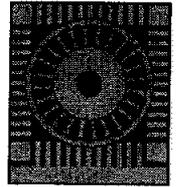




CITY OF HAYWARD LIBRARY COMMISSION
Hayward Public Library
Administrative Office
835 C Street, Hayward



A G E N D A

Monday
December 18, 2006 - 6:30 PM
Library Commission Meeting

1. ***Call to Order***
2. ***Pledge of Allegiance***
3. ***Roll Call***
4. ***Minutes of Meeting of November 20, 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. **Young Adult Programming.** A presentation will be made on the remodeling plan for the Young Adult area, and Young Adult programming and services.
 - b. **Community Feedback Regarding Library from Commission Members.** Commissioners will report on feedback regarding the Library that they have received from community members.
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.

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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
November 20, 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 6:34 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	3	0	
Lisa Brunner	0	2	1	
Jessica Fields	X	3	0	
Natalie Forrest	X	2	1	
Elsa Glines	X	2	1	
Kelly Greenne	0	2	1	
Judy Harrison	X	2	1	

Library Staff: Lisa Rosenblum, Library Director
Linda Atwater, Administrative Secretary
Cindy Breeden, Literacy Program Coordinator
Jenny Wu, Youth Services Manager

4. **Approval of Minutes of Meeting of October 16, 2006**
Commissioner Glines referenced an action taken that stated "...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." Commissioner Glines wanted to ensure that this action would be brought to the attention of the City Council. Staff noted that each Council Member receives a copy of the Library Commission Agenda and Minutes and the documents are a matter of public record. In addition, Council Member Quirk will ensure that the item is included in the City Council's agenda report.

Board Action: It was moved and seconded (Glines/Harrison) to approve the minutes of the meeting of October 16, 2006 as submitted. Motion unanimously carried.

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 and copies of the *Friendly Footnotes* were distributed. The Bigger-than-Usual Book Sale raised \$4470. The Friends have appropriated \$9000 to fund the acquisition of furniture and accessories for the development of the new Young Adult Area at the Main Library. Big Book Sales dates for 2007 have been set: February 23-24; June 22-23; and October 26-27.
7. **New Business:**
 - a. **Early Learning with Families (EFL) program.** The Library Director introduced Cindy Breeden, Literacy Program Coordinator, and Jenny Wu, Youth Services Manager. The Hayward Public Library has applied for a LSTA grant called ELF (Early Learning with Families). The maximum grant award is \$5000. This initiative is envisioned as a joint venture between Children's Services and Library Literacy Services to transform how libraries serve very young children and their parents and childcare providers. Cindy Breeden provided a presentation on the various components that are planned for the program. Should the Library receive the grant award, a follow up report will be provided to the Commission after six months of program implementation.
 - b. **Customer Conduct Policy.** The Library Commission agenda packet included copies of the current Rules of Conduct and a revised draft of a Customer Conduct Policy. Commissioners and staff discussed the changes that have been made to the document.
 - c. **Community Feedback Regarding Library from Commission Members.** While attending CLA, Commissioner Harrison received positive feedback from the Hayward School Librarian on recent interaction she had with a representative of the Youth Services Division. The Librarian was anxious to continue the association and hoped to meet the new members of the staff.

Commissioner Forrest commented on an observation made by an individual with regard to books that were no longer in the collection. It was noted that materials age, may be out-of-print and therefore not replaceable, and some materials with very low circ have been discarded. The Library is a member of the LINK+ network of libraries, and can obtain materials from other libraries for our customers.

Chairperson Bennett continues to receive positive comments on the remodel of the main floor of the Main Library.

8. **Library Director's Report.** The Library Director included in the Commission packets an article from the Austin Chronicle on the "Top 8 Reasons to Vote for a New Main Library." She reported on her attendance of the opening of the new Alameda City Library, and a presentation she made at the California Library Association Conference. The Library Director called attention to the statistical report, and noted

that the Library's circulation is up nearly 18% over October 2005, the gate count is up, and self-check usage is almost 75% at both libraries.

9. **Library Commission Report.** Commissioner Harrison was honored with receipt of an award for one retired librarian to honor the work done with schools. Commissioners and staff commented favorably on the Annual Literacy reception.
10. **City Council Liaison Report.** Council Member Quirk serves on the Council's Budget Committee, which is scheduled to meet later this month. He acknowledged that with the passage of the two year budget for FY 2006/2007 and 2007/2008, there would not be any major additions. He invited Commission comment on what sort of things they think should be looked at with regard to the Library budget. While interest was expressed with regard to increasing the library hours of operation, it was recognized that additional staff members are necessary to maintain those hours.
11. **Agenda Building and Review of Library Commission Planning Calendar.** The following items were suggested for inclusion on the December 2006 Agenda:

Presentation by Amy Martin, Youth Services Librarian

The December Library Commission meeting will be held at the Main Library. In the spring, the Commission will schedule a meeting at the Weekes Branch Library.

12. **Meeting Evaluation.** Commissioners were supportive of the plans for the Early Learning with Families program and welcomed the opportunity to review the draft Rules of Conduct.
13. **Adjournment.** Library Commission Chair Bennett adjourned the meeting at 7:54 PM.