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

A G E N D A

Monday
September 18, 2006 – 6:30 PM
Library Commission Meeting

1. *Call to Order*

2. *Pledge of Allegiance*

3. *Roll Call*

4. *Minutes of Meeting of June 19, 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 unless it 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.

7. *New Business*

   a. **Main Library Lighting Plan.** Morad Fakhrai, Deputy Director of Public Works, will provide an update on plans to upgrade lighting at the Main Library.

   b. **Community Feedback Regarding Library from Commission Members.** Commissioners will report on feedback regarding the Library that they have received from community members.

   c. **Alice Pappas Memorial Proposal.** Marlene Teel will provide the Library Commission with a proposal in memory of Alice Pappas.

New Business (continued)

d. Election of Officers. The Library Commission will elect a Chair and Vice Chairperson to serve during FY 2006-2007.

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 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.* The Library Commission will adjourn the meeting in memory of former Library Commissioner, Bill Burnside.

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
June 19, 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 6:33 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**	
Lisa Brunner	**X**	**8**	**2**	
William Burnside	**X**	**9**	**1**	
Jessica Fields	**0**	**8**	**2**	
Natalie Forrest	**X**	**6**	**2**	
Elsa Glines	**X**	**10**	**0**	
Judy Harrison	**0**	**9**	**1**	

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

4. Approval of Minutes of Meeting of May 15, 2006

Board Action: It was moved and seconded (Burnside/Glines) to approve the minutes of the May 15, 2006 Library Commission meeting. Motion unanimously carried.

5. Public Comment: The Library Commission Chair welcomed and introduced a guest to the meeting, Kelly Greenne.

Commissioner Burnside asked that his statement be recorded into the minutes: *"I wish to thank the City Council for the nice plaque and for appointing me to the Library Commission. I have had a wonderful seven years and have served with a great group of fellow Commissioners."* To the Library Commission he shared, *"You are a wonderful group of people and I will miss all of you. Over the years, I have worked with a number of groups but you have been the best. Thank you very much and continue the good work. A special thank you to Linda Bennett, Linda Atwater and Lisa Rosenblum. Thank you."*

6. Friends of the Library Report. City Council Member Quirk provided the Friends of the Library Report. The Bigger than Usual Book Sale raised approximately $3000. There were many volunteers who assisted with the sale. In July, the Friends will consider items on a wish list that the Library Director is developing. The Friends are working on a tribute for Alice Pappas. A suggestion was made to rename the John Pappas Legacy Room to honor Alice Pappas as well, and provide a portrait of them to hang in the room. This item will be discussed by the Commission at their September meeting.

7. New Business.

a. **Community Feedback Regarding Library from Commission Members.** Commissioner Forrest has received favorable comments with regard to the more uniform library material check out time. Commission Chair Bennett noted the number of individuals who were sleeping in the park over the weekend, especially on Sunday. Commissioner Brunner commented on past observance of the distribution of free lunches and the crowd that gathered.

Commissioner Brunner commented on information they she provided to various community members on the services that are available at the Hayward Public Library. It was suggested that a publicity campaign be considered, to include articles in the Cal State Pioneer and Chabot College Spectator, to highlight those services.

b. Tour of Main Library. The Library Director displayed a color coded floor plan that was prepared by Library Operations Manager Judy Sander, incorporating the recommendations made by the Space Reallocation Team and the Extreme Makeover Team. Following a detailed explanation of the changes that are planned, the Library Director led the Commission on a walking tour of the Main Library for further illustration. Concurrent with the remodeling projects, the main floor will be carpeted with carpet tiles.

c. Planning for the Future. The Library Commission discussed the direction to take with regard to planning for library service expansion, noting that Proposition 81 did not pass. Commissioners, staff, and Council Member Quirk discussed possible expansion options, including a new main library, branch/satellite libraries, and storefront libraries. Commissioner Glines expressed her interest in seeing a focus on a new main library, and other Commissioners concurred. Council Member Quirk advised the Commission that a meeting would be held with the Library Commission, the new Mayor and City Manager, for a discussion on the process by which it will be decided what to do, and how to get the public involved. The Commission discussed bond measures that have been undertaken by various jurisdictions, and the importance of presenting a well written measure to the voters.

8. **Library Director's Report.** The Library Director provided a report to the Commission on the recruitment process for Librarian I. One full time and two part-time positions are vacant. In May, the Library staff participated in a Staff Development Day, with Library Consultant Joan Fry Williams as the featured speaker. The Library Director commented on the 22% increase in circulation for May 2006 over May 2005. The streamlining of policies, making the process easier for customers to check-out and renew items, and the staff focus of buying materials that people want to check out, are probable reasons for the increase. Collection Development staff will continue to focus on purchasing materials that Hayward Library customers want, and are examining data to determine what people are checking out and making selections accordingly. For less sought after materials, Link+ can be used to obtain those items from another library for our customers.

   The Youth Services Manager, Sherry Kumler, has announced her retirement effective August 12, 2006. Recruitment is planned to commence in late July to fill the position.

9. **Library Commission Report.** No reports were provided.

10. **City Council Liaison Report.** Council Member Quirk commented that on the importance of conducting a very well run campaign, if the City Council were to decide to undertake a library bond issue.

11. **Agenda Building and Review of Library Commission Planning Calendar.** The Library Commission is in recess during the months of July and August. The Library Director advised the Commission that the Library Commission would receive invitation to attend the Grand Reopening of the Main Library following the carpeting and remodeling projects. For the September meeting, items suggested for inclusion on the agenda include:

    - Election of Officers
    - Tribute for Alice Pappas
    - Publicity campaign to promote Hayward Library service

12. **Meeting Evaluation.** Commissioners offered favorable comment on the presentation and tour conducted by Library Director Lisa Rosenblum. There was enthusiasm for the projects that are a part of the space reallocation and remodeling plan.

13. **Adjournment.** Library Commission Chair Bennett adjourned the meeting at 7:55 PM.