



CITY OF HAYWARD LIBRARY COMMISSION

Weekes Branch Library
John and Alice Pappas Legacy Room
27300 Patrick Avenue, Hayward

March 17, 2008
6:30 PM



A G E N D A

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Minutes of Meeting of February 25, 2008**
5. **Public Comment**

The Public Comments section provides an opportunity to address the Library Commission on items listed on the agenda, as well as other items of interest. The Commission welcomes your comments and requests that speakers present their remarks within established time limits. (Individual comments are set at a 3-minute time limit; comments on behalf of a group are set at a 5-minute time limit.) As the Commission is prohibited by State law from discussing items not listed on the agenda, your item will be taken under consideration and may be referred to staff.
6. **Friends of the Hayward Public Library Report**

Report on the activities of the Friends of the Hayward Public Library.
7. **New Business**
 - a. Weekes Branch Library Tour. Tour of the recently remodeled Weekes Branch Library.
8. **Old Business**
 - a. Planning Process for New Main Library. Update on activities with regard to planning for a new Main Library.
 - b. Budget Update.
9. **Library Director's Report**

Report on library activities and statistics.
10. **Library Commission Report**

Report on Library activities in which Commissioners have been engaged.

 - a. CALTAC Workshop on Library Leadership
11. **City Council Liaison Report**

Report on City matters that are of pertinence to the Library Commission.
12. **Agenda Building**

Consider items for inclusion on the Library Commission Agenda for coming months.
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 510/247-3340.

CITY OF HAYWARD
Minutes of the Library Commission Meeting
February 25, 2008

Hayward Public Library
 Administrative Office
 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 6:32 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	6	0	
Jessica Fields	X	5	1	
Natalie Forrest	X	4	2	
Elsa Glines	X	6	0	
Kelly Greenne	X	6	0	
Judy Harrison	X	5	1	

Library Staff: Lisa Rosenblum, Library Director
 Linda Atwater, Administrative Secretary
 Sean Reinhart, Supervising Librarian I

Council Liaison: City Council Member Bill Quirk

4. **Approval of Minutes of Meeting of December 17, 2007**

Board Action: It was moved and seconded (Glines/Harrison) to approve the minutes of the meeting of December 17, 2007. Motion carried.
5. **Public Comment.** No public comment.
6. **Friends of the Library Report.** The Friends of the Library Report was provided by Commissioner Harrison. In January, more than \$2300 was raised from book sales. The Friends have placed a book shelf at Cal State in the CEAS Reading Center featuring text books for sale. The Friends will be selling book bags that are currently on order, made of recycled materials.
7. **New Business:**
 - a. **Community Analysis Report presented at City Council Work Session.** The Commission Chair noted that all members of the Library Commission attended the joint work session of the City Council and Library Commission, held on January 22, 2008. Commissioners commented on the meeting, and asked

several questions of the Council liaison. Council Member Quirk provided description of the proposed survey that was mentioned during the work session, highlighted the results of a recently conducted voter survey, and commented on the timing of any possible bond measures. Discussion ensued.

Commissioner Glines offered remark on the value of the information contained in the Community Analysis, prepared by Kathy Page using the results of the focused survey in which the Library Commission assisted. It was noted that the survey results are available at both library facilities and on the web.

8. Old Business

- a. **Planning Process for New Main Library.** The next phase of the project involves the Building Program. All of the information gathered during the community analysis (needs assessment) will be developed into a plan including square footage. The Library Director is working with the library managers to review all of the square footage. Other libraries will be toured and the ultimate deliverable will be a building program, the blueprint for the architect.
- b. **Budget Update.** All City Departments were directed to submit budget proposals with a 6% reduction. The Library Department reduction proposal included savings due to position vacancies, but no staff layoffs or hours reduction.

Departments have been instructed to cease all discretionary (non personnel) general fund spending. For the Library, a large part of the discretionary budget is for the acquisition of materials for the library collection. Of the \$90,000 that remained in the materials budget, the Library has received approval to spend \$10,000. Children's services will receive \$4,000 to order school support materials, along with some picture books and paperbacks. Adult Services will receive \$6,000 with a focus on best sellers.

Council Member Quirk recognized the attendance of Library Commissioners at the recent Council Work Session on the budget. He acknowledged the importance of the Commissioner's comments at that session. He advised the Commission that while departments are developing budget proposals with a 6% reduction, there is a budget deficit of 10% at this time.

The Library Director explained the new expenditure justification procedures that have been put into place.

9. **Library Director's Report.** The Library Director introduced Sean Reinhart, Supervising Librarian I, who began employment on January 28, 2008. Mr. Reinhart is head of adult services, programming, and collection development and oversees the Literacy Plus program. His prior experience in library services includes Redwood City Public Library, Santa Clara University Library and Alameda County Library.

On behalf of the Hayward Public Library, working in partnership with Chabot Community College, CSUEB, and Hayward High School, Mr. Reinhart has prepared a grant application for the "Big Read 2009" to the National Endowment for the Arts (NEA).

The California Council for the Humanities has approved the Library's grant application to participate in the "How I See It: My Place" a photography grant. Young Adult Librarian Shawna Sherman submitted the application.

10. **Library Commission Report.** Commissioners Bennett, Brunner, Forrest, Glines, Greene and the Library Director are registered to attend the CALTAC workshop on Library Leadership, scheduled March 1, 2008 at the San Mateo Public Library. Carpooling arrangements were discussed.

Commission Chair Bennett distributed copies of a memo she prepared in response to comments made by a resident during the recent work session. She invited Commission and staff comments for editing purposes.

Commissioners Harrison and Bennett attended Library Day with Assembly Member Mary Hayashi.

Commissioner Greenne recommended a children's book for purchase "The Library Card," by Jerry Spinelli.

During the past month, Commissioner Glines has been using computers in the Technology Center, and commented favorably on the reservation process. She observed that there is a real need in the community for this library service.

11. **City Council Liaison Report.** Council Member Quirk had been excused to attend another meeting, but spoke earlier during discussion of the Community Analysis Report.

12. **Agenda Building.** Commissioners suggested the following items be considered for inclusion on future agendas:

Budget - the evolving process
Planning Process for New Main Library

The March 17, 2008 meeting of the Library Commission is scheduled at Weekes Branch Library. The Library Director will provide a tour to highlight the recent remodeling project.

13. **Adjournment.** The meeting was adjourned at 8:08 PM.