



CITY OF HAYWARD

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

Minutes

Library Commission

March 20, 2023

6:30 PM

**City Hall
Conference Room 2A**

CALL TO ORDER

Commission Chair Navarro called the meeting to order at 6:32p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL

Present: Commissioners Priscilla Banks, Carl Gorringer, Shonda Goward, Sofy Navarro, Shareen Purcell, Suresh Sangiah, Kelly Sullivan, and Andrea Wong and Councilmember Julie Roche

Absent: N/A

Staff: Jayanti Addleman, Library Director
Melissa Burkley, Administrative Assistant III
Brad Olson, Management Analyst II
Erik Thurman, Librarian II

Visitors: N/A

APPROVAL OF MINUTES

MIN 23-039 Library Commission Meeting Minutes of January 23, 2023

Motioned by Commissioner Banks to approve the February 27, 2023, Library Commission Minutes: seconded by Commissioner Sangiah. Passed 8-0-0.

PUBLIC COMMENTS

There being no general public comments, Chairperson Navarro opened and closed the public comment period at 6:32PM.

NEW BUSINESS

- a. Technology Programs/Makerspace Update
 - PowerPoint presentation led by Erik Thurman, Librarian II
 - Materials for machine use
 - Users can bring their own or there are some materials available to purchase to cover costs
 - Some 3D Printing materials were donated so those are currently available at no cost
 - Staffing
 - Looking for volunteers to help runs program
 - Additional staffing would allow to have additional hours
 - During open hours there is always a library staff member inside the room
 - Timing
 - 2 hour reservations for 3D printers
 - Some machines are only reserved for 1 hour
 - Suggestions
 - Hold a contest for projects that utilize the machines
 - Promote the Makerspace to use for an upcoming art gallery contest
- b. Budget Priorities FY24
 - PowerPoint led by Jayanti Addleman, Library Director
 - Security Guards will be 2 fulltime positions; 1 for each branch

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- Collections amount is total for both print and e-resources for both branches
 - c. Review of Commission Best Practices
 - Updates made to and details regarding Chairperson & Vice Chairperson terms

Motioned by Commissioner Navarro to approve the changes made to the Commission Best Practices: seconded by Commissioner Goward. Passed 8-0-0.

- d. Recommendation to write to Council RE: AB2449 in-person meetings
 - Commissioners would like to send correspondence to City Council requesting they reach out to State Assembly on their behalf regarding concerns of restrictions still in place per the Brown Act even with AB2449
 - Commission Concerns
 - Having to meet quorum in person
 - Open door policy in a private places
 - Posting of remote address
 - Suggestion to share the letter written to council with other state libraries

Motioned by Commissioner Goward to approve the writing of a letter to Council to advocate on our behalf regarding in-person meeting restriction concerns : seconded by Commissioner Banks. Passed 8-0-0.

- e. Commission Meeting Day/Time Change
 - Two proposals
 - Saturdays with a start time between 10 and Noon
 - Stay with current
 - Concerns with current schedule
 - 2 additional staff/security would be needed to keep the library open past normal business hours
 - Concerns with safety issues leaving meetings in the late evening
 - Lack of public attendance
 - Decided to keep current schedule

OLD BUSINESS

- a. Letter Writing Committee
 - Now that new donation has been confirmed received, the Letter Writing Committee will write a thank you letter for donations

RECOMMENDATIONS

- a. No recommendations

REPORTS

- a. Library Director
 - Commission recruitments open 3/21 and interviews will be held in August
 - Partnership with 5 Sikh Seva to distribute meals to needed communities within Hayward
 - Diaper distribution has been successful
 - 150 diaper sets were fully given within 20 minutes
 - We're requesting to increase amount to 600 in new contract
 - Also requesting the addition of adult diapers
 - Curbie Bookmobile was recently vandalized and as a result has been out of commission for regular stops for the last few weeks
 - New Literacy Program Coordinator, Jessie Wu
 - Children's Book Art Donation Reception event was successful
- b. City Council Liaison
 - March 7th council meeting
 - alcoholic beverage ordinance update
 - adopting resolution for FY24 Master Fee Schedule
 - Keep Hayward Clean and Green Neighborhood Cleanup at St. Joaquin Catholic Church on Hesperian

Saturday, 3/25 8-Noon

- c. Friends of Hayward Library
 - No updates
- d. Library Commissioners
 - No updates

AGENDA BUILDING

- a. Remove Shonda's update

ADJOURNMENT

The meeting was adjourned at 7:59 p.m.

NEXT MEETING – April 17, 2023

Attendance Commissioner	Present at 3/20/2023 Meeting	Meetings Present to Date This Fiscal Year	Meetings Absent to Date this Fiscal Year
Priscilla Banks	✓	4	1
Carl Gorringer	✓	5	0
Shonda Goward	✓	4	1
Sofy Navarro	✓	4	1
Anika Patterson***	-	4	0
Shareen Purcell	✓	5	0
Suresh Sangiah	✓	5	0
Kelly Sullivan	✓	4	1
Andrea Wong	✓	3	2
Council Member			
Elisa Marquez*	-	2	1
Julie Roche**	✓	2	0

*Elisa Marquez no longer Council Liaison as of 1/23/2023 Commission Meeting

**Julie Roche began as Council Liaison as of 1/23/2023 Commission Meeting

***Anika Patterson no longer a Library Commissioner after 1/23/2023 Meeting