



**LIBRARY COMMISSION
MEETING MINUTES
REGULAR MEETING OF JANUARY 27, 2020
DOWNTOWN LIBRARY – MEETING ROOM C
888 C Street, Hayward, CA**

I. Call to order

Commission Chairperson Lowe called the meeting to order at 6:31 p.m.

II. Pledge of Allegiance

The Pledge of Allegiance was recited.

III. Roll call

| | |
|-----------|---|
| Present: | Priscilla Banks, Shelby Bergeron, Brigitte Lowe, Anika Patterson, Pedro Reynoso, Suresh Sangiah, and Andrea Wong |
| Absent: | Zaine Sharafali and Karima Sharifi |
| Staff: | Jayanti Addleman, Library Director (Absent) Al Mendall, Council Member (Absent) Lara Williams, Administrative Assistant Clio Hathaway, Supervising Librarian |
| Visitors: | Judy Harrison – Friends of the Hayward Library |

IV. Approval of Minutes from the November 19, 2019 regular meeting

Motioned by Commissioner Bergeron to approve the October 21, 2019 Library Commission Minutes: seconded by Commissioner Reynoso. Passed unanimously by 7-0-0.

V. Public Comments

There were no public comments.

VI. New Business

a. Review Customer Code of Conduct Policy

- Suggestions to include reference to wearing footwear and bathroom behavior policy
- Questions and discussion on policy on sleeping in the library
- Commissioners request to review all incident reports on a quarterly basis to see what the challenges are. Staff Hathaway said she will take this item back to the Director for follow-up.

b. Electronic Library Resources/ New Software and Tools

- Discussion on statistics and usage
- Suggestion to conduct a "digital drop in" event.
- Questions about how all services are publicized

VII. Reports

- a. Library Commissioners
- b. Friends of Hayward Library
 - Bookstore had a soft opening this past Saturday (1/25)
 - Still looking for a webmaster
- c. City Council Liaison
- d. Library Director (Report by Hathaway)
 - Noon Year's Eve was a great success, highly attended.
 - Saturday tours are very popular

VIII. Agenda Building

- a. Library Commission 2020 Draft Agenda Plan
 - No proposed changes to the agenda

Adjournment – The meeting was adjourned at 7:25PM

| Attendance Commissioner | Present at 01/27/2020 Meeting | Meetings Present to Date This Fiscal Year | Absent to Date This Fiscal Year |
|------------------------------------|--|--|--|
| Priscilla Banks | ✓ | 4 | 0 |
| Shelby Bergeron | ✓ | 4 | 0 |
| Brigitte Lowe | ✓ | 3 | 1 |
| Anika Patterson | ✓ | 4 | 0 |
| Pedro Reynoso | ✓ | 4 | 0 |
| Suresh Sangiah | ✓ | 3 | 1 |
| Zaineb Sharafali | | 1 | 2 |
| Karima Sharifi | | 2 | 2 |
| Andrea Wong | ✓ | 4 | 0 |