



# City of San Leandro

Civic Center  
835 East 14th Street  
San Leandro, California

## Minutes

### Library-Historical Commission

*Chair Arlene Lum, District 4*  
*Vice Chair Jennifer Heystek, At Large (5)*  
*Francesca Carney, Youth*  
*Jennifer Chang, District 2*  
*Isabel Polvorosa, District 3*  
*Diana Prola, District 6*  
*Kelly Ritter, District 5*  
*Sbeydeh Viveros-Walton, District 1*

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Tuesday, March 15, 2022

7:00 PM

Access the meeting remotely: Use this URL  
<https://us02web.zoom.us/j/84384874843>

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This meeting is being held in accordance with the State Emergency Services Act, the Governor's Emergency Declaration related to COVID-19, and AB 361, under which a resolution was approved by the City Council on March 7, 2022 to allow attendance by members of the Library-Historical Commission by videoconference and teleconference.

Please be advised that pursuant to the Executive Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, Conference Room B at the San Leandro Public Library will not be open for the meeting. Commission Members will be participating telephonically and will not be physically present in Conference Room B.

If you would like to speak on an agenda item, you can access the meeting remotely:

Join from a PC, Mac, iPad, iPhone, or Android device: Please use this URL  
<https://us02web.zoom.us/j/84384874843>

If you do not wish for your name to appear on the screen, then use the drop-down menu and click on "rename" to rename yourself to be anonymous.

Or join by phone:  
Toll Free Numbers:  
1-888-788-0099  
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Enter Meeting ID: 843 8487 4843

If in the event the Toll Free Numbers are unavailable, dial 1-669-900-6833.

Enter Meeting ID: 843 8487 4843

NOTE: Your phone number will appear on the screen unless you first dial \*67 before dialing the numbers as shown above.

If you want to comment during the public comment portion of the agenda, Press \*9 and we will select you from the meeting queue.

The City wants you to know that you can also submit your comments. Members of the public may submit written comment under eComment. To leave a comment users click on eComment on our agenda page City of San Leandro - Calendar (legistar.com), select the item they wish to comment on and submit their written comment. eComment begins at 5:00 p.m., Friday of the week before the Commission meeting, and closes at 11:59 p.m. on the Monday immediately prior to the upcoming regularly scheduled Library-Historical Commission meeting. All Public comment submitted by the deadline will be distributed to the Commission Members no later than 3:00 p.m. on the day of the meeting and will be made part of the official record. Written public comment will not be verbally read out loud.

## **1. ROLL CALL**

This meeting was called to order at 7:02 PM

PRESENT: Chair Lum, Vice-Chair Heystek, Commissioners F. Carney, J. Chang, D. Prola, K. Ritter, Library Services Director B. Simons, Library Manager B. Sherwood and Recorder Y. Carrasco

ABSENT: I. Polvorosa, S. Viveros-Walton

GUESTS: Erin Ouborg, Keyshawn Ward

## **2. APPROVAL OF AGENDA OF MARCH 15, 2022**

The motion was made by Vice-Chair Heystek, seconded by Commissioner Chang to approve the March 15, 2022 agenda. The motion was carried by the following roll call vote.

Aye: 5 - Lum, Heystek, Carney, Chang, Ritter

## **3. APPROVAL OF MINUTES OF JANUARY 19, 2022**

The motion was made by Commissioner Ritter, seconded by Vice Chair Heystek, to approve the minutes of January 19, 2022. The motion was carried by the following roll call vote.

Aye: 5 - Lum, Heystek, Carney, Chang, Ritter

**4. PUBLIC COMMENTS**

NONE

**5. CORRESPONDENCE**

NONE

**6. UNFINISHED BUSINESS**

**6.A. Expanding The Library-Historical Commission to Add Members With Focus on Historic Preservation - Update on Rules Committee Timing**

B. Simons provided an update on the timing of the presentation to the Rules Committee. A new option has come up that requires discussion with the City Manager. B Simons is scheduled to meet with the City Manager later in March and the plan is to present the options to the Rules Committee in April 2022.

No public comments on Expanding The Library-Historical Commission to Add Members With Focus on Historic Preservation - Update on Rules Committee Timing

Commissioner Chang asked if City Manager is amicable to the new recommendation. B. Simons said he will not know until he is able to meet with the City Manager.

**6.B. Mulford-Marina Branch Update**

B. Simons provided an update on the grant application that was submitted. Updates will be provided as they are received.

No public comments on the Mulford-Marina Branch update.

No Commissioner comments on the Marina-Mulford Branch update.

**7. NEW BUSINESS**

**7.A. Library-Historical Commission Cherry Festival Parade Float**

B. Simons provided a brief history of the Cherry Festival Parade. B. Simons has reached out to City Staff responsible for coordinating the parade and the plan is to send a letter to all board and commissioner members encouraging participation in the Cherry Festival parade. The letter will be generated from the City Manager's Office and include an application and RSVP request to participate. There will be no monetary entry fee to participate, however, there is no guarantee a vehicle will be provided as in the past. There will be a pre parade meeting and logistics are still being finalized. Per the direction from the City Manager's Office no library staff time will be available to help with the parade. The Boards/Commissions are responsible for coordinating their participation in the event.

Chair Lum provided a history of the Library-Historical Commission's participation in past Cherry Festival parades and requested Commissioners feedback.

Vice-Chair recalls handing out Summer Reading Program flyers and is in favor of walking the parade with her family passing out flyers. Vice-Chair Heystek is also willing to help with decorating a vehicle if one will be used.

Commissioner Chang is ok with walking and passing out flyers also.

Commissioner Ritter suggested a possible vehicle to decorate that the Commissioners could follow.

Chair Lum asked if Commissioners were willing to donate to fund purchasing small items to pass out while walking in the parade.

The motion was made by Vice-Chair Heystek, seconded by Commissioner Chang to approve the Library-Historical Commission enter a specific float for the City of San Leandro Cherry Festival Parade. The motion was carried by the following roll call vote.

Aye: 6 - Lum, Heystek, Carney, Chang, Prola, Ritter

Chair Lum asked for a motion to form a committee to discuss and bring back recommendations for parade participation and items to give away at the parade.

The motion was made by Vice-Chair Heystek, seconded by Commissioner Prola to form a Library-Historical Commission Cherry Festival Parade planning committee. The motion was carried by the following roll call vote.

Aye: 6 - Lum, Heystek, Carney, Chang, Prola, Ritter

Chair Lum asked if there were any volunteers to be on the committee to bring back recommendations for parade participation and items to give away at the parade. Chair Lum, Vice-Chair Heystek and Commissioner Ritter volunteered.

Commissioner Ritter asked that flyer be dual sided with Summer Reading Programs on the front and Museum summer events on the back.

## **7.B. BALIS/LINK+ Discussion**

B. Simons provided an overview of what BALIS and LINK+ are and how they will benefit the library and library patrons. The library is currently exploring joining these organizations.

No public comments on the BALIS/LINK+.

Commissioner Ritter shared her experience using LINK+ and its benefits.

Chair Lum asked how the message would get out to non-English speaking individuals. B. Simons reported it would be shared through social media, flyers, and reaching out to local organizations that can assist in getting the word out in language.

## **8. REPORTS**

### **8.A. Report of the Secretary**

B. Simons provided an update on staffing and the tentative plan for expansion of hours of operation of library facilities.

B. Simons reported the Farmer's Market will be in the Main Library parking lot starting April 6, running through October 5, 2022.

B. Simons provided an update on the hiring status of full-time positions. One position has been filled and the Youth Services Librarian is in active recruitment. One of the duties of this position will be to reach out to schools.

B. Simons provided an update on Memory Lab. B. Simons requested Commissioners complete a survey that was emailed to them directly. The survey has been sent to the community and feedback has been positive. The library is seeking volunteers for this project. Please contact B. Simons if Commissioners know any possible volunteers.

B. Simons provided an update that the CENIC grant to install fiber broadband network at all library locations was received.

B. Simons reported future Library-Historical Commission meetings will be in person. An email from the City Manager's Office regarding requirements for meetings and options for Commissioners who are unable to attend in person is forthcoming.

No public comments on Report of the Secretary.

Commissioner Prola suggested a sign for when the Bookmark Café is open.

Chair Lum asked where the Memory Lab will be located. B. Simons reported on lab will be in the History Room at the Main Library, the other will be a mobile lab.

#### **8.B. Report of the Chair**

NONE

#### **8.C. Committee Reports**

NONE

#### **9. COMMISSIONER COMMENTS**

Chair Lum commented on complaints read on NextDoor regarding the lights being on late at night at the Main and Manor Branch locations. B. Simons reported lights being on at Main Library are due to janitorial staff being in the building late. Manor Branch is due to a malfunctioning network switch. Public Works is working with contractors on repair and the system has been reprogrammed to be on during open hours. Library staff will continue to monitor the lights and coordinate with Public Works.

No public comments on Commissioner Reports

#### **10. ADJOURNMENT**

The motion was made by Vice-Chair Heystek, seconded by Commissioner Chang to adjourn the meeting at 8:12 PM.