



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



A G E N D A

Monday  
May 21, 2007 - 6:30 PM  
Library Commission Meeting

1. *Call to Order*
2. *Pledge of Allegiance*
3. *Roll Call*
4. *City Manager's Presentation on the Process for Planning the New Main Library*
5. *Minutes of Meeting of April 16, 2007*
6. *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.)
7. *Friends of the Hayward Public Library Report*

Report on the activities of the Friends of the Hayward Public Library.
8. *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.
  - b. *Library Operations.* The Library Operations Manager will respond to a Question and Answer session on library circulation and operations.
  - c. *Budget Process.* A discussion on the budget process.
9. *Library Director's Report*

Report on the status of library activities and statistics.



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10. ***Library Commission Report***  
Report on Library activities in which Commissioners have been engaged or in which they will participate.
  - a. ***Library Issues Breakfast.*** Report on the Library Issues Breakfast, held on May 12, 2007.
  - b. ***Library Commission Dinner.*** Finalize plans for Library Commission Dinner.
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. ***Meeting Evaluation***  
Commission feedback regarding the meeting.
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**  
**April 16, 2007 - 6:30 PM**

John and Alice Pappas Legacy Room  
 Weekes Branch Library  
 27300 Patrick Avenue, 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	8	0	
Lisa Brunner	X	7	1	
Jessica Fields	X	7	1	
Natalie Forrest	X	6	2	
Elsa Glines	0	5	3	
Kelly Greenne	X	6	2	
Judy Harrison	X	6	2	

It was noted that Commissioner Glines would be absent from the meeting due to a medical emergency.

Library Staff: Lisa Rosenblum, Library Director  
 Linda Atwater, Administrative Secretary  
 Melesha Johnny, Supervising Librarian I

Council Liaison: City Council Member Bill Quirk

4. **Approval of Minutes of Meeting of March 19, 2007**  
**Board Action:** It was moved and seconded (Harrison/Brunner) to approve the minutes of the meeting of March 19, 2007. Motion unanimously carried.
5. **Public Comment.** No public comment offered.
6. **Friends of the Library Report.** At their recent Board meeting, the Friends of the Library discussed the topics of the Annual Volunteer Dinner and the Big Book Sale. They approved funding to support the Adult Summer Reading Program, the Children's Fair ("Reading Rodeo", scheduled for August 4 at the Main Library), and a surprise that is on order.

7. **New Business:**

- a. **Community Feedback Regarding Library from Commission Members.** After responding to a community member's question regarding the number of items in the Library's collection, Commissioner Greenne wondered about the loss of materials due to theft. The Library Director commented that the library strives to provide a welcoming environment, while at the same time, protect the collection. She provided information on the Library's various security measures and suggested that the Library Operations Manager be invited to the next Commission meeting to answer operational questions. Commissioner Brunner reported that a customer was impressed that the Library offered the use of computers at no cost. Another customer was pleased that her daughter was able to obtain a book from a popular series in the teen section.
- b. **Executive Summary: EnviroSell/Weekes Branch Library Customer Experience Analysis.** Using a PowerPoint presentation, the Library Director provided an Executive Summary on the Customer Experience Analysis that was conducted by EnviroSell at Weekes Branch Library and two San Jose libraries. The Library Director responded to questions that were raised during the presentation. Throughout the presentation, the Library Director commented on the changes and enhancements forthcoming for Weekes Branch as a result of the study. The Library Director, San Jose Library representatives, and EnviroSell will present the findings of the study at the Public Library Association Conference in March 2008.

8. **Library Director's Report.** The Library Director reminded Commissioners of the Library Issues Breakfast on Saturday, May 12, 2007. As noted in the Monthly Activity Report, the Library will begin purchasing pre-processed books; therefore, staff will have more time to help customers, instead of doing the processing tasks. The Library has applied for an LSTA (Library Services and Technology Act) grant in partnership with the Hayward Area Historical Museum. An application for a second round of funding for the Early Learning with Families (ELF) grant may also be submitted.

- a. ***Report on BALIS Library Director's Retreat.*** The Library Director attended the BALIS Library Director's Retreat, where Steve Abrams provided a presentation in the morning. In the afternoon, the Directors continued a discussion on joint projects between the three library consortiums.

9. **Library Commission Report.**

- a. ***Report on Steve Abrams presentation.*** Commissioner Harrison commented on the inspirational presentation on the future of libraries that was provided by Steve Abrams. Council Member Quirk attended the presentation and noted the recommendation that Instant Messaging and Text Messaging be available for information inquiries, and that new libraries be built in a virtual world.
- b. ***Discuss Annual Library Commission Dinner.*** Commissioners discussed plans for the Annual Library Commission Dinner. The dinner will be held at Buon Appetito on Monday, June 18, 2007.

Commission Chair Bennett, and Commissioners Glines and Fields attended the recent City Council Work Session where the Request for Proposals for a New Main Library was presented, and offered comment on the session.

10. **City Council Liaison Report.** Council Member Quirk commented on a citizen inquiry with regard to a Library program and shared his response and handling of the issue. He provided comment on the recent City Council Work Session, and was pleased to see three Library Commissioners in attendance. A discussion ensued on the various project phases outlined in the RFP, obtaining community input and gaining community support, and funding possibilities. Council Member Quirk noted the upcoming City budget process.
11. **Agenda Building and Review of Library Commission Planning Calendar.** The following items were suggested for inclusion on the May agenda:  
  
The Library Operations Manager will be invited to attend the meeting to respond to a Question and Answer session on library circulation and operations.  
  
A discussion will be held regarding the budget process.
12. **Meeting Evaluation.** Commissioners offered favorable comments on the PowerPoint presentation.
13. **Adjournment.** Library Commission Chair Bennett adjourned the meeting at 8:20 PM.