



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

A G E N D A

Monday
March 20, 2006 - 6:30 PM
Library Commission Meeting

1. *Call to Order*
2. *Pledge of Allegiance*
3. *Roll Call*
4. *Minutes of Meetings of January 23, 2006 and February 27, 2006*
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. 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 to the Board of Directors of the Friends.
7. *New Business*
 - a. **Community Feedback Regarding Library from Commission Members.**
Chairperson Bennett will introduce this topic.
 - b. **Preview of Powerpoint Presentation.** The Library Director will provide the Library Commission with a preview of the Powerpoint presentation that is on the City Council's Worksession agenda for March 21, 2006.



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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.

- a. **Discussion of CALTAC Workshop.** The Commission will discuss the February 25, 2006 CALTAC Workshop, "Making the Case for Libraries."

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 and Review of Library Commission Planning Calendar*

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

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 Library Administration 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
 January 23, 2006 - 6:30 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 6:38 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	5	0	
Lisa Brunner	X	5	0	
William Burnside	X	5	0	
Jessica Fields	X	4	1	
Natalie Forrest	X	3	0	
Elsa Glines	X	5	0	
Judy Harrison	X	5	0	

Library Staff: Lisa Rosenblum, Library Director
 Linda Atwater, Administrative Secretary

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

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

5. **Public Comment:** Commissioners received a copy of a flyer printed by *Citizens Say University, Hayward!*

6. **Friends of the Library Report.** Commissioner Harrison, liaison to the Friends of the Library, provided the Friends of the Library Report. The next Big Book Sale is scheduled for February 24 and 25, 2006. The Friends are working on a memorial for Ilene Rockman. It will include computers and state of the art information literacy materials. Another member of the Friends passed away, Lyle Spiczak, who was the leader of the "Basement Brigade." Lyle's family has donated the entire contents of his home library to the Friends of the Library.

7. New Business.

- a. ***Literacy Plus Presentation.*** Cynthia Breeden, Literacy Program Coordinator, provided an in-depth presentation on the Library's Literacy Plus Program. Literacy Plus, the Hayward Public Library's free tutoring program, provides one-to-one tutoring and related services to English-speaking adults. Literacy Plus operates a "Mini-Learning Center" for children and a "Families for Literacy" program. The annual Literacy Plus fundraiser "Be Our Valentine" is scheduled for Monday, February 13, 2006.
- b. ***Report on the Perceptions of Libraries and Information Resources: A Report to the OCLC Membership.*** Included in the Library Commission agenda packet was a copy of the *Conclusion / Perceptions of Libraries and Information Resources: A Report to the OCLC Membership*. The Library Director has a copy of the full report that can be made available to Commissioners. Highlights from the *Conclusion* were noted:
 - Library users like to self-serve. Most respondents do not seek assistance when using library resources.
 - "Books" is the library brand. There is no runner up.
 - Comments from respondents provide clear directions for physical libraries: be clean, bright, comfortable, warm and well-lit; be staffed by friendly people; have hours that fit their lifestyles; and advertise services.
- c. ***Self-Check Machines.*** The Library Director reported on the Library's plan for acquisition of self-check machines for the Libraries. The Library received a one time allocation from Signature Properties in the amount of \$75,000 that will be used for this purpose. Two units will be placed in the Main Library and one at Weekes Branch. A staff committee will be recommending what units to purchase and another staff committee (the self-check implementation team) is working on the logistics of equipment installation, and staff and customer training.
- d. ***Presentation to City Council.*** The Library Commission discussed making a presentation to the City Council at their upcoming Budget Work Session, scheduled for January 31, 2006. Commissioners offered comments for inclusion in the presentation that will be read by the Chairperson.

8. Old Business.

Library Commission Planning Calendar. The Library Commission reviewed their Planning Calendar for 2005-2006. A presentation by Maureen Conneely, from the Office of the City Attorney, will be scheduled on the topics of the Brown Act and Conflict of Interest. The February agenda will also include a presentation by Sue Kleebauer on the San Leandro Library Foundation, and a Commission discussion of Exploring Options with regard to a Master Facilities Plan. The March agenda will include a Budget Education item on how and how much funding the Library receives, and where the money goes. The Library Commission will hold its April meeting at

Weekes Branch Library. A presentation on Youth Services will be scheduled on the May agenda.

9. **Library Director's Report.** The Library Director called Commission attention to the reports included in their agenda packet. At the recent monthly General Staff Meeting, the major topic of discussion was on the acquisition of self-check machines. The Library Director acknowledged that the Library and staff are moving forward with innovative ways of providing service and making the best use of library space. To this end, two staff committees, the self-check implementation team and the space allocation team have been developed. Six staff members will participate in a training opportunity next month on how to remodel with limited funds. This is an exciting time for the Hayward Public Library and the Library as it is seen today, will look very different a year from now. The Library Director commented there were no cuts proposed by the Governor to the amount the Library receives from the Public Library Fund (PLF) or the Library Services and Technology Act for next fiscal year.
10. **Library Commission Report.** Commission Chair Bennett commented on her attendance of the annual planning meeting of the League of Women Voters and discussion with the head of the Law Library who is a member of the League. Chair Bennett also attended the Martin Luther King, Jr. Celebration and noted the introduction of Lisa Rosenblum at that event.
11. **City Council Liaison Report.** Council Member Quirk was unable to attend the meeting.
12. **Agenda Building.** In addition to items discussed during review of the *Library Commission Planning Calendar*, the following items were suggested for inclusion on future Library Commission agendas:

Presentation on Brown Act and Conflict of Interest by Maureen Conneely (February)
Explore options with regard to the development of a Master Facilities Plan (February)

Commissioners suggested that the agenda items of *Planning Calendar Review* and *Agenda Building* be combined as one item on future agendas.
13. **Meeting Evaluation.** Commission offered favorable comments on the Literacy Plus presentation provided by Cynthia Breeden, and the inclusion of the professional articles that are included in their agenda packet mailing.
14. **Adjournment.** Library Commission Chair Bennett adjourned the meeting at 8:15 PM.

CITY OF HAYWARD
Minutes of the Library Commission Meeting
February 27, 2006 - 6:30 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 6:36 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	6	0	
Lisa Brunner	X	6	0	
William Burnside	X	5	1	
Jessica Fields	X	5	1	
Natalie Forrest	X	4	0	
Elsa Glines	X	6	0	
Judy Harrison	X	6	0	

Library Staff: Lisa Rosenblum, Library Director
 Linda Atwater, Administrative Secretary

City Staff: Jesús Armas, City Manager
 Maureen Conneely, Assistant City Attorney

Guests: Matt O'Brien, The Daily Review
 Dr. William Fisher, San Jose State University Professor

4. **Approval of Minutes of Meeting of January 23, 2006**
Board Action: It was moved and seconded (Harrison/Fields) to defer approval of the January 23, 2006 minutes to the March 2006 meeting, as Commissioners had not received the agenda packets that were mailed on February 17, 2006. Motion unanimously carried.
5. **Public Comment:** No public comments were offered.
6. **Friends of the Library Report.** Commissioner Harrison, liaison to the Friends of the Library, provided the Friends of the Library Report. The Big Book Sale held on February 24 and 25, 2006 raised \$4200. The Friends have lost their storage space,

due to the recent sale of a City owned house that the Friends have utilized and the Friends are looking to identify a new location.

7. New Business.

- a. ***San Leandro Library Foundation.*** Sue Kleebauer was invited to the meeting to provide information on the San Leandro Library Foundation. It was noted that Ms. Kleebauer served on the San Leandro Library and Historical Commission for more than eight years and is the current chair of the San Leandro Planning Commission. While serving as Chair of the Library and Historical Commission, she was President of the Library Foundation. During her tenure, the Foundation mounted a campaign, *Library 2000*, to raise funds for the retrofit and renovation of the San Leandro Main Library. Ms. Kleebauer provided the Commission with information on the composition of the advisory group, each of the subcommittees, and detailed description of each of the fundraising activities. She responded to questions asked by Commissioners, and distributed handouts for review.
- b. ***Brown Act and Conflict of Interest.*** Assistant City Attorney, Maureen Conneely, offered presentations on the Brown Act and Conflict of Interest, and responded to questions that were raised. Handouts were provided to Commissioners.
- c. ***Policy Change Recommendations for Loan Periods and Checkout Limits.*** The Library Director provided explanation of the Policy Change Recommendations for Loan Periods and Checkout Limits. Advance notice of the Policy Change will be provided to Library customers.
- d. ***Master Facilities Plan.*** The Library Commission Chair commented that there was interest in discussing possible options with regard to the development of a Master Facilities Plan. The City Manager asked to speak to the topic, and acknowledged the experience and professional knowledge possessed by the Library Director. He has instructed her to begin developing what some new improvements for the Library system might be from the standpoint of looking at what we have, and whether there are other models that might enhance our service to the public.

The Library Director is scheduling meetings with various community social service organizations, to try to fashion a perspective that recognizes the composition of the community, what the needs of our community are, and how we might best organize ourselves in delivery of service. The information that is gleaned from the meetings will be shared with the City Manager, Library Commission and City Council, and will help to guide future decisions both with respect to facilities and the nature of the services that are offered.

A discussion followed on the process and timeline that is involved in submitting application for LSTA grant funds. The Library Commission also discussed various methods of conducting surveys, the unsuccessful local Library measure several years ago, and what might emerge as the most needed and desired

library service model and possible facility/facilities for the Hayward community. The Library Director invited Commissioners to provide her with contact information for organizations/individuals that should be included in her outreach activity.

8. **Library Director's Report.** The Library Director provided announcement of several personnel changes in the Library. Long time Adult Services Librarian Patricia Louie is retiring, following 30+ years of service, and part-time Youth Services Librarian Patty Horn has accepted full-time employment with another agency. The ensuing position vacancies will be filled. Recruitment has commenced to fill the Library Operations Manager position.
9. **Library Commission Report.** Due to the late hour, Commission Chair Bennett suggested deferring report on Commission attendance of the recent CALTAC Workshop, "Making the Case for Libraries," to the March meeting.
10. **City Council Liaison Report.** Council Member Quirk encouraged continued discussion of the Master Facilities Planning process, and advised the Commission that he will be unable to attend the March meeting. He suggested that the Library Commission, by the time consideration is given to the budget, be prepared to provide the City Council with a vision of how a Master Facilities Plan could be developed.
11. **Agenda Building and Review of Library Commission Planning Calendar.** No discussion was taken on this agenda item at this time. As noted earlier in the meeting, the March 2006 Library Commission agenda will include the approval of the January 23, 2006 minutes and discussion of the CALTAC workshop. The agenda will also include an item on Library Budget Education.
12. **Meeting Evaluation.** Commissioners offered favorable comment on the presentations provided by Sue Kleebauer, Assistant City Attorney Maureen Conneely, and the information provided by the City Manager.
13. **Adjournment.** Library Commission Chair Bennett adjourned the meeting at 8:35 PM.