

**CITY OF SAN LEANDRO
LIBRARY-HISTORICAL COMMISSION
TUESDAY, MARCH 16, 2021 – 7:00 P.M.
REGULAR MEETING**

PRESENT: Chair Viveros-Walton, Commissioners X. Bowen, J. Chang, J. Heystek, A. Lum, Library Manager B. Sherwood and Recorder Y. Carrasco

ABSENT: I. Polvorosa, D. Prola

GUESTS: Maria Magallon, Erin Ouborg

APPROVAL OF AGENDA: It was MSC (Lum/Heystek) to approve the March 16 , 2021 agenda.

APPROVAL OF MINUTES. It was MSC (Lum/Bowen) to approve the minutes of the January 26, 2021.

PUBLIC COMMENTS: Erin Ouborg, Committee Chair for the Architectural Preservation Committee for the SL Historical Society, read an email sent to B. Sherwood to discuss the request of the Historical Society to add a seat to the Library Historical Commission for a person with professional background in historic preservation as the Society feels a person with this specific expertise is needed to guide the process of protecting heritage and cultural resources.

B. Sherwood received the email request from Erin Ouborg, Cindy Simons and Maria Magallon, and thought it should be brought to the Commission. B. Sherwood added that the item should be added to a future agenda under new business to discuss

Commissioner Viveros-Walton agreed the item should be added to a future agenda and requested clarification on the procedure of adding a seat to a Commission. Specifically she would like to know if the City Council can add the member or if the City Charter needs to be changed before adding a seat with specific designation. Chair Viveros-Walton also asked if there are any other Boards or Commissions that have a specific designated seat that is not appointed by district.

B. Sherwood will have the information for when the item is on the agenda.

Commissioner Heystek would also like to know who would be appointing the seat and what the term limits would be.

Commissioner Lum would like to know how many instances of historical nature have been brought to the Commission in the last 5 years.

Ms. Ouborg added the City of San Leandro has a knowledge deficiency when it comes to historic preservation and feels many of things don't get passed on to the Library-Historical Commission from the Planning Department. The Historical Society feels that by having a seat on the Commission it would be the first step in protecting and gaining more attention from the public in their historic resources.

Ms. Magallon comments were related to the request to add the seat to the Commission. Ms. Magallon will wait until the item is added to a future agenda to provide her comments.

CORRESPONDENCE: Chair Viveros-Walton requested the email correspondence from the Historical Society also be sent to the Commissioners.

UNFINISHED BUSINESS:

Commissioner Heystek asked for the status of youth representative to the Library-Historical Commission. She noted Mayor Cutter's assistance in the recruitment by forwarding information on social media, and asked for confirmation if the part of the description that states a requirement of being the youth member is to be a registered voter is correct. She does not recall this being a requirement in the past and if the description is incorrect if it can be corrected in the description. B. Sherwood had not heard of that requirement and the municipal code does reference being a registered voter in the description of the youth representative. B. Sherwood advised that youth services staff have reached out to groups involved with the library and letter was sent encouraging youths to apply. B. Sherwood received one response and informed the applicant to contact the City Clerk regarding with his application. B. Sherwood will follow up with the City Clerk regarding applications and get clarification if the representative needs to be a registered voter.

Commissioner Lum requested status of Marina Branch Library. B. Sherwood advised per the Engineering and Transportations Capital Improvement Project, CIP, presentation there is lack of funding for the Marina Branch Library project. The proposed plan is to sell a piece of property within the Marina development to fund this project. At this time the project is on hold.

NEW BUSINESS:

As there are four remaining Library-Historical meetings for 2021, B. Sherwood thought that a way for the Commissioners request to hear from staff could be met would be by scheduling a Senior Librarian from each of the library divisions (Adult Services, Branch Services, Circulation and Technical Services and Youth Services) to present at each of the remaining meetings for 2021.

As one of the topic requests was for an update on the Summer Reading program, B. Sherwood would schedule the Senior Library from Youth Services to provide an update at the May meeting.

Each division representative would come to the meeting and provide an update on the division, what they are working on, what their goals are for the year and activities they are involved in. Each division representative could provide an overview of the key areas within the division of the library services department and cover any specific areas the Commissioners would like to discuss.

In addition to the Senior Librarian from Youth Services coming to the May meeting, the item to discuss the San Leandro Historical Society's request to add a member would be on the agenda.

Chair Viveros-Walton asked if B. Sherwood would like to schedule the remaining divisions at this time. B. Sherwood thought they could come at any time of the year. Chair Viveros-Walton asked the Commissioners if they had a specific meeting they would like to hear from a division or if it was ok for B. Sherwood to schedule. The Commissioners were ok with B. Sherwood scheduling the divisions.

B. Sherwood also added that the election of Chair and Vice-Chair would be at the July meeting and based on previous years, the selection of the Chair/Vice-Chair nominating committee would be discussed at the May meeting. The nominating committee would provide their recommendation at the July meeting and the election would take place at the same meeting. B. Sherwood informed the Commissioners, per the charter, the Chair and Vice-Chair term is 2 years but the Commissioners can extend that if they would like to.

Chair Viveros-Walton asked the Commissioners to think about if they would be interested in being on the nominating committee and/or if they would like to serve as Chair/Vice-Chair.

Chair Viveros-Walton asked the Commissioners if they had any topics/projects they would like to hear about and reminded the Commission of what their scope is.

Commissioner Heystek would also like to hear what the Commissioners can do to help/support staff in addition to hearing what they have been working on during the pandemic.

Commissioner Chang would like to know what is planned when the library is re-opened.

Chair Viveros-Walton asked that with the change in leadership has there even been a strategic plan or is one in the process. B. Sherwood said he is actively moving forward on creating a strategic plan. Part of the plan would be to get input from various stakeholders in the community. The plan would be to possibly hire an outside consultant to get a third party perspective and guidance through the strategic planning process. It would be a very useful process to go through to set goals and plans for the library for the years to come.

Commissioner Bowen asked if there are specific goals of the library, both big picture and in response to what is going on in the community.

Commissioner Lum feels that before a strategic plan is created it would be more helpful to go out into the community to ask what other services they would like to see from the library.

B. Sherwood agreed that community input would be an integral part of the strategic planning process.

Chair Viveros-Walton asked if a tool-kit on how the Commissioners could be better messengers/ambassadors for the library could be created/discussed at the May meeting.

Commissioner Bowen asked if information could be provided ahead of time so that the Commissioners can assist in getting the message out to the community. B. Sherwood said by signing up to receive the library monthly newsletter the Commissioners can assist in getting the word out about upcoming programs.

REPORT OF THE SECRETARY:

B. Sherwood shared a timeline with an overview of all the activities the library has been involved in since the beginning of the shelter in place that took place one year ago. A copy of the report will be forwarded to the Commissioners following the meeting.

B. Sherwood provided an update on library operations as COVID cases come up. Due to the current plan and protocols set, the most recent case was manageable with no significant break in curbside service. Curbside service was suspended only for the afternoon when the case was reported, but there wasn't a need to cancel the upcoming week.

B. Sherwood reported the Interim City Manager, Fran Robustelli, has charged the City as a whole to create a reopening plan. B. Sherwood is on the team and they are looking reopening the City as a whole and as a department.

B. Sherwood wanted to follow up on Commissioner Polvorosa's request to have a list of Commissioner's email contact information. B. Sherwood asked the Commissioners for permission to provide their emails. Commissioners gave their permission.

REPORT OF CHAIR:

Chair Viveros-Walton shared she is hopeful to be able to attend the May meeting as she is pregnant and due in May 2021.

COMMITTEE REPORTS: None

COMMISSIONER COMMENTS:

Commissioner Lum provided an update on the budget task force meetings.

Commissioner Heystek is enjoying the Facebook posts from the San Leandro History Museum and Casa Peralta and encourages Commissioners to join the page if they are not currently following. Commissioner Heystek provided update on curbside service experiences. Commissioner Heystek would like an update on Mulford-Marina branch library at a future meeting. Chair Viveros-Walton asked item to be added to the July meeting.

Commissioner Bowen shared a brief bio about herself.

ADJOURNMENT:

It was MSC (Lum/Heystek) to adjourn the meeting at 8:23 p.m.

Respectfully submitted,

Bill Sherwood
Acting Library Director

Yolanda Carrasco
Recorder