



# CITY OF HAYWARD

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

## Minutes

### Library Commission

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**Monday, October 17, 2022**

**6:30 PM**

**Remote Participation**

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#### CALL TO ORDER

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

#### PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

#### ROLL CALL

Present:	Priscilla Banks, Carl Gorringer, Shonda Goward, Sofy Navarro, Anika Patterson, Shareen Purcell, Suresh Sangiah, Kelly Sullivan, and Andrea Wong
Absent:	Councilmember Elisa Marquez
Staff:	Jayanti Addleman, Director Melissa Burkley, Administrative Assistant III Brad Olson, Management Analyst II
Visitors:	Reina Escovedo, Lead Library Assistant-Bookmobile Services, Hayward Public Library

#### APPROVAL OF MINUTES

**MIN 22-120** Library Commission Meeting Minutes of September 19, 2022

Corrections to be made before posting: Under 'New Business' section, bullet 'e', correct typing error and change "on" to "one" and correct tally on attendance chart.

Motioned by Commissioner Bank to approve the September 19, 2022 with noted corrections, Library Commission Minutes: seconded by Commissioner Sangiah. Passed 9-0-0.

#### PUBLIC COMMENTS

There being no general public comments, Chairperson Patterson opened and closed the public comment period at 6:35PM.

#### NEW BUSINESS

- a. Bookmobile – 1 year of service report
  - PowerPoint presentation led by Reina Escovedo, Lead Library Assistant-Bookmobile Services
  - Employees keep statistics for each stop it makes (# of children visitors, adult visitors, tech devices lent, items checked out, etc.)
  - Schedules agreements with partnered locations are done quarterly to allow assessment of stop use, needs and effectiveness

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- Schedules are listed on BiblioCommons a month in advance and Instagram is utilized for posting stops as well
  - Suggestion to create a Google calendar for stops to allow easier access to some subscribers
  - Initial purchase was made from the Donna and Edward Martins Foundation and 4C's and staff funding came from several sources including Hayward Promise Neighborhood and the City of Hayward
  - Special event and routine visit requests can be made via application through the Bookmobile tab on the Hayward Library website

b. Election of Officers

- No nominations were received ahead of time
- Commissioners Gorringer and Sangiah made nominations during the meeting

Motioned by Commissioner Gorringer to nominate Commissioner Patterson to continue as Chairperson and Commissioner Navarro to continue as Vice Chair: seconded by Commissioner Sangiah. Passed 9-0-0.

c. Discussion of Commission goals

Ideas suggested:

- Continue discussions of MakerSpace and meeting room policies
- Have another Hayward LitHop event
- Enhance the marketing of HPL events
- Have a diverse group of story tellers host story times
  - Possibly national story tellers
  - Have a specific story time about Hayward history hosted by a long-time Hayward resident/employee
- Have the Commission lead/host a specific event for HPL
- Educate community on voting processes

d. Presentation on HPL's marketing/outreach methods

- PowerPoint led by Jayanti Addleman, Library Director
- School District targeted marketing using their Peachjar program newsletters
- KHRT Channel 15 posts past event videos and general outreach but not to advertise events and programming
- HPL announces upcoming events at City Council Meetings

## OLD BUSINESS

a. Revisit Best Practices

- Clarification of term of office for officers (Chairperson and Vice Chair)
  - Fix wording regarding yearly nominations will only occur as needed for expiring/vacant positions
- Clarification of remote participation guidelines
  - Procedures need to be updated
    - Add remote participation procedures
    - Strike current hybrid meeting instructions and add instructions when needed
- Best Practices Subcommittee will make updates and redistribute document to group

## RECOMMENDATIONS

a. No recommendations

## REPORTS

a. Library Director

- Weekes Branch Needs Assessment currently ongoing
- Trunk or Treat event 10/29, 11-1:30 with over 50 community partners
- Building won a Special Commendation for addressing Climate Crisis through Architecture from the Architectural Institute of Architects (AIA).
- b. City Council Liaison
  - No update
- c. Friends of Hayward Library
  - Book sale 10/22
- d. Library Commissioners
  - Meeting Room Policy Subcommittee will be meeting 10/21 for first discussion
  - Applications for proposals of qualified artists for the Russell City Art Project are now being accepted

**AGENDA BUILDING**

- a. Add Review of Code of Conduct and Banning Policy in place of Review Library Privacy/Confidentiality Policy for November's meeting

**ADJOURNMENT**

The meeting was adjourned at 8:16 p.m.

**NEXT MEETING – November 21, 2022**

<b>Attendance Commissioner</b>	<b>Present at 10/17/2022 Meeting</b>	<b>Meetings Present to Date This Fiscal Year</b>	<b>Meetings Absent to Date this Fiscal Year</b>
Priscilla Banks	✓	2	0
Carl Gorringe	✓	2	0
Shonda Goward	✓	1	1
Sofy Navarro	✓	2	0
Anika Patterson	✓	2	0
Shareen Purcell	✓	2	0
Suresh Sangiah	✓	2	0
Kelly Sullivan	✓	2	0
Andrea Wong	✓	1	1
<b>Council Member</b>			
Elisa Marquez	-	1	1