

LIBRARY COMMISSION
Main Library Meeting Room
835 C Street, Hayward, CA 94541
January 25, 2016
6:30 PM

A G E N D A

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes
5. Public Comment

This 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 comments 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. New Business
 - a. Library Meeting Room Policies
 - b. Library Commission representative to Public Art review team
 - c. Measure A information gathering effort
7. Reports
 - a. City Council Liaison
 - b. Library Commissioners
 - c. Friends of Hayward Library
 - d. Director of Library and Community Services
8. Agenda Building
9. Adjournment



CITY OF
HAYWARD
HEART OF THE BAY

LIBRARY COMMISSION

MEETING MINUTES
REGULAR MEETING OF NOVEMBER 16, 2015
MAIN LIBRARY MEETING ROOM
835 C STREET, HAYWARD, CA 94541

I. CALL TO ORDER.

Commissioner McAllister called the meeting to order at 6:35pm.

II. PLEDGE OF ALLEGIANCE.

All in attendance recited the Pledge of Allegiance.

III. ROLL CALL

Present: Bufete*, McAllister, Reynoso, Rogers, Bergeron
Absent: Murillo, Lowe
Staff: Sean Reinhart, Director of Library and Community Services
Rachael McNamara, Management Analyst

IV. APPROVAL OF MINUTES FROM OCTOBER 2015 MEETING

*Motioned by Commissioner Bergeron to approve the October 2015 Library Commission Minutes with a typo correction in Item 7: seconded by Commissioner Reynoso: motion passed 4-0-0. *Commissioner Bufete arrived during the New Business item at 6:42.*

V. PUBLIC COMMENT

None

VI. NEW BUSINESS –

DISCUSSION OF LIBRARY MEETING ROOM POLICY

A discussion was held regarding currently existing meeting room policies at other Bay Area Libraries, rental policies for similar non-library based locations and potential meeting room policies for the 21st Century Library and Community Learning Center. Updated draft policies will be brought back to the Commission at a later date, based upon the conversation and topics discussed on November 16h.

Topics discussed include:

- Preference for a tiered fee schedule with HUSD, City of Hayward and nonprofit programs receiving scheduling priority and paying a lower fees. Suggested that Hayward *area* rather than Hayward *specific* organizations receive favorable scheduling and fees.
- Working to appropriately capture the cost of increased staff time to handle meeting room requests, set up, and breakdown/clean up.
- Developing policies to prohibit hate groups or other organizations that interfere with the public utilizing the library for its intended purpose.
- Creating a balance between City of Hayward and outside organization usage, and developing policies against outside organizations monopolizing meeting room time slots with standing requests.
- Further discussions regarding fundraising activities held by organizations who rent the space.
- Developing policies regarding food permits, insurance, cleaning services, and service of alcohol. Commission was not opposed to the service of alcohol at events, but the consensus was that it may be prudent to limit alcohol service to events held outside of normal library operating hours.

VII. REPORTS

Construction on the 21st Century Library and Community Learning Center will start this week. There is a web cam on the light pole at C and Mission, which will be on 24-hours a day, and take a few photos each day. The Library Commission will take a group photo at the construction site in the spring of 2016. The Literacy Plus Program recently celebrated their 30th year and published their third annual compilation of writings that the new readers have composed. Friends of the Library are embarking on a fundraising campaign with a goal of raising \$1 million for additional books for the opening day collection. A fundraising kickoff meeting will be held on December 3rd at 6pm at Weekes Library. Library Commissioners are welcome to attend the kickoff meeting. Note: CM Jones was not in attendance to provide a Council Liaison report.

VIII. AGENDA BUILDING

- December Library Commission Meeting will be cancelled
- 21st Century Library Project Updates
 - Meeting Room Policy Update
 - Heritage Plaza Programming and Planning
 - Staff Programming

IX. ADJOURNMENT.

The meeting adjourned at 7:47 pm.