



CITY OF HAYWARD LIBRARY COMMISSION
Hayward Public Library
Administrative Office
835 C Street, Hayward

A G E N D A

Monday
September 19, 2005 - 7 PM
Library Commission Meeting

1. *Call to Order*

2. *Pledge of Allegiance*

3. *Roll Call*

4. *Minutes of Meeting of June 20, 2005*

5. *Public Comment*

The Library Commission welcomes public input. The first part of Library Commission Meetings is devoted to hearing comments from the public regarding general Commission business. Public Comment on specific agenda items may also be offered during the public input period. However, because of the Brown Act, the Commission cannot discuss or vote on any item raised by the public or any of its own members unless the item appears on the posted agenda. (Individual comments are set at a 3-minute time limit; comments on behalf of a group are set at a 5-minute time limit.)

6. *Friends of the Hayward Public Library Report*

This time is provided for a report on the activities of the Friends of the Hayward Public Library, to be provided by the Library Commission Liaison of the Board of Directors of the Friends.

7. *New Business*

a. **Election of Officers.** The Library Commission will elect a Chairperson and Vice Chairperson to serving during the FY 2005/2006 term.

b. **Commission Planning Calendar.** Commissioners will review the draft planning calendar, provide input for amendments and develop a theme for the year.



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New Business (continued)

c. **CALTAC Workshop October 29, 2005.** The Commission will discuss registration and attendance for the special Fall Workshop sponsored by CALTAC, "Technology Update for Trustees," to be held on Saturday, October 29, 2005 from 9 AM to 1 PM at the Santa Clara City Library.

d. **Planning for the Future (Funding for a New Main Library).** The Commission will discuss funding strategies with regard to the future possibility of building a new Main Library.

8. *Library Director's Report*

Report on the status of library activities and statistics including the areas of Administrative Services, Adult Services, Youth Services, Library Operations and the Literacy Program.

9. *Library Commission Report*

This time is provided for Commissioners to share information on Library activities in which they have been engaged or in which they will participate.

10. *City Council Liaison Report*

This time is provided for the City Council Liaison to share information on City matters that are of pertinence to the Library Commission.

11. *Agenda Building*

This time is provided for Commissioners to request items to be listed on the Library Commission Agenda for coming months.

12. *Meeting Evaluation*

This time is provided for Commission feedback regarding the meeting - noting procedures that were productive, identifying methods that could be adopted to improve effectiveness.

13. *Adjournment*



Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans with Disabilities Act of 1990. Please request the accommodation at least 48 hours in advance of the meeting by contacting Doug Moon at 510/881-7954 or by calling the TDD line for those with speech and hearing disabilities at 510/293-1590.

CITY OF HAYWARD
Minutes of the Library Commission Meeting
 June 20, 2005 - 7 PM

Administrative Office
 Hayward Public Library

1. **Call to Order**

The meeting of the Hayward Library Commission was called to order by Library Commission Chair Linda Bennett at 7:06 PM.

2. **Pledge of Allegiance**

Commissioners recited the Pledge of Allegiance.

3. **Attendance**

Commissioner	Attendance this Meeting	Present to Date Regular Meetings	Absent to Date Regular Meetings	Attendance Special Meetings
Linda Bennett	X	10	0	2
Lisa Brunner	0	8	2	2
William Burnside	X	8	2	2
Jessica Fields	0	7	3	2
Elsa Glines	X	9	1	2
Judy Harrison	X	7	1	1

City Council Liaison: City Council Member Bill Quirk

Staff: Doug Moon, Acting Library Director
 Linda Atwater, Administrative Secretary
 Judy Sander, Acting Library Operations Manager

4. **Approval of Minutes of Meeting of May 16, 2005**

Board Action: It was moved and seconded (Glines/Harrison) to approve the minutes of the meeting of May 16, 2005 as submitted. Unanimously carried.

5. **Public Comment.** No Public Comment was offered.

The Commission changed the order of an item of business on the agenda, and moved to the New Business Item (Presentation by the Acting Library Operations Manager).

6. **New Business**

Presentation by the Acting Library Operations Manager. Judy Sander, the Acting Library Operations Manager was introduced and welcomed. The Library Operations Division is the clerical staff of the Library, which includes the Library Pages, Senior Library Pages, Library Assistants, Senior Library Assistants, and Lead Library Assistants. Commissioners were provided a fact sheet that listed the duties and responsibilities of the Operations Division staff members. The first priority of the Operations Division staff is customer service. There is a commitment to making certain that the Library customer

leaves the Library happy or satisfied. The Operations Division is also responsible for the physical buildings, equipment and library vehicles, and interacts frequently with the Facilities, Building Management and Landscape Divisions. Library Assistants spend approximately one-half of their scheduled time serving on the Circulation Desk. When not on the Circulation Desk, there is a long list of assignments that are carried out by the Library Assistant staff. All of the Library Assistants have a primary assignment and are assigned to a specific department, such as Mending, Acquisitions, Processing, and/or LINK+. During the course of their work, Operations Division employees are also answering telephones, responding to bell calls to report to the Circulation Desk, and carrying out numerous tasks and duties. To illustrate a typical day in the life of a Library Operations Division staff member, the Library Commissioners and City Council Liaison were assigned to work with one or two of the staff members. At this time, the various assignments were explained and each person reported to their respective work site for a fifteen minute orientation to the work of the employees in the different areas of the Library Operations Division.

Commissioner Glines worked with Senior Library Assistant Valerie Davis on the Acquisitions Process. Commissioner Harrison reported to Library Assistant Linda Masuko to learn the LINK+ procedures. Commissioner Burnside learned the jobs of Processing and Mending, working with Library Assistants Olga Ramirez and Judy Reyes. Commissioner Bennett met with Senior Library Assistant Toni Macaluso to prepare a Library Page schedule. Council Member Quirk worked with two Library Pages, Mary Bulnes and Marilyn Vance, to learn check-in, rough sort, sensitizing and shelving. When the group reconvened, favorable comments were offered on the "hands on" experiences. The Acting Library Operations Manager and Acting Library Director provided answers to various questions that were raised. The Commission thanked Judy Sander for the presentation.

7. **Friends of the Hayward Public Library Report.** Commissioner Harrison provided the Friends of the Hayward Public Library Report. She invited Commissioners to participate in the Saturday Book Sales by signing up to work the events. A Big Book Sale was held in May that raised \$3130. In addition, during the month of May, the three Saturday book sales raised \$685 and the Marge Keller Sales raised \$286. Commissioner Brunner has volunteered to conduct the Internet booksales (as formerly handled by Bob and Anne Ford) and has been working with Lyle Spiczak on selecting the initial 30 titles to list on Amazon.com. The "Shop for the Library" website has been developed and slight adjustments are being made. Acting Library Director Doug Moon provided a copy of the draft flyer that has been developed for staff and explained the procedures involved in making online purchases through this website. The Friends have appropriated funds to pay for some of the upcoming Harry Potter Party expenses, several end of the bookshelf display cases and a print release station for the Children's Room. The coupons that are issued to customers that receive new library cards are being used at the Saturday Book Sales. It was noted that new Library card holders, in addition to picking out their free book, are purchasing more books as well. This is a great way to introduce new library users to the Friend's Saturday sales.
8. **BALIS System Advisory Board (SAB) Report.** Acting Library Director Doug Moon provided the BALIS System Advisory Board (SAB) Report on behalf of Ilene Rockman. The SAB met on May 18, 2005 in their last meeting of the fiscal year. The group evaluated their activities for the past year, including their sponsored workshops, events attended, and plan of service for 2005-2006. The SAB will plan another workshop, possibly on how to

conduct book sales or help the Friend's groups run book sales. The SAB set their meeting schedule for next year and nominated new officers. News from the libraries represented by the various SAB members was shared.

9. Old Business

Library Director Recruitment Update. The Acting Library Director provided the Library Director Recruitment Update. Twenty four applications were received for the position of Library Director. Seven of the twenty four applicants were from the Bay Area. Four applicants contacted Doug Moon for a tour of the Library. Of the twenty four, ten applicants were invited to participate in an interview process conducted by Peckham and McKenney. The firm will meet with the City Manager on Monday to provide him with a short list for each of the three positions (Library Director, Human Resources Director, Public Works Director). It is expected that the list will be shortened to five or six candidates, with in-house interviews held at City Hall on July 6, 2005 for Library Director.

The internal interview panel will be comprised of Library Commissioner Judy Harrison, Local 790 Union Representative Judy Sander, and City Clerk Angelina Reyes. A Local 21 Union Representative will participate on the interview panel for Human Resources Director. The external interview panel will include a City Library Director, a City Manager from a City with a City Library, and Myoung-ja Lee Kwon, University Librarian from California State University/Hayward. The City Manager will receive the results of all of the recruitments the week of July 20th.

10. Library Director's Report. The Acting Library Director provided the Commission with copies of the flyer publicizing the Harry Potter Party. The Friends of the Library have provided funding for "Zappo the Magician" to perform at the party. Last year's party was not publicized, and 142 attended the evening event. While this year's event is being publicized, it is scheduled for the Weekes Branch Library during the daytime, and the Legacy Room doors can be opened to accommodate a large crowd by providing access to the patio.

A number of personnel changes have occurred. Adult Services Librarian Denise Evans retired Thursday, June 16, 2005 following 21 years of service. May Panganiban, the Literacy Specialist is moving from the area with June 30, 2005 as her last day. Youth Services Librarian Mary Dlugosz is also moving from the area. Her last day at the Library will be June 23, 2005.

The leave takings of Denise Evans and Mary Dlugosz provided the opportunity for staff rearrangement. The Acting Library Director explained that when it became necessary to freeze positions as they became vacant, due to the City's budget situation two years ago, the public service librarian positions that became vacant were all in the Youth Services Division. To help offset that loss of personnel in the Youth Services Division, the vacant full time Adult Services Librarian position has been transferred to the Youth Services Division, and the vacant part-time Youth Services librarian position has been transferred to the Adult Services Division. Part-time Youth Services Librarian (Weekes Branch Library) Sandy Fouts will assume full time Librarian I position in Youth Services (Main Library). The position that Sandy Fouts will vacate will be filled by a candidate from the current Eligible Register, Patricia Horn, who has many years of library reference experience. The position that will be vacated by Mary Dlugosz will be filled with a candidate from the Eligible Register who has been contacted to determine continued interest in the position and will serve in the Adult Services Division of the Main Library.

There was a good response for the Literacy Plus position that is being vacated by May Panganiban, with over 40 applications received. This is a contractual position, paid by State grants. Mark LeGrande Trotter, who worked in the Richmond Public Library's Literacy Program for many years, was selected and will begin employment within the next week.

The front office position in Literacy Plus has been vacant since the October 2004 retirement of Mary McCrea. The position, previously classified as an Administrative Clerk II, was reclassified to a Library Assistant position in the new budget year. This provides the Library with much more flexibility in staffing the position, promoting into the position (which is full time), and having other Library Assistants trained to provide back-up for the position. The position was opened up to the Library Assistant staff and with the new budget year, a part-time Library Assistant will be moving into this full time position.

Recruitment for the position of Library Page was held recently, with 230 applications received. More than 100 of the applicants passed the examination and in-house interviews will be scheduled in the coming month. There are several current vacancies. The Eligible Register for Library Page will be in effect for one year.

11. Library Commission Report

Annual Library Commission Dinner. The Annual Library Commission Dinner is scheduled for 6:30 PM on Thursday, July 14, 2005 at Neumanali, 742 B Street in Hayward.

12. City Council Liaison Report. Council Member Quirk advised the Commission that the Library presence at the City Council Budget Hearing was noted. Nearly all members of the Council asked questions of the Acting Library Director, and the response to the Library was positive.

With regard to the City Budget, there is a projected deficit of \$2.1 million this coming year, and projected for \$3 million the following year. If this happens, the City's reserves will be down to \$800,000. If the economy stays unchanged, there may be the need for cuts. If the economy improves, there could be additions. Council Member Quirk suggested to the Commission that they begin to consider what they would recommend, if there were a chance of making additions. Beginning with FY 2006/2007, the City will probably develop budgets to encompass two fiscal years.

The funds for the lighting project are included in the budget. Council Member Quirk acknowledged the important role of the Commission and commented on their involvement in a number of special projects in recent years, including the Patriot Act, Weekes Branch Library Expansion and Renovation Project, and various policies and procedures.

13. Agenda Building

The Library Commission typically is on hiatus during the summer months of July and August. Commissioners offered the following items for inclusion on the September 2005 Library Commission Agenda:

Welcome and Introduction of New Library Commissioner
Election of Officers
Review of Library Commission Planning Calendar for 2005/2006
Discuss Funding for a New Main Library

The Library Commission will receive mailings during the summer that will include the Library Department Monthly Activity Reports and Statistical Reports.

14. **Meeting Evaluation.** Commissioners appreciated the presentation on the Library Operations Division, conducted by Judy Sander, Acting Library Operations Manager and the opportunity to have "hands on" experience on some of the typical duties and assignments of staff working in that division.
15. **Adjournment.** Library Commission Chair Bennett adjourned the meeting at 8:42 PM.