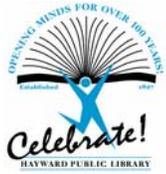


CITY OF HAYWARD LIBRARY COMMISSION
Hayward Public Library
Administrative Office
835 C Street, Hayward

A G E N D A

Monday
October 16, 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 and September 18, 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. **Bay Area Library and Information System Advisory Board.** The Library Commission will discuss making a recommendation to the City Council on the appointment of a BALIS System Advisory Board member and alternate to serve two-year terms.
 - b. **Community Feedback Regarding Library from Commission Members.** Commissioners will report on feedback regarding the Library that they have received from community members.



CITY OF HAYWARD LIBRARY COMMISSION
Agenda for October 16, 2006
Page two

7. **New Business (continued)**
 - c. **Library Commission Support of Expansion of Library Services.** The Library Commission will discuss their vision for the expansion of library services, including support of 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 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 that 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 Frye 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 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.

CITY OF HAYWARD
Minutes of the Library Commission Meeting
September 18, 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 6:35 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	1	0	
Lisa Brunner	X	1	0	
Jessica Fields	X	1	0	
Natalie Forrest	0	0	1	
Elsa Glines	0	0	1	
Kelly Greenne	X	1	0	
Judy Harrison	0	0	1	

Guests: Marlene Teel-Heim
Morad Fakhrai, City Engineer/Deputy Director of Public Works

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

4. **Approval of Minutes of Meeting of June 19, 2006**

Approval of the minutes deferred to the October meeting.

5. **Public Comment:** The Library Commission Chair welcomed newly appointed Commissioner Kelly Greenne. Around the table introductions were made.

6. **Friends of the Library Report.** Commission Chair Bennett provided the Friends of the Library Report. The October 20-21, 2006 book sale will be a very large sale. The Friends of the Library purchased all of the computer tables for the new technology lab and four computers for the Children's Rooms at Main and Weekes.

7. New Business.

- a. **Main Library Lighting Plan.** Morad Fakhrai, Deputy Director of Public Works, provided an update on plans to upgrade lighting at the Main Library. His presentation included description of the current lighting pattern, a report on the findings of the lighting consultant whose services were engaged in the project, and the timeline. Two large blueprints were displayed that showed the planned placement of lighting fixtures in the park, along the walkways, and around the building. It is anticipated that the project will be completed by the end of January 2007.
- b. **Community Feedback Regarding Library from Commission Members.** Commission Chair Bennett routed two news articles that were provided by Commissioner Greenne. Commission Chair Bennett has received many positive comments from the public on the remodel of the Main Library. She reported one question received, with regard to ADA access to the magazines. It was noted that there have always been shelves of materials in libraries that would not be accessible to persons in wheelchairs, however, staff members are available to assist Hayward Public Library customers in finding any materials. It was also noted that all aisles are wide enough to accommodate customers who are in wheelchairs.
- c. **Alice Pappas Memorial Proposal.** Marlene Teel-Heim provided the Library Commission with a proposal in memory of Alice Pappas. She requested the Library Commission support a recommendation to change the name of the John N. Pappas Legacy Room to the John and Alice Pappas Legacy Room. An oil portrait of the couple would replace the picture of John Pappas that currently hangs in the Legacy Room. The committee working on the Alice Pappas Memorial Proposal has also arranged for a bench and tree to be added to the grounds of the Weekes Branch Library. They have scheduled a dedication and reception on October 30th at 5 PM in the Legacy Room.

The Commission discussed the proposal and offered their opinions on the naming of public facilities and buildings. Council Member Quirk and the Library Director provided additional background information on the topic. Council Member Quirk noted that the costs involved were going to be absorbed by the Friends of the Library and donations were going to be solicited at the Volunteer Recognition Dinner.

Board Action: It was moved and seconded (Brunner/Fields) that the Library Commission support the recommendation presented by Marlene Teel-Heim, on the Alice Pappas Memorial Proposal to change the name of the John N. Pappas Legacy Room to the John and Alice Pappas Legacy Room. Unanimously carried.

- d. **Election of Officers.** Commission Chair Bennett invited nominations for the positions of Chair and Vice Chair of the Library Commission for FY 2006-2007.

Board Action: It was moved and seconded (Brunner/Fields) that Linda Bennett continue to serve as Library Commission Chair and that Judy Harrison continue to serve as Vice Chair. Motion unanimously carried.

8. **Library Commission Report.** Commissioner Greenne provided a report on a visit to a library while vacationing in St. Louis, noting that it was one of thirty libraries in St. Louis. Commission Chair Bennett reported on learning that the Hayward Library Commission had never taken formal action in support of a "New Library." This will be an item for discussion at the next Library Commission meeting.
9. **Library Director's Report.** The Library Director called Commission attention to the departmental reports that were included in the agenda packet and the mid-summer reports that they received. The full time Librarian position in Youth Services has been filled and interviews were held yesterday for Supervising Librarian/Youth Services Manager. A focus of the new Youth Services Librarian will be on developing the Young Adult area.

The Library will introduce a software enhancement next month that will notify customers by e-mail and telephone of items that are on hold, and items that will be coming due.

The "Rediscover the Hayward Public Library" reopening celebration was well attended and the Commission Chair was complimented on the speech she delivered. The Library Director acknowledged the efforts of the Library staff and the City staff who made the project a success. Requests have been received from two library directors to visit the Hayward Public Library to see what we have done, to see what they can do. The Library Director thanked the Library Commission for their continued support.

10. **City Council Liaison Report.** Council Member Quirk commented on his role as City Council Liaison to the Library Commission, which is to advise the Library Commission of what is going on with the City Council. It is not necessarily to let the City Council know what is going on with the Commission. When something is approved, such as earlier this evening, it will go directly to the Council, not through the Council Liaison. Council Member Quirk's role is informational, to let the Commission know what is going on. The Library Commission is an advisory board and if there is something going on at the Commission level, their job is to recommend things to the City Council.

Council Member Quirk advised the Commission that the City Council will discuss items for inclusion on the agenda for the coming year, at their September 26th City Council session. Council Member Quirk expressed his interest in scheduling an item to discuss the expansion of library services to the community. He encourages Library Commission and Friends attendance of the September 26th meeting.

11. **Agenda Building and Review of Library Commission Planning Calendar.** Library Commissioners suggested the October Agenda include an item to examine supporting a new main library in the downtown, expansion of library services, and what the

Commission would like to have in a new main library. It was suggested this item be the sole item on the agenda for the purpose of discussion and brainstorming.

12. **Meeting Evaluation.** Commissioners were pleased with the progress being made to improve the lighting situation in the Library Park and appreciated the presentation offered by Morad Fakhrai. Commissioners offered favorable comments on the spirit of the meeting, the ideas that were shared, and the recent changes that have been made at the Main Library.
13. **Adjournment.** Library Commission Chair Bennett adjourned the meeting at 8:12 PM.