

MINUTES

City of Hayward Library Commission - February 26, 2018

Call to order. Commission Chairperson McAllister called the meeting to order at 6:33 pm.

Roll call. Library Commissioners in attendance: Bergeron, Lowe, McAllister, Murillo, Reynoso and Sharafali. Library Commissioners absent: Bufete, Prada and Rogers. Council Liaison Salinas was not in attendance. Staff in attendance: Sean Reinhart, Lindsey Polanco, Clio Hathaway and Lara Williams. There were no visitors in attendance.

Minutes from the January 22, 2018 regular meeting. The minutes were approved with an amendment by Commissioner Sharafali to reflect her request for adding "Commissioner Goals" to agenda building.

Public comments. There were no public comments.

21st Century Library transition and operating plan. Director Reinhart provided an update on the opening of the 21st Century Library. Currently waiting for PG&E to install a transformer to power the building. This is the large remaining piece of major work that will determine the rest of the building schedule. Currently it looks like it will be a June or July opening date.

Library policies and procedures. Supervising Librarian Clio Hathaway presented the Customer Conduct Policy update. Commissioner Murillo inquired about signage for the most often violated policies. Ms. Hathaway relayed that there are signs at the current library calling those out to patrons. Commissioner Sharafali suggested having a "Welcome" sign that includes an overall message of respecting the Library. Commissioner Reynoso suggested providing easy access to the policies, including a QR code for quick access to the complete policy list. He also suggested that a welcome sign include other languages, including sign language. Commissioner McAllister suggested that the Commission review the Customer Conduct Policy on a regular basis, every 2 years. Commissioner Lowe suggested the commission review the policy again sooner than two years due to the unforeseen changes that may have to be implemented due to the new library. Commissioner Lowe moved to approve the Customer Conduct Policy. Commissioner Bergeron provided a second motion. Approved unanimously.

Director Reinhart presented the Community Information Board Policy update. Commissioner McAllister inquired about the digital display. Director Reinhart stated that the policy is designed to cover paper and all digital postings. Commissioner Lowe moved to approve the Community Information Board Policy. Commissioner Murillo placed a second motion to approve it. Approved unanimously.

Director Reinhart presented additional updates to the 21st Century Library Meeting Room Fees. Commissioner Sharafali requested clarification on the janitorial fee. Director Reinhart agreed that the wording should be revised for clarification of the fee. Commissioner McAllister suggested revisiting the fees in a few months to determine whether they need to be revised. A discussion ensued regarding deposit amounts. Commissioner Lowe moved to approve the policy with the amendment of adding "hourly" between janitorial and service fee (under Other Library Fees) and adding "and use" after the words "group size" under the Rates – all user groups. Commissioner Reynoso requested the document be brought back after six months to see if any revisions need to be made. Commissioner Reynoso provided a second motion. Approved unanimously.

21st Century Library construction. Director Reinhart provided a time frame on the library construction during the library transition and operating plan comments at the beginning of the meeting.

Library Commissioner reports. Commissioner Lowe attended a City Council meeting and reported that some Council members indicated that they thought the 21st Century Library could be opening as early as May.

Friends of Hayward Library report. Commissioner McAllister provided an update on the New Leaf campaign. New brochures have been mailed out. To date, nearly 200 donors have given over \$412,000. That would allow the purchase of approximately 20,000 new books. The campaign will end on March 15th, may be extended to March 30th based on PG&E transformer installation date. The goal of the campaign is to raise a total \$1 million for new books and technology for the 21st Century Library. The first phase goal is to raise \$500,000 by the grand opening, and the second phase goal is to raise an additional \$500,000 by the 1-year anniversary of the new library.

Agenda building. Director Reinhart provided the updated agenda schedule for 2018. Director Reinhart reviewed the revisions and additions done per commissioners' input.

Director Reinhart announced that the City Council will be reviewing the 21st Century Library transition and operations plan on March 27th at 7PM and hopes that commissioners can attend this meeting.

Adjournment. Commissioner McAllister adjourned the meeting at 7:31pm.