



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



A G E N D A

Monday
March 19, 2007 - 6:30 PM
Library Commission Meeting

1. *Call to Order*
2. *Pledge of Allegiance*
3. *Roll Call*
4. *Minutes of Meeting of February 26, 2007*
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*

A report on the activities of the Friends of the Hayward Public Library.
7. *New Business*
 - a. **Community Feedback Regarding Library from Commission Members.** Commissioners will report on feedback regarding the Library that they have received from community members.
8. *Old Business*
 - a. **Discussion of Funding Alternatives.** The Commission will continue their discussion on possible alternatives to fund a new main library.



9. ***Library Director's Report***
Report on library activities and statistics including the areas of Administrative Services, Adult Services, Youth Services, Library Operations and the Literacy Program.
 - a. Report on BALIS Library Director's Retreat
10. ***Library Commission Report***
Report on Library activities in which Commissioners have been engaged or in which they will participate.
 - a. Report on CALTAC Workshop Attendance
 - b. Report on Steve Abrams Presentation
11. ***City Council Liaison Report***
The City Council Liaison will report on City matters that are of pertinence to the Library Commission.
12. ***Agenda Building and Review of Library Commission Planning Calendar***
Commissioners to request items for inclusion on the Library Commission Agenda for coming months and review the Library Commission Planning Calendar
13. ***Meeting Evaluation***
Commission feedback regarding the meeting - noting procedures that were productive, identifying methods that could be adopted to improve effectiveness.
14. ***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
February 26, 2007 - 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 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	6	0	
Lisa Brunner	X	5	1	
Jessica Fields	0	5	1	
Natalie Forrest	0	4	2	
Elsa Glines	X	4	2	
Kelly Greenne	0	4	2	
Judy Harrison	X	4	2	

Library Staff: Lisa Rosenblum, Library Director
 Linda Atwater, Administrative Secretary
 Laurie Willis, Adult Services Manager

Council Liaison: City Council Member Bill Quirk

4. **Approval of Minutes of Meeting of January 22, 2007**
Board Action: It was moved and seconded (Brunner/Bennett) to approve the minutes of the meeting of January 22, 2007. There were no objections to filing the minutes as submitted.
5. **Public Comment.** No public comment offered.
6. **Friends of the Library Report.** The Friends of the Library raised \$3486 at the Big Book Sale that was held on February 23-24, 2007. The next big sale is scheduled for June 22-23, 2007.
7. **New Business:**
 - a. **Adult Programming Presentation.** Laurie Willis, Adult Services Manager, provided a PowerPoint presentation on Adult Programming. These new programming activities include Book Groups (Multicultural Autobiographies and

Women of Mystery); Second Saturday Sidelines (Knitting, Bookmaking, Handmade gifts, Valentines, Bookmark marking, Origami, Ikebana); Computer Classes; Writer's Workshop; Women in History; Hayward-It's Your Fault; Affordable Housing-Eden I&R; Indian Astrology; Asian-Americans in Hayward; Yoga Meditation; Laughter Yoga; Author program-*Dateline Mongolia*; Healthy Living for Seniors; and the Adult Summer Reading Game.

- b. Community Feedback Regarding Library from Commission Members.* Commissioner Brunner provided favorable comment on her experience in using one of the computers at the Library when her computer at home was down. Commissioner Harrison attended the recent City Council budget meeting, and a member of the Friends of the Animal Shelter commented on how impressed she was with regard to the library renovations and especially the self-check units. Chair Bennett reported on feedback she has received regarding the library plaza, including the charitable distribution of food at that location. Commissioner Brunner commented on an incident that involved a group of men gathered in the plaza, attempting to encourage young, teenaged, females to sit down and talk with them.
- c. Tour of Teen Area.* The Library Director conducted a tour of the Teen Area, and advised the Commission that the surfboard book display unit is on back order, and one of the black, metal book shelves was awaiting installation.
- d. Discussion of Funding Alternatives.* The Commission Chair lead a discussion on possible alternatives to fund a new main Library, with the Commission offering various suggestions (attached). Recognizing that three Commissioners were not in attendance, Chair Bennett proposed the Commission continue discussion of the topic at their next meeting.

- 8. Library Director's Report.** The Library Director advised the Commission that the preliminary work is complete, with regard to the Main Library Lighting Upgrade, and the contractor is awaiting the arrival of the new lights. The estimated date of completion is March 13, 2007. The Public Library Fund (PLF) came in higher than anticipated, and a request to allocate the additional \$27,000 to the materials budget was approved. It will primarily be used to refresh the children's nonfiction and support collection.

The Library Director attended Day in the District on February 2, 2007, along with the Library Commission Chair, meeting with Assemblywoman Hiyashi.

The last BALIS Library Director's meeting was held at the newly constructed Hercules Library, constructed in part with State bond money. The Library Director encourages Commissioners to visit the library, which is a good example of a beautiful and functional building.

The Library circulation figure is up by almost 21% over January 2006, and the gate count is up 11%, the highest it has been for the month of January.

The February Edition of the Tri-City Voice included an article on the library remodeling project, including several pictures.

Customers have responded favorably to the institution of the courtesy notice being provided to them.

On March 21, 2007, a workshop featuring Steve Abrams is scheduled at the Alameda City Library, 9-11 AM. He will speak on the topic of the future of libraries. Interested Commissioners please advise Library Administration.

9. **Library Commission Report.** Several members of the Library Commission attended the recent City Council meeting, with comments offered by Commissioner Harrison and Chair Bennett.

Commissioners Harrison and Glines, member and alternate respectively, attended the BALIS System Advisory Board (SAB) meeting on January 31, 2007 and provided comment.

10. **City Council Liaison Report.** Council Member Quirk provided report to the City Council on the Library Statistics for December 2006 and will provide same on the January 2007 statistics. He commented on the recent City Council meeting, noting the presence of Library Commissioners and members of the Friends of Hayward Animals. He noted that while the budget for this year is expected to be status quo, the Commission could begin to think ahead to strategies for the next budget year.

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

March - Discussion of Funding Alternatives (continued)
 Library Commission Report on CALTAC Workshop Attendance
 Library Commission Report on Steve Abrams presentation
 Library Director's Report on BALIS Retreat of Library Directors

April - Meeting will be held at Weekes Branch Library
 Executive Summary / EnviroSell

12. **Meeting Evaluation.** Commissioners offered positive comments on the Adult Services Programming presentation made by Laurie Willis.
13. **Adjournment.** Library Commission Chair Bennett adjourned the meeting at 7:55 PM.

Discussion of Funding Alternatives

Funding New Library

Bond

Passport Office

Resource - Volunteer Base

Fund Drive

Fund Raisers

HPL Foundation (for FFE-Furnishings,
Fixtures and Equipment)

Grants

City Fees (Development Fees)

Negotiations with Developers

Online Giving - develop webpage