



CITY OF HAYWARD LIBRARY COMMISSION
Hayward Public Library
Meeting Room / 2nd floor
835 C Street, Hayward



Monday
September 17, 2007 - 6:30 PM
Library Commission Meeting
A G E N D A

1. *Call to Order*
2. *Pledge of Allegiance*
3. *Roll Call*
4. *Minutes of Meeting of June 18, 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*
Report on the activities of the Friends of the Hayward Public Library.
7. *New Business*
 - a. **Election of Officers.** The Library Commission will elect a Chair and Vice Chairperson to serve during FY 2007-2008.
 - b. **Library Building Program.** Kathy Page will discuss the methodology the library will be using to survey the community and develop the Library Building Program.
8. *Library Director's Report*
Report on library activities and statistics.
9. *Library Commission Report*
Report on Library activities in which Commissioners have been engaged.
10. *City Council Liaison Report*
Report on City matters that are of pertinence to the Library Commission.
11. *Agenda Building*
Consider items for inclusion on the Library Commission Agenda for coming months.
12. *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
 June 18, 2007 - 6:00 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 6:02 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	10	0	
Lisa Brunner	X	9	1	
Jessica Fields	X	9	1	
Natalie Forrest	X	8	2	
Elsa Glines	X	7	3	
Kelly Greenne	X	8	2	
Judy Harrison	X	8	2	

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

Council Liaison: City Council Member Bill Quirk

Guest: Dave Krug

4. **Approval of Minutes of Meeting of May 21, 2007**
Board Action: It was moved and seconded (Forrest/Harrison) to approve the minutes of the meeting of May 21, 2007. Motion unanimously carried.
5. **Public Comment.** No public comment offered.
6. **Friends of the Library Report.** The Annual Big Book Sale will be held June 22-23, 2007. On June 26, 2007, from 10 AM to Noon, the Friends will be hosting a joint meeting of other Friends groups, held at the Weekes Branch Library. Both the Friends of the Library and the Literacy Council have selected Nancy Eager to receive the Pearl Volunteer Award that will be presented at the Hayward Volunteer Recognition and Awards Dinner.
7. **New Business:**
 - a. **Planning for a New Main Library.** The Library Director summarized the City Council Agenda Report that will be presented to the Council on June 19, 2007.

Eleven responses to the Request for Proposals were received and evaluated. Four firms were invited to participate in the final review process. Serving on the review panel were the City Manager, Director of Public Works, Library Director, Commission Chairperson Linda Bennett, and Contra Costa County Library Director Anne Cain. The panel selected the firm of Noll & Tam Architects and the City Council will be asked to authorize a resolution to execute an agreement with them regarding the design of the new Main Library. The Library Director and Chairperson Bennett offered comment on the process and responded to questions that were raised. Chairperson Bennett provided Commissioners with a copy of the City Council Agenda for the June 19, 2007 meeting and Council Member Quirk advised Commissioners that the agenda item was available for review on the web.

8. **Library Director's Report.** (The Library Director's Report was included in the item of New Business, Planning for a New Main Library.)
9. **Library Commission Report.**
 - a. **Community Feedback.** Commissioner Forrest shared a comment she received with regard to use of the library computers. The remark was that youth are using all of the computers, in addition to having designated computers in the Young Adult area. The customer wondered if a few computers could be reserved for adult use. The Library Director advised Commissioners of the availability of the computer reservation system, and welcomed the opportunity to speak with customers who have suggestions/concerns with regard to any library service.
10. **City Council Liaison Report.** Council Member Quirk acknowledged Commission attendance of the recent City Council meeting, and commented that the Council does take note of the presence of members of the public. While the City is projecting a budget deficit this fiscal year, there are a number of projects that are needed, and Council Member Quirk remarked on possible funding alternatives. He also noted that the City is involved in contractual negotiations with the various bargaining units.

Council Member Quirk referenced the City Council Board and Commission attendance policy. The policy states each board member or commissioner is required to attend not less than 75% of all regular meetings held. Staff noted that the Board and Commission attendance records, for this purpose, are for those meetings attended June 1 through May 31.
11. **Agenda Building.** Chairperson Bennett noted that the Library Commission is on hiatus during the months of July and August. Staff will provide monthly activity and statistical reports to the Commission during the summer. In August or early September, the Library Director will contact Commissioners with regard to the scheduling of community meetings with the architectural firm.
12. **Meeting Evaluation.** Commissioners noted the brevity of the meeting.
13. **Adjournment.** Library Commission Chair Bennett adjourned the meeting at 6:30 PM to provide for Commission attendance of their Annual Dinner, scheduled at Buon Appetito, 917 A Street in Hayward.