



## CITY OF HAYWARD LIBRARY COMMISSION

Hayward Public Library  
Administrative Office  
835 C Street, Hayward

May 19, 2008  
6:30 PM



### A G E N D A

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Roll Call**

**4. Minutes of Meeting of April 14, 2008**

**5. Public Comment**

The Public Comments section provides an opportunity to address the Library Commission on items listed on the agenda, as well as other items of interest. The Commission welcomes comment and requests that speakers present their remarks within established time limits. (Individual comments are set at a 3-minute time limit; comments on behalf of a group are set at a 5-minute time limit.) As the Commission is prohibited by State law from discussing items not listed on the agenda, your item will be taken under consideration and may be referred to staff.

**6. Friends of the Hayward Public Library Report**

Report on the activities of the Friends of the Hayward Public Library.

**7. New Business**

- a. Staff Presentation on Children's Programming
- b. Outreach for Future Commission Appointments

**8. Old Business**

- a. Planning Process for New Main Library
- b. Budget Update

**9. Library Director's Report**

Report on library activities and statistics.

**10. Library Commission Report**

Report on Library activities in which Commissioners have been engaged.

**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. 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 510/247-3340.

CITY OF HAYWARD  
**Minutes of the Library Commission Meeting**  
**April 14, 2008**

Hayward Public Library  
 Administrative Office  
 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	<b>Attendance this Meeting</b>	<b>Present to Date Regular Meetings</b>	<b>Absent to Date Regular Meetings</b>	<b>Attendance Special Meetings</b>
<b>Linda Bennett</b>	<b>X</b>	<b>8</b>	<b>0</b>	
<b>Lisa Brunner</b>	<b>X</b>	<b>8</b>	<b>0</b>	
<b>Jessica Fields</b>	<b>X</b>	<b>7</b>	<b>1</b>	
<b>Natalie Forrest</b>	<b>X</b>	<b>6</b>	<b>2</b>	
<b>Elsa Glines</b>	<b>X</b>	<b>8</b>	<b>0</b>	
<b>Kelly Greenne</b>	<b>X</b>	<b>8</b>	<b>0</b>	
<b>Judy Harrison</b>	<b>X</b>	<b>7</b>	<b>1</b>	

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

4. **Approval of Minutes of Meeting of March 17, 2008**  
**Board Action:** It was moved and seconded (Fields/Harrison) to approve the minutes of the meeting of March 17, 2008. Motion unanimously carried.
5. **Public Comment.** No public comment.
6. **Friends of the Library Report.** Commissioner Harrison provided the Friends of the Library Report. Membership renewals are due in April. The book bags available for sale (\$5.00) were displayed. The Friends will be purchasing the prizes for "Get the Reading Bug," the library summer reading game, and promotional giveaways for the Downtown Street Parties. In addition to the diskettes and CDs available for sale at the Accounts Desk, the Friends are ordering ear buds and flash drives that library customers will be able to purchase.
7. **New Business:**
  - a. **Library and Neighborhood Services Department Discussion and Questions.** During their March meeting, the Director provided Library Commissioners with details of the formation of the Library and Neighborhood Services Department, and description of the services provided by the various elements of the new division. She provided recap of the functions of each of the program elements, and commented on the Neighborhood Initiative. The opportunities that are created with the connection of CDBG and Social Services to Library Services were discussed. The Director will have office space at City

Hall, and retain her office at the Library. She continues to meet with the staff of the Neighborhood Services Division and a meeting of all staff members (Library Services and Neighborhood Services) is scheduled.

- b. **Commission Dinner.** Traditionally, the Library Commission holds an Annual Dinner following their June meeting, and this event is included in the department budget. The Director acknowledged the importance of the Library Commission, commenting on their efforts and support of the library. However, she explained that she could no longer support the previous practice of the Library budget supporting the event, especially due to the current structural deficit. The Director proposed other options be explored, perhaps a potluck dinner at the Library. Commissioner Brunner was willing to host a barbecue at her home. Commissioner Glines commented that she was willing to pay for her own dinner, should the Commission decide to continue in their tradition. There was consensus to schedule the Commission dinner at Buon Appetito, extend invitation to the Mayor and City Manager to attend, and submit a preorder with each guest paying for their dinner. Staff will handle the arrangements. The dinner will be scheduled for 7 PM, Monday, June 16, 2008 at Buon Appetito, and will follow a brief business meeting.
- c. **Response by Commission to Budget Deficit and its effect on the Library.** Commissioners Forrest, Harrison and Fields served on the committee that was formed to draft a letter to City Council with regard to budget cuts. Copies of the draft letter were distributed for review and comment and suggestions were offered for inclusion in the final drafting of the document. Statistical information was requested of staff and those figures will be provided to Commissioner Forrest. Chairperson Bennett will sign the final document on behalf of the Library Commission and it will be sent to the Office of the City Clerk for inclusion in a packet to the City Council. Commissioners discussed reading the document during Public Comments at an upcoming City Council meeting, and gave consideration to April 22, 2008.

## 8. **Old Business:**

- a. **Planning Process for New Main Library.** The Director reported on the projects underway with regard to the Library Building Program and site analysis. She is registered to attend a two-day workshop sponsored by ALA/PLA on Funding Strategies for Public Libraries.
- b. **Budget Update.** The current and projected structural deficits were discussed. Library managers are working on ways to schedule staff as efficiently as possible. Positions that become vacant are not being filled. The importance of maintaining hours was noted.

- 9. **Library Director's Report.** The Director called attention to the 31% increase in circulation when comparing March 2005 to March 2008, and a 10% increase in circulation when compared to March 2007. All of the remodeling and merchandising occurred after March 2005 and services were realigned based upon what the customers wanted from the library. The Library has been responsive to the community, and there is concern that the inability to buy much in the way of new materials may affect our service response.

Supervising Librarian Sean Reinhart is credited with establishing a partnership with the Hayward Adult School (HAS), and an ESL class is scheduled to begin later this month. The HAS will use the John and Alice Pappas Legacy Room at Weekes Branch Library, with ½ of the room for ESL instruction and the other ½ for daycare for children of the participants. Once students complete their training in learning to speak English, they can be assisted with English reading skills through the Literacy program. In addition, computer basics workshops will be held

at the Main Library in the Tech, instructed by an educator from the HAS. The classes will be held before the library opens to the general public.

- 10. Library Commission Report.** Commissioner Fields provided report of visits to her classroom from Lead Library Assistant Jill Maughan. The children always look forward to the visits and during a recent session, several of the children in the class advised that they had library cards, and had checked out the book that was read to the class. Parents have expressed their appreciation of the program.

Commissioners commented on the various programs that have been cut from school curriculum (including onsite library service, music, arts) and the importance of keeping children excited about being in the classroom. Remarks were offered on the importance of the library and the services it offers.

Commissioners Brunner and Harrison attended a workshop on on-line book selling, held at the Alameda City Library, and offered comment on the techniques used and sales realized by other groups. They noted that the figures were comparable to those of the Hayward Friends of the Library. Observations were made with regard to the architecture and interior space of the Alameda City Library.

Commissioner Fields will be unable to attend the May 2008 Library Commission due to her plan to attend her Goddaughter's graduation ceremony from George Washington University.

- 11. City Council Liaison Report.** Council Member Quirk was unable to attend the meeting.

- 12. Agenda Building.** The following items were suggested for inclusion on future agendas:

- Staff Presentation on Adult Services (Literacy, Information and Referral, Computer Use)
- Budget Information
- Planning Process for New Main Library
- Library Commission Outreach for Future Commission Appointment

- 13. Adjournment.** The meeting was adjourned at 7:55 PM.