

CITY OF HAYWARD LIBRARY COMMISSION MEETING

Weekes Branch Library
27300 Patrick Avenue,
Hayward



(NOTE CHANGE IN LOCATION)

A G E N D A

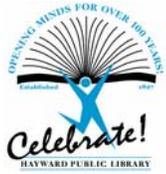
Monday
April 17, 2006 - 6:30 PM
Library Commission Meeting

1. *Call to Order*
2. *Pledge of Allegiance*
3. *Roll Call*
4. *Minutes of Meeting of March 20, 2006*
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 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 to the Board of Directors of the Friends.
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.



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New Business (continued)

- b. **Orientation of Branch Services.** Weekes Branch Library Manager Melesha Johnny will provide an orientation of Branch Services to the Library Commission.
- c. **Library Budget Education.** The Library Director will provide a report on the various sources of revenue for the Library and the areas of expenditure.

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. **Annual Library Commission Dinner.** The Commission will discuss a date and location for their Annual Commission Dinner.

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 and Review of Library Commission Planning Calendar*

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

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 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
March 20, 2006 - 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 Library Commission Chair Linda Bennett at 6:42 PM. The Commission Chair had delayed calling the meeting to order, while awaiting the teleconference call from the City Council liaison. Due to technical difficulties, the call was not received until a later point in the meeting.

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	7	0	
Lisa Brunner	X	7	0	
William Burnside	X	6	1	
Jessica Fields	X	6	1	
Natalie Forrest	0	4	1	
Elsa Glines	X	7	0	
Judy Harrison	X	7	0	

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

4. **Approval of Minutes of Meeting of January 23, 2006 and February 27, 2006**

Board Action: It was moved and seconded (Glines/Burnside) to approve the minutes of the January 23, 2006 and February 27, 2006 Library Commission meetings. Motion unanimously carried.

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

6. **Friends of the Library Report.** Commissioner Harrison, liaison to the Friends of the Library, provided the Friends of the Library Report. The Saturday Book Sales continue to be successful, generating an average of \$300+ per sale. The Friends approved the purchase of a DVD player/projector, as requested by the Young Adult Librarian for use in library programming. Plans are underway for the establishment of a perpetual book sale at the Weekes Branch Library, named in memory of Lyle Spiczak. The Friends Board will elect new officers, with the following running unopposed: Judy

Harrison as President; Helene Carr as Vice President; Alison Lewis as Treasurer; and Bonnie Smith as Secretary.

7. New Business.

- a. Community Feedback Regarding Library from Commission Members.** Commission Chair Bennett introduced this agenda item, and offered Commissioners the opportunity to report on feedback they receive on the Library gleaned from their interactions with members of the community. Chair Bennett commented on feedback she has received from a neighbor who is a member of the teaching profession. The teacher offered positive comments about the Hayward Public Library services and staff, while noting the need for some facility enhancement.

At this time, Council Member Quirk joined the Commission meeting through a telephone conference call, on an alternate Library Administrative Office extension.

Commissioner Fields shared comments made by coworkers who live in Hayward, along with residents of her neighborhood, who use the Library. They would like to see a new library built on the current site. The park setting receives favorable comments.

Commissioner Brunner noted that the students of the local junior high school walk to the library after school, and make use of the computers. She commented that people like the location of the library and would prefer to see a new library constructed on the present site.

Commission Chair Bennett will continue to place this item on the agenda.

- b. Preview of Powerpoint Presentation.** The Library Director provided the Library Commission with a preview of the Powerpoint Presentation that is on the City Council Worksession agenda for March 28, 2006.

- 8. Library Director's Report.** The Library Director reminded the Commission of the "It's Your Life, Doug Moon" retirement party scheduled for Thursday, March 30 at the Main Library.

- 9. Library Commission Report.** Commissioners Bennett and Forrest, Council Member Quirk, and Library Director Lisa Rosenblum attended the CALTAC Workshop, "Making the Case for Libraries," held on February 25 at the Cupertino Community Hall. Presentations were offered by State Librarian Susan Hildreth; CALTAC Board Member Mary Minow, Livermore Public Library Director Susan Gallinger; Santa Clara County Librarian Melinda Cervantes, and Los Altos Library Commission Member Nancy Tucker. Workshop attendees offered comments and observations.

Commission Chair Bennett attended an Early Childhood Education Forum and the League of Women Voter's session on the "Sunshine Law." Commissioners requested copies of the materials provided by the League of Women Voters. The material will be included in the next mailing to the Commission.

10. **City Council Liaison Report.** Council Member Quirk offered comment on the bond issue that will be brought to the voters in the upcoming June election. He suggested that on its next agenda, the Library Commission include an item on learning what needs to be done to qualify for the bond issue. Council Member Quirk acknowledged that there are many requirements and asked the Library Director for comment in this regard. The Library Director has had several conversations with Richard Hall at the State Library and provided the Commission with an overview of the process. Council Member Quirk asked that this item be placed on the April Library Commission agenda. He will discuss this matter with the Library Director prior to that meeting.
11. **Agenda Building and Review of Library Commission Planning Calendar.** The April 17, 2006 meeting will be held at the Weekes Branch Library and include an orientation of Branch services provided by Melesha Johnny. Suggested agenda items: Library Budget Education; and State Library Bond Issue (staff will provide information from the website in the packet and Commissioners will share information gleaned from the recent CALTAC workshop).
12. **Meeting Evaluation.** Commissioners offered very favorable comments on the Powerpoint presentation on the Library, by the Library Director.
13. **Adjournment.** Library Commission Chair Bennett adjourned the meeting at 8:10 PM.