



**LIBRARY COMMISSION
MEETING MINUTES
REGULAR MEETING OF APRIL 15, 2019
CITY HALL – CONFERENCE ROOM 2B**

I. Call to order

Commission Vicechair Bufete called the meeting to order at 6:37 pm.

II. Pledge of Allegiance

All in attendance recited the Pledge of Allegiance

III. Roll call

Present: Bergeron, Bufete, Prada, Sharafali, Reynoso and Zhang
Absent: Lowe and McAllister
Staff: Jayanti Addleman, Director of Library Services
Lara Williams, Senior Secretary

IV. Approval of Minutes from the March 18, 2019 regular meeting

Motioned by Commissioner Reynoso to approve the March 18, 2019 Library Commission Minutes: seconded by Commissioner Zhang. Passed by 6-0-0.

V. Public Comments

There were no public comments.

VI. Old Business

Commissioner Prada suggested advertising the Library Commission.

21st Century Library Construction Update

Director Addleman stated that fire inspection was still pending. Hopeful to have temporary certificate of occupancy by end of this month. Donor leaves will be placed this week or the next.

VII. New Business

Discuss Opening Day Celebrations

Director Addleman says the current tentative opening date is end of June, with a tentative June 29th (Saturday) opening date for the public. Make an "Open House" date with several different activities, and tours of the different floors scheduled in different languages. Would include music, maybe the Hayward Marching Band or Russell City Blues. The donor event could be the Thursday evening prior to the opening and another Wednesday evening for the different donor categories. She stated the library will need volunteers for the event, and is awaiting confirmation on the temporary certificate of occupancy, to confirm the opening date.

Commissioner Zaineb suggested tours during the first week and extra programs. She also suggested sending out communications regarding opening date early to the community.

Commission Vicechair Bufete inquired about name badges for the Library Commission.

Commissioners volunteered to help support the library opening day celebrations in the activities or as tour guides. Director Addleman is going to set up a tour for Library Commissioners to familiarize them with the building.

VIII. Reports

Friends of Hayward Library

Director Addleman provided an update on behalf of the Friends of the Hayward Library. The library presented financial requests for upcoming programs, including summer reading. The food for summer reading is provided through HUSD. She would like to find food options to provide for the parents and caregivers of the children, as well, as they are also often hungry.

Commissioner Sharafali inquired about the cost of someone sponsoring food for the program.

Commissioner Zhang suggested local businesses could provide catering in exchange for advertising.

Commissioner Reynoso suggested there be food options that are healthy. A discussion ensued regarding the quality of the meals provided to children through the Hayward Unified School District.

Councilmember Mendall suggested that the commission agendaize this item and write an official letter to the Hayward School District regarding their concerns over the unhealthy food options.

Commissioner Zhang inquired about the Library Commission survey creation. Commissioner Prada replied that he has the notes and will share them with the group. Commissioner Reynoso will draft the letter and bring it to the next meeting.

Library Commissioners

Commissioner Bufete announced that the poetry competition is ending this Sunday. Director Addleman will send the details of the poetry contest to the commission.

City Council Liaison report

City Council liaison Mendall had nothing to report.

Library Director report

Director Addleman had nothing additional to report.

IX. Agenda Building

- a. New Commissioner Orientation
- b. Library Commission Goals and Expectations (Commissioner Sharafali would like to know what the top 3 library goals are and top 3 Director's goals). Library Commissioners will bring 2 of their own goals to the next Library Commission meeting.
 - a. Move both items to July 2019 Agenda
- c. Presentation Summer programs for youth
- d. Presentation of Youth and Teen Programs Adjournment
 - a. Move both items to 2020 Agenda
- e. Opening Day Celebrations
- f. City of Hayward Budget and Goals
- g. Open letter to HUSD from Library Commission
 - a. For May 2019 Agenda

X. Adjournment

Commission Vicechair Bufete adjourned the meeting at 7:40 p.m.