

MINUTES  
City of Hayward Library Commission  
December 18, 2017 @ 6:30 PM  
City Hall, Conference Room 2A  
777 B Street, Hayward, Calif.

---

Call to order. Commission Chairperson McAllister called the meeting to order at 6:32 pm.

Roll call. Library Commissioners in attendance: Bergeron, Lowe, McAllister, Murillo, Prada, Reynoso and Sharafali. Library Commissioners absent: Bufete and Rogers. Council Liaison in attendance: Council Member Salinas was not in attendance. Staff in attendance: Sean Reinhart and Lara Williams. Visitors in attendance: Carl Gorringer.

Minutes from the November 13, 2017 regular meeting. The minutes were approved as submitted.

Public comments. There were no public comments.

Poetry contest. Director Reinhart reported that the poetry contest deadline for submission is January 30, 2018. He further reported that a panel will convene in February to review the entries submitted via [www.haywardfriends.org](http://www.haywardfriends.org)

Furniture and technology plans. Director Reinhart reported that the City Council approved the furniture plan on December 5, 2018; and the Council Technology Applications Committee reviewed and assented to the technology plan as presented on December 7, 2018.

Library café operator Request for Qualifications (RFQ). Director Reinhart reported that the RFQ was issued on December 12, 2018. Commissioners discussed various details of the café and services the operator should provide, and the qualifications needed in a café operator.

Draft 21st Century Library transition and operating plan. Commissioners discussed various details of the plan to relocate library staff, furnishings, books and other materials from the current library to the 21<sup>st</sup> Century Library.

Library Commissioner reports. Commissioner Prada announced that Google has a volunteer program, "Google Serve". He offered his help to coordinate Google Serve volunteer days of service in the 21<sup>st</sup> Century Library. The proposed plan would have to be submitted to Google in March, 2018.

Friends of Hayward Library report. Commissioner McAllister reported on the progress of the Friends of Hayward Library fundraising efforts that have yielded over \$350,000 in proceeds so far. Commissioner McAllister also shared the details of the Charter Member Library card being offered to patrons.

Agenda building.

- a. 21<sup>st</sup> Century Library transition and operating plan
- b. Opening Day ceremonies
- c. Library policies and procedures
- d. Third party agreements

The next Library Commission meeting will take place on January 22<sup>nd</sup> due to the Martin Luther King Jr. holiday. The next Library Commission tour of the 21<sup>st</sup> Century Library is tentatively scheduled for February.

Adjournment. Commissioner McAllister adjourned the meeting at 7:40pm.