



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

**A G E N D A**

**Monday**  
**March 21, 2005 - 7 PM**  
**Library Commission Meeting**

1. *Call to Order*
2. *Pledge of Allegiance*
3. *Roll Call*
4. *Minutes of Meeting of February 28, 2005*
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. However, because of the Brown Act, the Commission cannot discuss or vote on any item raised by the public or any of its own members unless the item 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 the Library Commission Liaison of the Board of the Friends to report on the activities of that group.
7. *New Business*
  - a. **Presentation by Dawn Merkes, Group IV Architects.** Ms. Merkes will offer the Commission a presentation on the process that is involved in developing a Master Facilities Plan.
  - b. **Safety for library customers.** The Library Commission will discuss ways in which to address issues of concern with regard to lighting, crosswalk safety and parking for library customers.

**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.

- a. **Plans to Tour the Santa Clara Public Library.** The Library Commission will finalize plans to tour the Santa Clara Public Library on April 9 or 23, 2005
- b. **Library Legislative Day.** The Commission will discuss participation in Library Legislative Day in Sacramento, April 20, 2005
- c. **Report on CALTAC Workshop.** Commissioners that attended the CALTAC workshop on Saturday, March 5, 2005 will provide a report on that activity.

**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***

This time is provided for Commissioners to request items to be listed on the Library Commission Agenda for coming months.

**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 Doug Moon 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 28, 2005 / 7:00 PM  
 Administrative Office  
 Hayward Public Library

1. **Call to Order**

The meeting of the Hayward Library Commission was called to order by Commission Chair Linda Bennett at 7:05 PM.

2. **Pledge of Allegiance**

Commissioners recited the Pledge of Allegiance.

3. <b>Attendance</b>	Present This Meeting	Present To Date	Absent to Date This F/Y
Linda Bennett	X	7	0
Lisa Brunner	0	6	1
William Burnside	X	5	2
Jessica Fields	0	5	2
Elsa Glines	0	6	1
Judy Harrison	X	4	1
Helen Wu	X	6	1

City Council Liaison: City Council Member Bill Quirk  
 Staff: Doug Moon, Acting Library Director  
 Linda Atwater, Administrative Secretary

3. **Approval of Minutes of Meeting of January 24, 2005 and Amended Minutes of Meeting of February 14, 2005**

**Board Action:** It was moved and seconded (Wu/Harrison) to approve the minutes of the meeting of January 24, 2005 as submitted. Unanimously carried.

Amended Minutes of the Meeting of February 14, 2005 were distributed to the Commission to reflect corrections to the attendance record.

**Board Action:** Commissioner Harrison noted a typographical error in the fourth line of the fourth paragraph on page three of the minutes. The sentence was corrected to read "... served and are *currently* serving..."

It was moved and seconded (Harrison/Burnside) to approve the amended minutes of the meeting of February 14, 2005 as corrected. Unanimously carried.

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

6. **Friends of the Library Report.** Commissioner Harrison provided the Friends of the Library Report. The Board of Directors continued their discussion on the possible use of services provided by B-Logistics. The company sells books via the Internet, with participating libraries sending in 30 to 40 boxes of books per month. The volume of materials that the Friends of the Hayward Public Library would provide is far less and the Friends are exploring other options. The efforts of Bob and Anne Ford, who sold materials for the Friends on EBay were again acknowledged. The Friends have decided to keep the price of children's books at 20¢ at the Saturday Book Sales. The next Big Book Sale is scheduled for April 29-30, 2005.
  
7. **BALIS/System Advisory Board (SAB) Report.** Ilene Rockman, Hayward's representative on the BALIS System Advisory Board (SAB) provided background information on BALIS and recent activities of the SAB. BALIS is one of fifteen public library cooperatives in California, founded in 1982, serving about 3 million people in Alameda, Contra Costa and San Francisco Counties. The BALIS member libraries are Alameda City, Alameda County, Berkeley, Contra Costa County, Hayward, Livermore, Oakland, Pleasanton and San Francisco. The System Advisory Board advises the Administrative Council, which is made up of the Library Directors of the nine member libraries. Funding is received from federal and local sources, supplemented by grants and private sector funds. Significant programs are LINK+, National Library Week promotional campaigns, CALIFA, and working diligently to reinforce the library as a destination place as well as an education center for the community.

Upcoming meeting dates of the System Advisory Board were shared with the Commission. One of those meetings is with the Peninsula Library System and the Silicon Valley Library System. Topics for discussion include marketing strategies and bond issues. Commissioners were invited to suggest topics for discussion that would be helpful for Hayward. Council Member Quirk was interested in how the purchasing power of BALIS might be used to acquire MP3 files for audio books. Library Director Doug Moon advised the Commission that the Hayward Public Library would soon subscribe to a service called "Overdrive", a product available through CALIFA. Overdrive provides electronic access to many audio books. The pricing structure is tiered, with the calculation based upon the library's number of borrowers. If there are less than 100,000 borrowers, the cost is \$4,000 per year. A number of Library systems have already signed up for the service.

8. **Old Business.** Council Member Quirk provided the Commission with budget information. The City anticipated using \$3.1 in reserves this year, but this will not be necessary. \$800,000 will be used in one time parking fee collections to help balance the budget for this year. With the use of this one time money, it is expected that the City will come out more or less even for the year. The projected deficit is about \$2.5 million for the next year and \$3.5 for the following year. As this amount is approximately equal to the undesignated reserves, it would appear that big cuts would not be necessary in the next fiscal year. For now, the City Manager is recommending to the City Council that the line on spending be held, and that frozen positions not be restored, except for the reopening of fire station #9. Unless there is a downturn in the economy, the City should be able to make it through the next two years using the undesignated reserves.

The Library Commission discussed their plans to attend the Mid Year Budget Hearing, scheduled to begin at 4:30 PM on Tuesday, March 1, 2005, and the content of the message that the Commission Chair would share with the City Council.

9. **Library Director's Report.** Acting Library Director Doug Moon referred Commissioners to the Library Department Monthly Report for news of recent activities and events. The Library staff welcomed two new part-time Librarians this month and is appreciative of the fact that vacated positions are able to be filled.

The CALTAC workshop "Come Blow Your Horn," is scheduled for Saturday, March 5, 2005 at the Dublin Public Library and Commission Chair Bennett, Commissioners Wu and Brunner, and Library Director Doug Moon are scheduled to attend.

Dawn Merkes, with Group IV Architects, is scheduled to attend the March 21, 2005 Library Commission meeting. The Library Commission has tentative plans to tour the Santa Clara Public Library on Saturday, April 23, 2005. Ms. Merkes is unavailable that day, but an associate from the firm could conduct the tour. Should the Commission wish to have Ms. Merkes conduct the tour, she is available on Saturday, April 9, 2005. Commissioners Harrison and Wu, and Council Member Quirk are available on April 9. Upon checking their calendars, Commissioners are asked to call the Administrative Office to advise staff of their availability.

National Library Week will be celebrated April 10-16, 2005. Three programs are scheduled for that week. Two are performances by *The Amazing Ace Miles*, and the "What's Up Big Band" will be returning for a performance at the Weekes Branch Library. National Library Week is a BALIS wide publicity event. The theme this year is "Your Library Card - Get It, Use It." It is a teen audience oriented publicity campaign. The graphic will appear on over 150 movie screens in the Bay Area during National Library Week. The BALIS PIC (Public Information Committee) is working with KPIX, a co-sponsor again this year, in an attempt to have a 15 second infomercial produced on Bay Area Libraries and teens. If successful, this will be what will appear on the movie screens, instead of a still. KPIX has committed to doing three weather spots at libraries that week, and an *Evening Magazine* segment on teens in Bay Area libraries. BALIS PIC has again contracted with AC Transit, SF Muni and Wheels Bus Service to have "bus tails" with the graphic and slogan for the month of April.

The City Council will recognize volunteers on Tuesday, April 19, 2005, at the beginning of their meeting. Invitations will be sent.

10. **Library Commission Report.** Commission Chair Bennett and Commissioners Glines and Harrison participated in the recent "Day in the District" event. They met with Johan Kleh's legislative assistant and Commissioner Harrison provided an overview of that meeting.

Commissioners noted that Library Legislative Day is scheduled for April 20, 2005 in Sacramento. Discussion of attendance will be posted to the March 2005 Library Commission agenda.

11. **City Council Liaison Report.** Council Member Quirk provided the Library Commission with information concerning the "mini-loop" proposal that Council would be considering at their March 1, 2005 meeting. It was noted that the design of this project would affect the Library in that it would eliminate parking along Mission Boulevard. In addition, there is the possibility of the development of the parking lot adjacent to the Post Office, further reducing parking available for Library customers. The City Hall Parking Garage would become the main parking area for people coming to the Library. Commissioners and Council Member Quirk expressed concern that patrons feel safe coming to the Library, especially with regard to the inadequate lighting in the Library Square, the City Hall Parking Garage, and the route between the two structures. Commissioners requested that this item be discussed on a Library Commission agenda.
12. **Agenda Building.** Commissioners offered the following items for inclusion on upcoming Library Commission Agendas:
  - Presentation by Dawn Merkes, Group IV Architects, scheduled for March 21, 2005
  - Discuss plans to tour the Santa Clara Public Library in April scheduled for April 9 or 23, 2005
  - Discuss participation in Library Legislative Day in Sacramento, scheduled for April 20, 2005
  - Address issues of concern with regard to lighting, crosswalk safety and parking for library customers
  - Report on Overdrive
13. **Meeting Evaluation**  
Commissioners commented on the lively nature of the meeting.
14. **Adjournment**  
Library Commission Chair Bennett adjourned the meeting at 8:22 PM.