



# CITY OF HAYWARD

Hayward City Hall  
777 B Street  
Hayward, CA 94541  
[www.Hayward-CA.gov](http://www.Hayward-CA.gov)

## Minutes

### Library Commission

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**Monday, March 15, 2021**

**6:30 PM**

**Remote Participation**

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#### CALL TO ORDER

Commission Chair Lowe called the meeting to order at 6:33 p.m.

#### PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

#### ROLL CALL

Present:	Priscilla Banks, Carl Gorringer, Brigitte Lowe, Sofy Navarro, Anika Patterson and Andrea Wong
Absent:	Kelly Peterson, Suresh Sangiah and Karima Sharifi
Staff:	Jayanti Addleman, Library Director Melissa Burkley, Administrative Assistant III Clio Hathaway, Supervising Librarian I Elisa Marquez, Council Member Ivan Padilla, Lead Program Assistant
Visitors:	Helene Carr, Friends of Hayward Library Harnoor Gill, Youth Commissioner Judy Harrison, Friends of Hayward Library Sruthy Sabesan, Youth Commissioner

#### APPROVAL OF MINUTES

**MIN 21-040** Library Commission Meeting Minutes of February 22, 2021

Motioned by Commissioner Wong to approve the February 22, 2021 Library Commission Minutes: seconded by Commissioner Gorringer. Passed 4-0-0.

**PUBLIC COMMENTS**

There were no public comments.

**NEW BUSINESS**

- a. Library eResources
  - a. PowerPoint presentation "Digital Library at HPL" led by Clio Hathaway, Supervising Librarian
- b. Report from Hayward Youth Commission Re: Teen Services
  - a. PowerPoint presentation "Made in Hayward: Student Incubator" led by Sruthy Sabesan, Library Youth Commissioner
  - b. PowerPoint presentation "First Gen Empowerment Project" led by Harnoor Gill, Library Youth Commissioner
  - c. Both proposals from the youth commissioners are being presented to HPL and will be considered for being added to the programming/services
- c. Commission Goals
  - a. Complete and decide on a deadline for Commission Best Practices
  - b. Write a letter to City Council in support of Library budget
  - c. Find ways to support HPL's reopening process
  - d. Get involved and stay abreast with the budget and fiscal plans
  - e. Advocate for HPL and share resources with the community
  - f. Assist with creating a policy for HPL's Maker's Space
  - g. Ensure Strategic Roadmap projects are being addressed and assist in finding ways to implement plans
    - i. Strategic Roadmap is currently being updated and the new version will be finalized late April/early May
  - h. Find additional ways to support Weekes Branch
- d. Library Budget Priorities
  - a. Additional staffing for Bookmobile
    - i. Currently working with outside resources to get funding for staff costs
  - b. Extending library hours
    - i. Propose to include Sundays and additional evening hours on Thursdays and Fridays but in the next calendar year

**REPORTS**

- a. Library Director
  - Requesting stimulus funds for:
    - Expanding Tech Lending Library
    - Architectural and community assessments and basic remodel for Weekes Branch
    - Motioned by Commissioner Patterson to approve the proposal to compose a letter to Council with the suggested stimulus fund utilization requests: seconded by Commissioner Banks. Passed 6-0-0.
- b. City Council Liaison
  - HPD will be holding Virtual Community Academy 6-8:15 Wednesdays: 4/7 through 4/28
    - Spanish version held from 6-8:15 Tuesdays 4/6 through 4/27
  - HPD and HFD utilization of drones being discussed in next Council Meeting
  - Youth Commission is recruiting, applications due 5/21
- c. Friends of Hayward Library
  - Writing social media guidelines
  - Looking into reopening Shopify store
  - Recruiting Board Members who hopefully will specialize in technical and website

- aspects
- Sold over \$1,300 on Amazon in the last month
  - Requesting assistance with Chinese and Japanese language books and translating text and ideas on marketing
- Promoting membership
  - Emailed membership letters
  - Will continue to send out letters around the 1<sup>st</sup> of the month every month
  - Commission suggested reaching out to Youth Commission members to recruit potential future members
- d. Library Commissioners
  - Request to receive documents and presentations via email and read prior to meeting to streamline processes and save time during meetings when possible

### **AGENDA BUILDING**

- a. Add Strategic Roadmap review and discuss written letter to Council to May
- b. Revisit Best Practices
- c. Revisit Library Goals

### **ADJOURNMENT**

The meeting was adjourned at 8:08 p.m.

**NEXT MEETING – April 19, 2021 at 6:00 p.m.**

<b>Attendance Commissioner</b>	<b>Present at 3/15/2021 Meeting</b>	<b>Meetings Present to Date This Fiscal Year</b>	<b>Meetings Absent to Date this Fiscal Year</b>
Priscilla Banks	✓	6	0
Carl Gorringer	✓	6	0
Brigitte Lowe	✓	6	0
Sofy Navarro	✓	6	0
Anika Patterson	✓	6	0
Kelly Peterson	–	3*	1
Suresh Sangiah	–	5	1
Karima Sharifi	–	3	3
Andrea Wong	✓	6	0
<b>Council Member</b>			
Elisa Marquez	✓	3**	0

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

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