

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

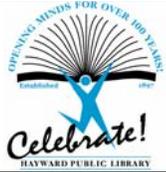
**A G E N D A**

**Monday  
November 21, 2005 - 7 PM  
Library Commission Meeting**

1. *Call to Order*
2. *Pledge of Allegiance*
3. *Roll Call*
4. *Minutes of Meeting of October 17, 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. **Welcome New Library Commissioner.** The Library Commission will welcome newly appointed Library Commissioner Natalie Forrest.
  - b. **Library Commission Planning Calendar.** The Library Commission will review the planning calendar and provide input for amendments and additions.



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*New Business Items (Continued)*

- c. **Planning for the Future.** The Library Commission will discuss the inclusion of space for a satellite library in the new community center that is being planned for South Hayward.
- d. **Parking at the Main Library.** The Library Commission will explore the possibility of asking that signs be posted around the Main Library block that prohibit overnight parking.

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.

**Report on attendance of CALTAC Special Fall Workshop.** A report on the CALTAC workshop held on October 29, 2005 at the Santa Clara City Library, will be provided by those who attended.

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**  
**October 17, 2005 - 7 PM**

Administrative Office  
 Hayward Public Library  
 835 C Street, Hayward

**1. Call to Order**

The meeting of the Hayward Library Commission was called to order by Library Commission Chair Linda Bennett at 7:00 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	2	0	
Lisa Brunner	X	2	0	
William Burnside	X	2	0	
Jessica Fields	X	1	1	
Elsa Glines	X	2	0	
Judy Harrison	X	2	0	

City Council Liaison: City Council Member Bill Quirk participated via a teleconference call

BALIS SAB Liaison: Ilene Rockman

Guests: Natalie Forrest, Lisa Rosenblum

Staff: Doug Moon, Acting Library Director  
 Linda Atwater, Administrative Secretary

**4. Approval of Minutes of Meeting of September 19, 2005**

**Board Action:** It was moved and seconded (Glines/Harrison) to approve the minutes of the meeting of September 19, 2005 as submitted. Motion unanimously carried.

**5. Public Comment.** The Library Commission welcomed a guest to the meeting, Natalie Forrest.

Library Commission Chair Linda Bennett distributed copies of a communication as requested by Peter Reimer, on the topic of the California State University name change.

6. **BALIS/System Advisory Board (SAB) Report.** The BALIS System Advisory Board (SAB) representative, Ilene Rockman, provided the report on the meeting held at the Hayward Public Library on September 21, 2005. She noted that the SAB hopes that they will continue to be able to meet at the Hayward Public Library, as the location is very convenient for members traveling from San Francisco and Contra Costa County. The BALIS Public Information Committee is focusing on a campaign to issue library cards to teenagers. A survey on updating the needs of libraries is in the planning stages. The Richmond Public Library has petitioned to rejoin BALIS in July 2006. An orientation was held for the new BALIS SAB members from San Francisco and Alameda County. Other items of discussion included the October 29<sup>th</sup> workshop scheduled at the Santa Clara Public Library, attendance at this year's California Library Association Conference, and information sharing from member libraries. The next BALIS SAB meeting is scheduled for November 16, 2005.
  
7. **Friends of the Hayward Public Library Report.** Commissioner Judy Harrison provided the Friends of the Hayward Public Library report. The Big Book Sale, held October 7-8, raised over \$3000. The Friends plan to schedule three Big Book Sales during 2006. Dates selected are February 24-25, June 2-3, with one more to be scheduled in the fall. The internet sales, conducted by Commissioner Lisa Brunner are going well. Recently, two books from the Lick Observatory sold for \$621.00. Two new Friends of the Library brochures have been developed, along with a bookmark. A formal volunteer application is under development. The Friends are providing funding for a performance by "Word for Word" at each of the libraries for National Library Week in April 2005.
  
8. **New Business.**
  - a. **Introduction of New Library Director.** The Library Commission welcomed Lisa Rosenblum, who will assume her position as Library Director on November 7, 2005. Around the table introductions were made. Ms. Rosenblum offered the Commission an overview of her professional and personal background, and responded to questions she invited from the Commission. The Commission engaged in an enthusiastic discussion with Ms. Rosenblum on the current and future focus of Library services, the need for expanded facilities, and the importance of community awareness. During the discussion, an article that appeared in the October 4, 2005 edition of the San Francisco Chronicle was referenced. The article was titled "The Internet didn't kill the library card" and Commissioner Glines read the first few lines of the article. *"Cities can be as status conscious as the rest of us. If your town doesn't have a slick City Hall or a multiplex cinema, you're not keeping up. But do you know what the hot new item is? The plasma TV of civic improvements? A library."* Commissioners asked that the article be included in the minutes (copy attached).

At this time, City Council Member Bill Quirk joined the Library Commission meeting via a telephone conference call. Council Member Quirk serves as the City Council liaison to the Library Commission, and provided Ms. Rosenblum with an overview of his background. Council Member Quirk served on the Library Commission for seven years, completed his term and was elected to the City Council. He served as the

President of the Friends of the Library for four years, and is the City Council Liaison to the Literacy Council.

- b. **Library Systems Presentation.** Bennett Jacobstein, Library Systems Manager, provided a presentation on the Systems Division of the Hayward Public Library. The division includes the Systems Manager, an Information Systems Support Technician (Cornelio Montez), a part time Librarian II/Cataloger (Lorrie Koehler) and a part-time Library Assistant (Karen McIntosh). The major functions include responsibility for the Innovative Interfaces Inc. (III) system, PC management of both staff and public computers, Telus system (computer reservation software program), cataloging, statistics and budget monitoring, and electronic resources. Using a PowerPoint Presentation, Mr. Jacobstein offered detail on the various components of each area of responsibility.
  - c. **Viewing of Video Clip.** The Commission viewed the KPIX weather spot that was filmed at the Weekes Branch Library during the summer.
  - d. **Overcrowding and space limitations at the Main Library.** The Library Commission received a communication from a library customer, which was read into the minutes of last month's meeting. Commissioners discussed the concerns that were raised by the customer. Staff and the Commission noted the actions that have been taken to address the problems with regard to the use of cell phones, and noise levels in the building. The cell phone use policy has been incorporated into the Library's Rules of Conduct, with signs and bookmarks also available to inform library customers of the policy. (Cell phone usage is limited to the pay telephone area, or outside of the building.) The lobby area has been opened up, with the more popular materials moved to a different location in the building. It was acknowledged that the major constraint is that the Library is out of space, and Commissioners discussed the need for a new library building for its citizens. Acting Library Director Doug Moon has had lengthy conversation with the customer. Commissioner Harrison, speaking on behalf of the Friends of the Library as well as the Commission, will be making contact with her to discuss possible ways of supporting the Library through membership in various groups.
9. **Library Director's Report.** The Acting Library Director provided comment on the success of the 4<sup>th</sup> Annual Celebrating Cultures in Harmony Festival. There were over 1500 residents in attendance of the event. The Friends of the Library financed the entire entertainment line-up, all of the decorations and Library giveaways.

A brief review of the budget process was provided. The timetable for the budget process may be moved up. While the mid year budget review is usually done in January/February, it may be scheduled by the end of the 2005 calendar year. Departments may soon begin to develop their budgets for the two year budget cycle of FY 2006-2007 and 2007-2008.

The *Daily Review* contained an article on Calpine, which is again proposing that a power plant be built in Hayward. The City Manager negotiated a reduced but still sizable commitment from Calpine, should the project go forward, of \$10,000,000

towards a building fund for a new or expanded Main Library. The Commission will be updated as the project progresses.

In the latest *Cal tactics* Newsletter, announcement of the Spring Workshop was made. The Northern California workshop is scheduled for Saturday, February 25, 2006. This date will be added to the Library Commission Planning Calendar.

10. **Library Commission Report.** Commissioner Glines commented on the letter she received with regard to the State Bond Issue. The importance of this issue was discussed. Staff noted that Commissioners, acting as individuals, could donate to the campaign. The Library Commission, as a public body, can not provide support. Commissioner Harrison noted that the Friends of the Library have offered a \$500 donation to the campaign.

Commission Chair Bennett commented on information she has received on how the Patriot Act may affect issues of confidentiality with regard to members of her profession. It was recognized that some time had passed since the Library Commission had discussed and took action on this legislative item. Commissioners suggested an update on the Patriot Act be scheduled on a future agenda.

11. **City Council Liaison Report.** Council Member Quirk advised the Commission that the City Council is in the process of making appointments to the various City Boards and Commissions. There is a good pool of applicants for the Library Commission and a new Commissioner will be appointed before the next meeting. Commission Chair Bennett acknowledged that one of the applicants, Natalie Forrest, was attending the Library Commission meeting as a guest.

12. **Agenda Building.** Commissioners offered comment on items for inclusion on future Library Commission agendas:

Update on the Patriot Act (for future agenda)

Library Commission Planning Calendar (November agenda)

Explore the possibility of posting signs around the Library block prohibiting overnight parking (November agenda)

Discussion on including space for a satellite library in the new community center that is being planned for South Hayward (November agenda)

13. **Meeting Evaluation.** Commissioners offered favorable comments on the Systems Presentation conducted by Library Systems Manager, Bennett Jacobstein, and appreciated the opportunity to meet the new Library Director, Lisa Rosenblum.
14. **Adjournment.** Library Commission Chair Bennett adjourned the meeting at 8:55 PM.