



CITY OF HAYWARD

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

Minutes Library Commission

Monday, February 22, 2021

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, and Andrea Wong
Absent:	Karima Sharifi
Staff:	Jayanti Addleman, Library Director Melissa Burkley, Administrative Assistant III Elisa Marquez, Council Member Brad Olson, Management Analyst II
Visitors:	Helene Carr, Friends of Hayward Library Judy Harrison, Friends of Hayward Library

APPROVAL OF MINUTES

MIN 21-028 Library Commission Meeting Minutes of January 25, 2021

Motioned by Commissioner Patterson to approve the January 25, 2021 Library Commission Minutes: seconded by Commissioner Peterson. Passed 8-0-0.

PUBLIC COMMENTS

There were no public comments.

NEW BUSINESS

- a. Library eResources
 - a. Postponed to future date
- b. Farias Fund for Teen Services
 - a. Received \$100,000
 - b. Will be renaming the Teen Room in the Downtown Branch to honor the Farias' donation
 - c. Fund Plan of Service: \$10,000 young adult Spanish language materials, \$30,000 young adult materials (print and A/V), \$20,000 tech equipment for audio/video & digital learning lab, \$10,000 programs/speakers, \$5,000 stipends, scholarships, \$25,000 unrestricted (art & displays, online homework help, furniture, fixtures, equipment, Capital projects). This plan is a living document that may be changed and updated as needed.
 - d. Youth Commissioners and Teen Advisory Group will also be reviewing the fund Plan of Service
 - e. Funds are ready for use now and being held by the Friends of the Library
 - f. Suggestions
 - i. Use some funds to go towards teen mental health education and support (materials, speakers, etc.)
 - ii. Utilize some funds for VR technology, green screen and education courses on creating VR
 - iii. Advertise on all platforms and perform outreach when something new is purchased letting community know there's something new at the library
 - 1. Use TikTok as a marketing platform
 - iv. Create teen internships to develop interest in working professionally in a library
- c. GARE Training Outline
 - a. Government Alliance on Racial Equity – National Program
 - b. Cohort Mission: bring GARE training to all Commissions and Boards
 - i. 90-minute training provided by 2 GARE trained members from the City
 - 1. Can extend already scheduled meeting 30 minutes to leave time for normal items and training; preference is 6pm-8pm
 - 2. Possibly divide the training into two 45 minute sessions
 - 3. Prefer to hold training before reopening of Library

REPORTS

- a. Library Director
 - Upcoming Events
 - Japanese American Day of Remembrance 2/27 at 4 on Zoom
 - Book to Action program now accepting registrations
 - Read Across America Day March 2nd – will be posting readings for children
 - Black History Month Teen Art Contest extended through end of February
 - Name the Bookmobile survey extended
 - Career Online Highschool graduation being planned for May with 6 or maybe even more graduates
 - Women's History Month in March – programming now being planned
- b. City Council Liaison
 - Council Budget Marathon – May 8th
 - Will include items regarding the library i.e. extending library hours, getting additional staff for bookmobile, etc.

- Budget adoption happens mid-June
- c. Friends of Hayward Library
 - Elected 2 new board members
 - Amazon sales averaging \$1,000 per month
 - Preparing social media promotion guidelines
 - Organized a marketing committee that will begin outreach in June
 - Working on a new budget
 - Now accepting donations – one shopping bag/bankers box of books in good condition per donation
 - Donated approximately 300 books to book drive at Stonebrae Elementary
- d. Library Commissioners
 - Commissioners Navarro and Patterson are the subcommittee to discuss Commission Best Practices and will be working on this

AGENDA BUILDING

- a. Add discussion of formatting letter to Council from Commission regarding budget
- b. Add Youth Commission presentation and discussion in March
- c. Add Best Practices discussion

ADJOURNMENT

The meeting was adjourned at 7:47 p.m.

NEXT MEETING – March 15, 2021

Attendance Commissioner	Present at 2/22/2021 Meeting	Meetings Present to Date This Fiscal Year	Meetings Absent to Date this Fiscal Year
Priscilla Banks	✓	5	0
Carl Gorringer	✓	5	0
Brigitte Lowe	✓	5	0
Sofy Navarro	✓	5	0
Anika Patterson	✓	5	0
Kelly Peterson	✓	3*	0
Suresh Sangiah	✓	5	0
Karima Sharifi	-	3	2
Andrea Wong	✓	5	0
Council Member			
Elisa Marquez	✓	2**	0

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

**Councilmember Marquez' appointment began with 01/25/2021 meeting