



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



A G E N D A

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

1. *Call to Order*
2. *Pledge of Allegiance*
3. *Roll Call*
4. *Minutes of Meeting of October 16, 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. **Early Learning with Families (EFL) program.** Staff will provide a presentation on the Early Learning with Families @ Your Library program, funded through the California State Library.
 - b. **Customer Conduct Policy.** The Commission will review the revised Customer Conduct Policy.
 - c. **Community Feedback Regarding Library from Commission Members.** Commissioners will report on feedback regarding the Library that they have received from community members.

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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.
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
October 16, 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	2	0	
Lisa Brunner	X	2	0	
Jessica Fields	X	2	0	
Natalie Forrest	X	1	1	
Elsa Glines	X	1	1	
Kelly Greenne	X	2	0	
Judy Harrison	X	1	1	

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

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

Board Action: It was moved and seconded (Glines/Harrison) to approve the minutes of the meeting of June 19, 2006 as submitted. Motion carried. (Commissioners Fields and Greenne abstained.)

It was moved and seconded (Greenne/Fields) to approve the minutes of the meeting of September 18, 2006 as submitted. Motion carried (Commissioners Forrest, Harrison and Glines abstained.)

5. **Public Comment:** No public comment offered.

6. **Friends of the Library Report.** The Friends of the Library Report was provided by Commissioner Judy Harrison. Donations have been received in memory of retired Library Commissioner Bill Burnside and his family will be contacted with regard to an appropriate memorial. The Annual Big Book Sale is scheduled for October 20-21 with

a huge inventory of titles. Internet sales for the month totaled \$584. It was announced that Carl and Marilyn Baker-Madsen have been selected to receive the CALTAC Award for Individual Volunteer Service to a Library. The Friends welcomed a new Board member, Felipe Raza, a Spanish Professor at Cal State East Bay.

7. New Business.

- a. **Bay Area Library and Information System Advisory Board.** The Hayward Public Library is a member of BALIS, a cooperative library system. The California Library Services Act requires that each cooperative library system establish and maintain a System Advisory Board, with the governing body of each member jurisdiction appointing one member and alternate from among its residents.

The term of a System Advisory Board member is two years, serving no more than two consecutive terms. Duties include assisting the Administrative Council in the development of the System Plan of Service, advising the Administrative Council on the need for services and programs, and assisting in the evaluation of the services provided by the system. Meetings of this body are held on a quarterly basis. Hayward was formerly represented by Ilene Rockman and Evelyn Gertler, as member and alternate.

Two members of the Library Commission volunteered to serve on the System Advisory Board.

Board Action: It was moved and seconded (Fields/Greenne) to recommend to the City Council the appointment of Commissioners Harrison and Glines, as representative and alternate, to the System Advisory Board (SAB) of the Bay Area Library and Information System. Unanimously carried.

Staff will prepare an Agenda Report recommending the appointment of the aforementioned Commissioners to the BALIS System Advisory Board, and requesting a Resolution to this effect.

- b. **Community Feedback Regarding Library from Commission Members.** Commissioners commented on the favorable responses they have heard with regard to the remodeling project at the Main Library. In response to a concern about the use of cell phones in the Library, the Commission was advised that staff members ask customers to place the phones on vibrate and take calls in the area near the inside pay phone. In response to a Commissioner's comment on the use of the 15 minute computers at the Weekes Branch Library, they are available on an "honor system." If someone is using one, and goes over their allotted time, this concern should be shared with a library staff member to address.
- c. **Library Commission Support of Expansion of Library Services.** Chairperson Bennett recognized that while the Library Commission has discussed the expansion of library services, no formal action has been taken in this regard. A

lengthy discussion ensued, with Commissioners offering their vision for the expansion of library services.

Board Action: It was moved and seconded (Bennett/Fields) that the Library Commission supports the creation of a new and expanded main library in the downtown area, preferably located on the current site, to better serve the growing and diverse population of the community. Unanimously carried.

8. **Library Director's Report.** The Library Director distributed copies of data from "California Library Statistics 2005," providing comment on the information contained in the document. She spoke on the recent remodeling project at the Main Library. Our circulation statistics are higher than they were one year ago, and the overall response to the new space and service configuration has been positive.

The Library Director commented on the importance of outreach, and noted that the librarians, especially the Children's Librarians, are able to do more outreach activities with the new staffing configuration. As well, the Library Director, in her role of outreach and mentoring, recently lectured at a library school class at San Jose State University.

The new Supervising Librarian will begin on October 23, 2006. Jenny Wu is currently the acting Branch Manager of the Oakley Branch Library of the Contra Costa County Library system. The Young Adult Librarian has submitted a plan for the Young Adult area on the Main Floor. Modifications to the YA area will include space for social networking, with stools around the computers, to allow teens to group around them. Services for Young Adults are being designed to encourage teens to come to the Library.

The Library Director, Literacy Project Coordinator and acting Youth Services Manager will participate in a two-day workshop in Irvine, for libraries that received a notice of intent to receive a grant award in the ELF (Early Learning for Families) program.

The Library will soon implement several system upgrades, including e-mail or phone notification of holds and e-mail courtesy notification of items that are coming due.

9. **Library Commission Report.** Commissioners who attended the Cultures in Harmony Festival offered favorable comment on the event. Commissioners Greenne and Forrest reported on recent visits to other libraries.
10. **City Council Liaison Report.** Council Member Quirk commented on the various geographical areas of Hayward, and what the residents of those areas might wish to see with regard to the expansion of library services. He provided information on the ballot measure that was undertaken several years ago, and possible sources of funding for future library service expansion. Council Member Quirk spoke of the importance of the planning process, community input and involvement, and conducting a community education campaign.

11. **Agenda Building and Review of Library Commission Planning Calendar.** The following items were suggested for inclusion on the November 2006 Agenda:

Presentation on ELF (Early Learning for Families) program
Review of Revised Customer Conduct Policy

Supervising Librarian/Youth Services Manager Jenny Wu will be invited to speak to the Commission at their December meeting.

12. **Meeting Evaluation.** Commissioners offered favorable comments, especially with regard to the action taken in support of the expansion of library services.
13. **Adjournment.** Library Commission Chair Bennett adjourned the meeting at 8:15 PM.