



CITY OF HAYWARD LIBRARY COMMISSION
Library and Neighborhood Services Department
Hayward Public Library
Administrative Office
835 C Street, Hayward

December 15, 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 November 17, 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 comment 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. Old Business

- a. Planning Process for New Main Library

8. New Business

- a. Report on Friends and Foundations Workshop.
- b. Set Meeting Calendar for 2009



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 LIBRARY COMMISSION - Agenda

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- 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.
- 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**



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Minutes of the Library Commission Meeting
Library and Neighborhood Services Department

Hayward Public Library
Meeting Room
835 C Street, Hayward

November 17, 2008

1. **Call to Order.** Commission Chair Linda Bennett called the meeting to order 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	2	0	1
Lisa Brunner	X	2	0	1
Jessica Fields	0	1	1	1
Natalie Forrest	X	2	0	1
Kelly Greenne	X	2	0	1
Judy Harrison	X	1	1	1
Monica Schultz	X	2	0	0

Library Staff: Lisa Rosenblum, Director of Library and Neighborhood Services
Sean Reinhart, Supervising Librarian, Adult and Literacy Services Manager
Linda Atwater, Administrative Secretary

Council Liaison: City Council Member Bill Quirk

Guests: Chris Noll, Noll & Tam Architects, Inc.
Jim Cody, Noll & Tam Architects, Inc.
City Council Member Anna May
Eric Kurhi, The Daily Review/Bay Area News Group

4. **Approval of Minutes of Meeting of October 20, 2008**

Board Action: It was moved and seconded (Brunner/Greenne) to approve the minutes of the meeting of October 20, 2008 as submitted. Motion unanimously carried.

5. **Public Comment.** Commission Chair Bennett acknowledged the presence of guests and invited public comment. Eric Kurhi advised the Commission that he was a reporter with The Daily Review. Commissioners extended a welcome to Mr. Kurhi and City Council Member Anna May.
6. **Friends of the Library Report.** The Bigger than Usual Book Sale, held November 7-8, 2008, raised \$3500. The sale of ear buds (which replaced the head phones previously provided by the Library) and flash drives continue to be strong.
7. **New Business:**
 - a. **Discussion of site recommendation for new downtown Main Library.** Director Rosenblum provided an overview of the project. In June 2007, the City Council authorized staff to execute a contract with Noll & Tam for the design of a New Main Library, for completion of two phases of the project. The first phase was to conduct community analysis to develop a profile of the Hayward community and identify its library service needs. The second phase of the project involves preparation of a Library Building Program that is based upon the data gathered from the Community Analysis Report. In July 2007, a city staff team was developed to work with the firm of Noll & Tam Architecture, Inc., to go through the process needed to reach the Building Program phase of the project. That team includes representatives from Public Works, Community and Economic Development, and the Library. During the first phase of the project, the Library Commission assisted with the survey, and in January 2008, met with the City Council in a special worksession to discuss the resulting Community Analysis Report.

During the ensuing months, Library Commission Agendas included updates on the Planning Process for a New Main Library as the project moved into its second phase (the building program phase). This is the time where decisions need to be made with regard to where the various elements of library services are placed within the building. There are alternatives to consider, based on the input and ideas of Noll & Tam. These alternatives are being presented to the Commission, with a request for their recommendation, as this project moves forward. There are two different site plans to be considered, and in order to program the library, the architect needs to know specifically which plan is preferred.

Architect Chris Noll introduced Jim Cody, who has assumed the role of project manager. Poster board diagrams were displayed to provide visual representation of the two site options for consideration. Mr. Noll first introduced each of the site options with a brief description then followed with more detailed information.

Site Option A, is termed the arboretum, with the library located in the current park setting. A two story Main Library would be constructed on the site, at double its current size. The Library would be built within the park, fitted within the area that doesn't have too many trees. In order to double the size of the library, some trees would be removed. However, other smaller memorial trees could be relocated. The front part of the building would be "pushed" towards Mission Boulevard with the entrance coming in off of the Mission Blvd. side, connecting it with the downtown. The back side of the building would be more organic, and would allow the park to flow around the building. One of the great advantages of Option A is that the building would integrate into the park with the nice views of the lawns and trees. Orienting the entrance closer to the street brings the building closer to parking. The forest of trees surrounding the building would help to keep the building cool and shaded during the summer. There is a slight staffing advantage in that a two story building is easier to manage than a three story facility.

Some of the negative aspects were noted. One of the main disadvantages was that while the new library was being built, library services would need to be provided in another facility, with an expense estimate of approximately \$1 million. Also, this location is further from the parking

garage, which has been indicated by a community survey, as being one of the major complaints of the current location.

Site Option B, is termed the urban design, and is located on the parking lot property next to the City Hall Parking Garage and Post Office. It was noted that the City owns the large parking lot at this site, while the Post Office owns the smaller, adjacent parking lot. City acquisition of a 25 foot wide strip of the post office parking lot would be required. The location provides a foot print of approximately 25,000 square feet and the building would be a three story structure. There are some real advantages, one of which would be placement of the new main library closer to the downtown core, integrating it into the business district. Director Rosenblum added that the issue of visibility is addressed and it is good to site a library as close to the street as possible. Being in the middle of a park lessens the visibility of the library. Mr. Noll noted that there would be no relocation costs involved. There are a number of opportunities created by relocating the library to the site across the street. A central park could be created, a civic green, perhaps with the farmer's market and concerts in the park scheduled on the grounds, once the library has relocated. While the building does have issues involving its deterioration, there could be some renovation done if another use were identified. Possible uses could be as a community center, an arts center, or for the historical museum.

A negative aspect is that with more stories, staffing becomes an issue, as each open floor must have staff available. A concern expressed by a Commissioner was that of adequate lighting. Referencing information gleaned from attending an architectural conference, Director Rosenblum provided comment on the current architectural design of "day lighting" which adds natural light to a building. Mr. Noll acknowledged that the bringing in of natural light to the library is one of the top priorities in any design. At least three sides of a building at this location would be open. An unknown at this point involves the acquisition of the property in question. However, if selected as the preferred option, the opportunity is provided to step up efforts to acquire said property. It was mentioned that a previous plan for the property, under consideration by the Hayward Area Historical Society is no longer being pursued. Council Member Quirk advised the Commission that parking along Mission Boulevard will be lost when the mini-loop is built. He commented that the only complaint he receives with regard to the library is about parking and safety issues.

At the conclusion of the presentation, the Commission began to discuss the pros and cons of each of the Site Options.

Commissioner Brunner questioned the possibility of building a library with underground parking. It was noted that the costs are very expensive, and there is parking available in the City Hall Parking Garage. In addition, she spoke of the opportunity to create a civic plaza, if C Street were closed to traffic. The Commission was advised that this inquiry had been made at the project team level, with the City Engineer explaining the reasons C Street could not be closed.

Commissioner Forrest had a question concerning the staffing issues created by a three story building. Director Rosenblum responded that open floors require staffing. However, should it be decided to create more community meeting space in the downtown, space could be created on the top level of the library, with the floor closed when not in use. Some of the meetings currently held at City Hall could be scheduled at the Library. There is a shortage of community meeting space available in the downtown. At the Library, it is rare that space can be provided for meetings that are not city or library related. In addition, meeting room space could be made available at a charge to outside groups and organizations.

Commissioner Greenne made reference to the survey that was conducted last year, where respondents indicated that they liked having the library in the park. Director Rosenblum

acknowledged that the observation was valid; respondents did like the park setting. She added that the survey did not offer another option for their consideration.

Commissioner Greenne was concerned that removing the building from the park, in which there have been issues for 35 years, would attract more problems. She noted that there was no greenery around the building in Option Two. She liked the shifting of the entrance towards Mission Boulevard in Option One. Commissioner Greenne thought three stories was a staffing problem and that turning the park into a big green block would become a larger feeding station for the homeless and there would be more people lying around on the lawn. She commented that it has been a problem for 35 years, and one yet to be solved.

On the topic of locating vacant building space for an interim library, it was acknowledged that such space would need to be identified in the downtown area to accommodate interim library services for two to three years.

Commissioner Forrest was supportive of Option Two, noting that it was more of a city building, and the park would be a true park. She added that not having to move into an interim facility was an advantage and that Option Two appealed to her right away. She termed it a “brilliant solution.”

Chris Noll responded to the issue of greenery, advising that Alternative Two would not be without landscape. There would be street trees and some landscaping in planter areas, around the sides of the building, and between the parking garage and building. As well, there would be landscaping in the area between the library and the post office, perhaps a row of trees.

Commissioner Brunner commented on the beauty of the site in Option One. She could see the convenience of Option Two, with the new library next to the parking garage providing easy access to and from the library to parking. For this reason, she didn't think it served to encourage people to stay in the downtown. Commissioner Brunner thought an adult library might be located on the Option Two site, with a smaller children's library/community center/historical society museum located in the park. This could increase the use of both locations, increase the foot traffic, and maintain a presence in the park. Her preference would be to keep the library on its present site, bringing it out towards Mission Blvd. Commissioner Brunner expressed concern about possible deterioration of the park site if there were no building located on the property, noting that a vacant park could attract individuals who engage in undesirable activities.

Commissioner Schultz loved the idea of having a park in the downtown, but also had concerns about an increase in illegal activities. She was in support of Option Two, commenting that it would make the library more prominent and increase circulation. While appreciative of the beauty of the park like surroundings, she is concerned about walking through it, especially at night, to reach the library.

There was interest in having an opinion offered by the Hayward Police Department. It was noted that having the park open street to street, from all four streets surrounding the park, would provide clear visibility to police on patrol. There currently are dark corners due to the presence of the library building. The Director noted that very heavy pruning of shrubbery, bushes and trees has been done, and increased lighting added to the library park.

Commissioner Brunner asked if Alternative Two would include plans/funds to redesign the park to an updated park, or would the property sit as is until someone found the money. The Director responded that conceptually, the only way Alternative Two works is if the park is redesigned. Taking out the building and not redesigning the park would not make sense. The redesign of the park would be for the City Council to decide. It was noted that the money saved due to no interim library relocation costs could be allocated towards redesign of the park.

Commissioner Harrison commented that at first, she was sure that she wanted the library in the park. Her decision changed upon hearing about Option Two, which placed the library as more of an anchor for the downtown. She could picture people being drawn to a library that was highly visible on two corners, with easy parking and walking access. She liked the idea of having an open space park.

Council Member Quirk was pleased that the topic was brought up for discussion at the Library Commission level, before it went to Council. He asked a question concerning acquisition of the post office parking lot and Director Rosenblum responded that the City Manager has made an initial contact. Council Member Quirk noted that the City Council has made it mandatory for any new city buildings to be LEED silver. In addition, the City Council recently voted in support of establishing an objective of a zero carbon footprint. With regard to mention of the survey, and people liking the library in the park, Council Member Quirk noted that in 1997, when the City was working towards a bond measure, there was an objection to having the library in a location other than within the park. However, he added that if the public were given an alternative for a new library and a great park, the results might be different. He encouraged the Library Commission to see that the City Council receives the listing of the pros/cons of the two sites under consideration.

Commission Chair Bennett acknowledged and offered comment on the various pros and cons of both Options, as raised and discussed by Commissioners throughout the meeting. She reflected on visits to Bay Area libraries and some of the features that she would like to see in a new main library. Discussion ensued on outdoor space and inclusion of a café in the library design.

Commissioner Forrest asked if Option Two were a possibility, without acquisition of the post office parking lot. It would not be a possibility.

Commissioners offered additional comments, and indicated their preference for Option A or B. The vote was 4/2 (Commissioners Brunner and Greenne dissenting) in favor of Option B, the urban model. Director Rosenblum talked about the opportunity to do something new and different, to redesign the downtown footprint. She appreciated the observation made by Council Member Quirk in how the item was brought to the Library Commission, as their input is important and critical in the process. Council Member Quirk added that the comments and concerns made will be helpful to the City Council. He stated that while Commissioners Brunner and Greenne, were in a sense outvoted, that was less important than the fact that they brought up their concerns and it was important to have that be a part of the report that goes to Council.

Commissioner Schultz asked about the possibility of the City Council tying together both projects, the construction of the new main library and redesign of the park. Commissioners spoke in support of this suggestions and Council Member Quirk expressed that it was an important message to be brought forward to Council.

8. **Director of Library and Neighborhood Services Report.** The California Library Association (CLA) conference was held in San Jose November 14-17, 2008, and a number of library staff members were able to attend. In addition, three library staff members presented at the conference. Youth Services Manager Jennifer Wu and Literacy Program Coordinator Cynthia Breeden-Johnson spoke on the Early Learning with Families (ELF) and Touch Points grants. Touch Points addresses issues of early child development and this training is used at the ELF play and learn groups. Director Rosenblum, Architect Chris Noll, and San Jose State Professor Dr. Anthony Bernier presented on Teen Spaces to an audience of 100. Both the Main and Weekes Libraries were used as examples of how important it is to create spaces and programming for teens. An awards ceremony was held on Friday, and the Hayward Public Library was awarded second place in the California Library Association's annual PRExcellence Awards competition for its PR campaign California of the Past: Digital Storytelling. Director Rosenblum received

appointment to the Executive Committee for CLA, and will help form the direction for that organization over the next few years.

A question was raised with regard to a fundraising program that was offered at the CLA conference. Sean Reinhart advised the Commission that he attended the Friends and Foundations Coming Together workshop. (The Friends of the SFPL merged with their Foundation and spoke of the experience.) The Commission Chair asked if the subject could be placed on an upcoming agenda.

9. **Library Commission Report.** Commissioner Brunner announced the free concert offered by the Air Force Band at Chabot College on December 9, 2008. The Commission Chair commented on the recent passage of a library bond by the City of Berkeley. In addition library bonds were passed in Palo Alto and Gilroy. Commissioner Schultz attended CLA, and serves as the Vice President of the IT Section. She will be working with the President on developing a social site for all California libraries to be able to communicate with each other and share ideas. Vice Chair Harrison will be attending the California School Librarians conference next weekend.
10. **City Council Liaison Report.** Council Member Quirk expressed appreciation of the process that the Commission went through during discussion of the topic of the new main library. He commented that there were many good ideas and observations offered.

Council Member Quirk provided a brief budget update. The City is down approximately \$4 million in its projected revenues. He responded to a question raised with regard to revenue as a result of the installation of the red light cameras at various locations in the City.

11. **Agenda Building.** Commissioners suggested the topic of fundraising (CLA program on Friends/Foundations) along with the items suggested last month, be included on upcoming agendas. Director Rosenblum estimated that the new main library topic would possibly go to Council in January. Once a site is decided, a building program can be developed.
12. **Adjournment.** Library Commission Chair Bennett adjourned the meeting at 8:18 PM.

Pros	Park Location	Cons
<ul style="list-style-type: none"> • Park setting, history • Keeps park occupied by a structure • Public has fond feelings about park site • Redesigning on site could work better • Fix problems • Larger building would mean the removal of some landscaping elements and open up lines of visibility 		<ul style="list-style-type: none"> • Safety • Cost of Interim Library = @ \$1 million • Parking access • More distant, less visible from downtown • Crossing busy venue to access by foot
Pros	Urban (adjacent to City Hall Parking Garage)	Cons
<ul style="list-style-type: none"> • Parking access • No interim Library at cost of @\$1 Million. This cost savings could be used towards redesign of the park. • Smoother transition to new building • More of a city building, urban • Leaves park as green space and provides opportunity for a redesigned open space park in the downtown • More visibility of a library not buried in a park will serve to draw more people • Closer to downtown core • Clears park of nooks and dark corners that can foster unwanted activity • Opportunity to do something new and different in downtown Hayward • Helps to serve as an anchor for the downtown • Landscaping elements can include street trees, planters, waterfall 		<ul style="list-style-type: none"> • Three floors = more staff • Post office lot must be acquired to make it work • Funds needed so that park stays a park, guarantee redesign, etc. • No greenery shown in diagram around building