of the Hayward Library

- Literacy Plus Council
- Commissioners asked to reach out to Jayanti if they're willing to participate in programming material to nurture a larger community presence
 - Staff can assist in recording and producing videos if Commissioners would prefer
- Goal for Commissioners to be more visible advocates for HPL on social media platforms
 - Like posts you see from HPL
 - Look at HPL calendar and share/promote items
- Produce a panel-style series of "Meet the Commissioners" to post on social media platforms
 - Jayanti and Commission Chair Lowe to discuss logistics
- Councilmember Mendall's suggestions for Commission goals
 - Focus on making decisions regarding the overall direction of the library
 - Assist Council to expedite decision making on HPL Council agenda items by providing written guidance and opinions
 - Vote or decide on at least one item every meeting
 - Ideas for items to discuss and vote on
 - Date for reopening to the public
 - Procedure and policy recommendations for reopening
 - Completion of the Children's area at Main Branch
 - Process for voting or discussing an item
 - Jayanti and/or HPL staff decide if an item should be discussed with Commission
 - Commissioners may decide that an item needs to be voted on and should request for that to take place in a future meeting
 - Items should be placed on Commission agenda upon determination of being a votable matter or worthy of a discussion with Commissioners

REPORTS

- a. Library Director
 - Plan to gradually begin reopening in Spring 2021
 - City hiring freeze will be lifted in January and HPL vacancies will be filled to get staffing back to capacity
 - City Council approved Fine Free policy
 - Announcement will go out within the next 2 months
 - Policy will go into effect January 2021
 - "Hope" themed read-a-thon will be posted at the end of the month and Commissioner volunteers are encouraged to participate
- b. City Council Liaison
 - Election results pertaining to the City
 - Measure NN granting Council authority to increase Transient Occupancy Tax - Passed
 - Measure OO charter amendment to a) replace gender specific pronouns with titles and non-gender pronouns and b) eliminate restrictions on who can serve on Commissions – Passed
 - Angela Andrews elected to fill Hayward City Council vacancy
 - The three Councilmembers up for reelection will all remain on Council

- c. Friends of Hayward Library
 - Update given by Jayanti on behalf of Friends of Hayward Library
 - Planning on reviving solicitation for membership and sending invitations out around holidays
 - Online Amazon store books are open and merchandise sales have increased
- d. Library Commissioners
 - Policy and Procedures/Operation of Commission committee volunteers: Commissioner Patterson, Commissioner Navarro
 - Jayanti will schedule a meeting with volunteers and Commission Chair and send an email with background information
 - Jayanti will reach out to City Attorney for guidance on the appropriate procedure for enacting the Policy

AGENDA BUILDING

- a. Requests to postpone
 - Meeting Room Policy due to COVID closures (from 1/18/21 meeting)
 - Customer Code Policy due to COVID closures (from 1/18/21 meeting)
 - Racial Equity training (from 11/16/20 meeting)
- b. Requests to add
 - Discussion about adding a one-way path in Heritage Plaza for COVID social distancing
 - Jayanti will discuss with Project Manager to see what planning would entail
 - COVID update (reopening, policies, progress, plan adjustments for different tiers)
 - Discussion regarding Main Branch Children's area and issues and delays with contractor

ADJOURNMENT

The meeting was adjourned at 8:01 p.m.

NEXT MEETING - January 18, 2021 (Following December recess)

Attendance Commissioner	Present at 11/16/2020 Meeting	Meetings Present to Date This Fiscal Year	Meetings Absent to Date this Fiscal Year
Priscilla Banks	✓	3	0
Carl Gorringer	✓	3	0
Brigitte Lowe	✓	3	0
Sofy Navarro	✓	3	0
Anika Patterson	✓	3	0
Kelly Peterson	✓	1*	0
Suresh Sangiah	✓	3	0
Karima Sharifi	✓	2	1
Andrea Wong	✓	3**	0
Council Member			
Al Mendall	✓	3	0

*Commissioner Peterson took over vacancy left by Commissioner Bergeron's departure and began her term at 11/16/2020 meeting

**Commissioner Wong appeared tardy at 10/19/2020 meeting; counted as present as no votes or matters were affected