



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



A G E N D A

Monday
February 26, 2007 - 6:30 PM
Library Commission Meeting

1. *Call to Order*
2. *Pledge of Allegiance*
3. *Roll Call*
4. *Minutes of Meeting of January 22, 2007*
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 unless it 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.
7. *New Business*
 - a. **Adult Programming Presentation.** The Adult Services Manager will provide a presentation on Adult Programming.
 - b. **Community Feedback Regarding Library from Commission Members.** Commissioners will report on feedback regarding the Library that they have received from community members.
 - c. **Tour of Teen Area.** The Library Commission will tour the Teen Area of the Main Library.
 - d. **Discussion of Funding Alternatives.** The Commission Chair will lead a discussion on possible alternatives to fund a new main library.



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.
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
January 22, 2007 - 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 Commission Chair Linda Bennett 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	5	0	
Lisa Brunner	X	4	1	
Jessica Fields	X	5	0	
Natalie Forrest	X	4	1	
Elsa Glines	0	3	2	
Kelly Greenne	X	4	1	
Judy Harrison	0	3	2	

Library Staff: Lisa Rosenblum, Library Director
 Cindy Merfeld, Library Assistant

4. **Approval of Minutes of Meeting of December 18, 2006**
Board Action: It was moved and seconded to approve the minutes of the meeting of December 18, 2006 as submitted. Motion carried.
5. **Public Comment.** No public comment offered.
6. **Friends of the Library Report.** The Friends of the Library have scheduled the next Big Book Sale for February 23-24, 2007 and flyers were distributed.
7. **New Business:**
 - a. ***Technology Center Report.*** The Library Director provided information on the development of the Main Library's Technology Center, the grant that funded the purchase of the computers, and the staffing configuration for this popular service. She reviewed for the Commission the *Survey of Technology Center Staff* as prepared by Library Operations Manager Judy Sander.

b. Community Feedback Regarding Library from Commission Members. Commissioner Fields shared the enthusiastic response she received with regard to the changes that have taken place in the library since the remodel. Commissioner Forrest reported on the positive experience of a first time library visitor in obtaining a library card, who has now become a frequent customer. Commissioner Forrest relayed a question with regard to the perpetual plaque. The Library Director provided a summary of the guidelines established by the Friends of the Library, pertaining to the placement of names on the plaque.

8. **Library Director's Report.** The Library Director referred to the statistical report included in the Commission packets, noting that the gate count is up 13% and circulation is up 18%, compared to December 2005.

On separate occasions, the Library Director provided tours to staff from the Newark, San Jose, and Oakland Public Libraries. There has been much interest in the remodeling project.

The Main Library Exterior Lighting Project continues, and there is increased illumination following the installation of the building lights. Work is underway to prepare the grounds for the installation of the pole lights. Trenches are being hand dug throughout the park for underground electrical conduit. Because many of the trees are heritage trees, a certified arborist is working with the construction company. When tree root balls may be compromised, special equipment will be brought in to blow the dirt off the tree roots so as to not damage them.

The Teen Center is nearing completion, with several items remaining on order. Young Adult Librarian Amy Martin noted the following comments she received, to be shared with the Library Commission: *"Awesome!" "It looks so cool, I love the red chairs." "I'm liking this library more and more every day." "Okay, it's official. The Library is now one of my favorite places." "I never knew they had books like this here!"*

The Library Director commented on the report she prepared for the City Council work session. The report is available on the City's web site. The Library Director has been asked to develop a Request for Qualifications for architectural services (RFQ) for discussion at another work session.

9. **Library Commission Report.** Commissioners shared their observations with regard to the City Council work session. Commissioners commented on their role in serving as a public voice for the City Council. Commissioners discussed the area libraries they have visited and toured, highlighting the elements which impressed them. Suggestions were offered on the manner in which to share this information with the general public, perhaps including presentations that featured visual snapshots of design and service elements that could be incorporated in a new library in downtown Hayward.
10. **City Council Liaison Report.** Council Member Quirk commented on the City Council work session and encouraged the Library Commission to continue to provide the Council with any input they wished. It was noted that an RFQ is for architectural services, and does not include the funding aspect for the project. Council Member Quirk offered comment on political/revenue consultants, bond measures, foundations, and community polling.

11. **Agenda Building and Review of Library Commission Planning Calendar.** The following items were suggested for inclusion on upcoming agendas:

Tour Teen Area; Demonstration of new web site; Overview of how library building projects are funded; Discussion of next steps for the Library Commission with regard to a new library; Discussion of school district bond measure.

Commissioner Brunner encourages attendance of the upcoming CALTAC workshop (March 10).

12. **Meeting Evaluation.** Commissioner Fields was pleased with the good exchange of ideas.
13. **Adjournment.** Library Commission Chair Bennett adjourned the meeting at 7:50 PM.