



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

A G E N D A

**Monday
December 19, 2005 - 7 PM
Library Commission Meeting**

1. *Call to Order*
2. *Pledge of Allegiance*
3. *Roll Call*
4. *Minutes of Meeting of November 21, 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 a report on the activities of the Friends of the Hayward Public Library, to be provided by the Library Commission Liaison of the Board of Directors of the Friends.
7. *New Business*
 - a. **Presentation on Library catalog enhancement.** The Library Commission will receive a demonstration of the new online catalog enhancement that features book jackets and reviews.
 - b. **Report on the Public Library Construction and Renovation Bond Act of 2006.** The Library Director will provide a Report on this Bond Act (materials included in agenda packet).



CITY OF HAYWARD LIBRARY COMMISSION
Agenda for December 19, 2005
Page two

New Business (continued)

- c. **Collaborative Efforts.** The Library Commission will discuss collaborative efforts between the Hayward Public Library and Hayward Unified School District.

8. *Old Business*

Library Commission Planning Calendar. The Library Commission will continue their review of the planning calendar and provide input for amendments and additions.

9. *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.

10. *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.

11. *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.

12. *Agenda Building*

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

13. *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.

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
 November 21, 2005 - 7 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 7:00 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	X	3	0	
William Burnside	X	3	0	
Jessica Fields	X	2	1	
Natalie Forrest	X	1	0	
Elsa Glines	X	3	0	
Judy Harrison	X	3	0	

City Council Liaison: City Council Member Bill Quirk

City Staff: Jesús Armas, City Manager

Library Staff: Lisa Rosenblum, Library Director
 Linda Atwater, Administrative Secretary

4. **Approval of Minutes of Meeting of October 17, 2005**

Board Action: It was moved and seconded (Glines/Burnside) to approve the minutes of the meeting of October 17, 2005 as submitted. Motion unanimously carried.

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

The Library Commission elected to make an adjustment to the order of the agenda items and moved to the first item of New Business.

6. **New Business**

- a. *Welcome New Library Commissioner.* The Commission welcomed newly appointed Library Commissioner Natalie Forrest and around the table introductions were made.

7. **Friends of the Library Report.** Commissioner Harrison, liaison to the Friends of the Library, provided the Friends of the Library Report. Year-to-date, the book sales have raised more than \$17,000. The Friends have two new members on their Board of Directors, Carl Baker-Madsen and Jim Sampson. At the recent City of Hayward Volunteer Recognition Dinner, the Friends were recognized for their service.

At this time, the Commission returned to the New Business agenda items.

New Business (continued)

- b. *Library Commission Planning Calendar.* Copies of the revised draft of the Library Commission Planning Calendar for 2005-2006 were included in the agenda packets. While it was decided to defer this agenda item to the December meeting, several suggestions were offered and briefly discussed. Council Member Quirk suggested the Commission consider the Master Facilities Plan. Commission Chair Bennett recommended staff presentations be scheduled. For the December meeting, the Library Director proposed scheduling a presentation on the recent upgrade to the catalog.
- c. *Planning for the Future.* The Library Commission scheduled this item to discuss the possibility of the inclusion of space for a satellite library in the new community center that is planned for South Hayward. Commissioner Brunner made reference to the newspaper article that brought this item to the attention of the Commission. Commission Chair Bennett noted that the Library Commission had discussed the need for a library facility in the Fairway Park District for many years and had interest in exploring possible avenues of providing library service in that area.

The City Manager provided background information to the Commission with regard to the planned development of the La Vista Quarry site. As a result of negotiations between the City and the developer, the developer will provide some of the funding that can be used towards the construction of a community center at a location to be determined by the City.

Concurrently, the City has undertaken a more comprehensive study of the Mission Boulevard corridor from Harder Road to Industrial Boulevard, with consideration given to possible locations for the development of recreational areas along with a community center. The Local Agencies Committee is working on the project. The committee is comprised of three Hayward City Council Members, two board members from the Hayward Area Recreation District, and two members from the Hayward Unified School District. The committee will be making a recommendation to the three respective legislative bodies, with regard to a prospective location.

The City Manager commented that the City would need to negotiate with CALTRANS to secure the property currently under consideration, and construction funds needed to be identified. Ultimately, the building had to be designed, programs identified, and ongoing operating revenue would need to be assured. In general, the model for a community center was based on a facility the size of the Matt Jimenez Center, which is approximately 20,000 square feet. Based upon construction costs for that facility, it is estimated that approximately \$3.5 to \$4 million would need to be raised to pay for the construction of a community center facility. It will take some time before the City can demonstrate that all of the necessary funds are available for this project.

In this context, the City Manager recalled the remarks made earlier with regard to a Master Facilities Plan. His recommendation would be for the Commission to hold in reserve whether a satellite facility is best in a community center, or somewhere in that corridor, until there is an opportunity to closely analyze it. At one point, there had been a suggestion made that a satellite facility in the Fairway Park Shopping Center might be a good solution. Until there is an opportunity to carefully evaluate all of the options, he believed it would be premature to get attached to one location.

In response to questions raised by Commissioners, the City Manager thought that the City would own the community center facility and enter into a contract with HARD to assume responsibility for programming and management.

Council Member Quirk offered an observation with regard to the rise in construction costs and acknowledged that due to funding considerations, it would most likely be years before a community center will be built. He shared the information gleaned from an informal survey he conducted several years ago. With regard to having a library facility in their neighborhood, the most interest was expressed by residents in the Fairway Park District. Council Member Quirk was in agreement with the City Manager, that the location of a satellite or branch library needed to be put into the context of an overall Master Facilities Plan.

The Library Director commented on the positive aspects of a library partnership with a community center, in that there is an overlap of the services that can be provided, such as a technology center. It might be determined that what is most desired by the community for a satellite facility is basically children's books, programming and best sellers for adults. It was noted that the Library's delivery service provides the means to send materials from one facility to another.

From the various community meetings in which Commission Chair Bennett has participated, she observed the library service model being discussed the most involved the ability to order books and have them delivered.

- d. ***Parking at the Main Library.*** Library Commission Chair Bennett clarified that this agenda item concerned the general issue of parking at the Main Library, both overnight parking and parking during the Library's hours of operation. Commissioner Brunner expressed concern with the negative appearance created when cars are parked overnight around the Library block, and noted that when the library facility opens in the morning, there is limited parking available.

The City Manager noted that with the construction of a third deck to the City Hall parking structure, the addition of almost 200 spaces was achieved. All City vehicles are parked on the upper deck, creating additional lower level parking spaces that are available to the public. A comment was made that people are not making full use of this parking structure and the issue of improved lighting might help address the perception of safety, especially in traveling to/from the Library. The City Manager acknowledged the funds that have been allocated for enhanced lighting in the library square. In addition, the ceilings in the parking garage have been painted, creating more of a reflection from the garage lighting.

The Historical Society plans to build a two story, 25,000 square foot building on the site of the parking lot adjacent to the Post Office. While this project will take land that is currently used for parking out of circulation, it will also create new activity in the downtown area, and provide an opportunity for cooperative programming efforts between the Historical Society and the Library.

The issue of parking meters and other imposed parking restrictions was discussed. Council Member Quirk suggested that Commissioners and Friends utilize, and encourage others to utilize, the City Hall Parking Garage. He commented that if the new circulation plan is put into operation, the parking spaces along Mission Boulevard would be lost and further necessitate use of the parking garage. The Commission discussed the importance of educating Library customers and other visitors to the downtown, that the City Hall Parking Garage is open to the public for use, not just visitors to the City Hall. The Library Director suggested the posting of directions to the parking garage on Library handouts and the web site as a tool in this regard.

8. **Library Director's Report.** The Library Director noted the inclusion of the Library Monthly Activity and Statistical Reports in the Library Commission Agenda packet. The information provides an excellent overview of library programs and business for the month. During the next two months, the Library Director will be meeting with every member of the staff. She will be meeting with the Library Pages in a group, and on a one-to-one basis with all other staff members for approximately one-half hour. The Library Director shared that her focus will be on the operation of the Main and Branch libraries, and also in the library's relationship with the community. She attended a recent Rotary Club meeting with Council Member Quirk, and looks forward to meeting with other community organizations.

The Library Director noted that in looking around the Main Library building, it has its challenges. Some of the challenges will be addressed during the next six to twelve

months, with the staff empowered to make improvements. There are processes that can be streamlined and free the staff for other tasks. The Library Director acknowledged the great service that staff provides to the Library customers, and new technological advances will not change that attitude, but serve to enhance it. This is the type of change upon which the Library Director will focus, in addition to looking ahead to the expansion of library services, whether through a new central library or branch. She commented that it is a very exciting time to be in Hayward.

9. **Library Commission Report.** Commissioner Harrison provided a report on her attendance of the California School Library Association Conference, and the session on Collaboration with Public Libraries.

Commissioners were unable to attend the CALTAC Special Fall Workshop.

10. **City Council Liaison Report.** Council Member Quirk commented that more would be known about next year's budget in January or February, when a mid-year budget review is given to the City Council.

11. **Agenda Building.** The following items were listed for inclusion on future Library Commission agendas:

Presentation on Library catalog enhancement (December)

Library Commission Planning Calendar (December)

Collaborative efforts between the Hayward Public Library and Hayward Unified School District (December)

Master Facilities Plan (future agenda)

Community Needs Assessment - How to find out what a community wants and how to get public input (future agenda)

Budget (January or February 2006)

12. **Meeting Evaluation.** Commissioners offered favorable comment with regard to the business conducted and appreciated the attendance of the City Manager and information he provided.

13. **Adjournment.** Library Commission Chair Bennett adjourned the meeting at 8:27 PM.