



CITY OF HAYWARD

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

Minutes

Library Commission

Monday, January 25, 2021

6:30 PM

Remote Participation

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL

Present:	Priscilla Banks, Carl Gorringer, Brigitte Lowe, Sofy Navarro, Anika Patterson, Kelly Peterson, Suresh Sangiah, Karima Sharifi and Andrea Wong
Absent:	N/A
Staff:	Jayanti Addleman, Library Director Melissa Burkley, Administrative Assistant III Daniel Mao, Management Fellow for City Manager's Office Elisa Marquez, Council Member Brad Olson, Management Analyst II Mary Thomas, Management Analyst I for City Manager's Office
Visitors:	Helene Carr, Friends of Hayward Library Judy Harrison, Friends of Hayward Library

APPROVAL OF MINUTES

MIN 21-015 Library Commission Meeting Minutes of November 16, 2020

Motioned by Commissioner Banks to approve the November 16, 2020 Library Commission Minutes: seconded by Commissioner Patterson. Passed 9-0-0.

PUBLIC COMMENTS

There were no public comments.

NEW BUSINESS

- a. Heritage Plaza Art update (Continued from November meeting)
 - a. PowerPoint presentation lead by Daniel Mao and Mary Thomas from City of Hayward
 - i. Indigenous installment by Louis Chinn
 - ii. Eden Area Japanese American installment by Patricia Wakida
 - iii. Russell City installation will be added once committee and budget is decided
 - iv. Completion of Heritage Plaza estimated to be Spring 2021
 - v. Art installations should be installed by the end of 2021
 - b. Midyear budget review
 - a. PowerPoint presentation lead by Brad Olson, Management Analyst II, from City of Hayward
 - i. Total revenue approximately \$7.5 million
 - ii. 7 vacant budgeted positions will be filled now that the hiring freeze has lifted
 - iii. Circulation totals YTD: 35,164 physical items, 16,949 children's materials, 321 non-English materials, 24,695 E-resources. Pandemic related closure has caused a drop in circulation of physical materials but an increase in circulation of e-resources
 - 1. Looking at ways to balance the drop in Non-English material circulations
 - 2. Will look into an analysis of who is borrowing which materials
- c. Reopening plans
 - a. Original plans to open mid-March no longer practical with pandemic situation
 - b. A reopening plan is being worked on with no specific opening date
 - i. Commissioners will review and provide input on the draft plan hopefully at next Commission meeting before plan is finalized
 - ii. Weekes Branch will take longer than Downtown Branch to reopen due to difficulty to allow for social distancing

REPORTS

- a. Library Director
 - Saturday HPL To Go pickup began at Weekes Branch 1/23/21
 - City Hall honoring 149 Hayward residents who lost their lives to COVID-19 by posting 149 flags and shining an amber light on City Hall for 149 hours
 - California Library Association has asked State for early release of \$800,000 funds instead of scheduled June release) for Lunch at the Library and Safe Library, Safe Citizens (PPE)
 - Deliberation of early funds release began on 1/25/2021
 - Book to Action program this year will be around "Just Mercy" by Bryan Stevenson and will be launched in February
 - Holding readathon for Read Across America Day – March 2nd
 - Theme will be Read Across Hayward
 - Need volunteers to record reading a children's book or take a photo with a book in front of a Hayward landmark
- b. City Council Liaison
 - City Council currently on recess since December 15th and will resume 1/26/21
 - New Councilmember Angela Andrews appointed
 - Work Session on Measure C occurring at 1/26/21 Council meeting
- c. Friends of Hayward Library
 - Amazon online sales were up to \$1,000 per month before December shelter in place occurred
 - Additional donations of top sellers needed; current non-fiction, cookbooks, old math &

- chemistry textbooks and popular trade paperbacks
 - Donations will be accepted at Downtown Branch during HPL To Go hours
 - 1 bag or banker's box of donations per person
- \$100,000 donation received this month is being dedicated to Teen Services
- Hundreds of books will be donated to book drives being held at Stonebrae Elementary and Bret Harte Middle Schools (Ages 5-13) by 1/29/21
- Donating funds to support upcoming Bookmobile
- d. Library Commissioners
 - Attendance reminders
 - If more than 3 meetings are missed you may be dropped from the Commission
 - Please notify Melissa or Jayanti if you will be unable to attend a meeting
 - Jayanti will be checking with City Attorney regarding remote attendance at Commission meetings once pandemic is over

AGENDA BUILDING

- a. Remove review of Fine Free Policy item in February
- b. Move Reopening Status plans update to February
- c. Add discussion of Commission goals
- d. Add an update regarding Downtown Branch & Heritage Plaza construction for March
- e. Request to include how Farias \$100,000 donation will be utilized to update in April
- f. Move Weekes Branch update to June

ADJOURNMENT

The meeting was adjourned at 7:53 p.m.

**NEXT MEETING – February 22, 2021
(Skipping 3rd Monday since it falls on Presidents' Day)**

Attendance Commissioner	Present at 1/25/2021 Meeting	Meetings Present to Date This Fiscal Year	Meetings Absent to Date this Fiscal Year
Priscilla Banks	✓	4	0
Carl Gorringer	✓	4	0
Brigitte Lowe	✓	4	0
Sofy Navarro	✓	4	0
Anika Patterson	✓	4	0
Kelly Peterson	✓	2*	0
Suresh Sangiah	✓	4	0
Karima Sharifi	✓	3	1
Andrea Wong	✓	4**	0
Council Member			
Elisa Marquez	✓	1***	0

*Commissioner Peterson took over vacancy left by Commissioner Bergeron's departure and began her term at 11/16/2020 meeting

**Commissioner Wong appeared tardy at 10/19/2020 meeting; counted as present as no votes or matters were affected

***Councilmember Marquez' appointment began with 01/25/2021 meeting