

**CITY OF SAN LEANDRO
LIBRARY-HISTORICAL COMMISSION
TUESDAY, JANUARY 26, 2021 – 7:00 P.M.
REGULAR MEETING**

PRESENT: Chair Viveros-Walton, Commissioners J. Chang, J. Heystek, A. Lum, I Polvorosa, D. Prola, Library Manager B. Sherwood and Recorder Y. Carrasco

ABSENT: None

GUESTS: Xouhoa Bowen

INTRODUCTION/WELCOME COMMISSIONER JENNIFER (JENNY) CHANG: Chair Viveros-Walton introduced new Commissioner J. Chang. Commissioners introduced themselves and welcomed Commissioner Chang.

APPROVAL OF AGENDA: It was MSC (Heystek/Lum) to approve the January 26, 2021 agenda.

APPROVAL OF MINUTES. It was MSC (Lum/Heystek) to approve the minutes of the November 17, 2020.

PUBLIC COMMENTS: Xouhoa Bowen introduced herself as the District 5 nominee to Library-Historical Commissioner and provided a brief bio.

CORRESPONDENCE: None

UNFINISHED BUSINESS: Chair Viveros-Walton asked if City's website has been updated with current Library Historical Commission agendas and minutes. Recorder Y. Carrasco confirmed website has been updated.

Commissioner Heystek asked for status of youth representative to the Library-Historical Commission. B. Sherwood spoke with T. Mallon and a person named Precious expressed interest but never completed an application. At this time B. Sherwood reported the Commission will restart the recruiting process. Commission Prola will check with High School and B. Sherwood will ask staff if a member of the Teen Advisory Group is interested in applying. Commissioner Heystek asked the minimum recruitment age. Y. Carrasco believes the requirement is Freshman in High School but unsure of age requirement.

NEW BUSINESS:

Chair Viveros-Walton commended Commissioner Heystek on her efforts to eliminate fines and fee card. The recommendation was presented to the City Council and approved.

Commissioner Heystek asked about status of curbside pickup. B. Sherwood will discuss under Report of the Secretary.

Commissioner Chang asked why the curbside pickup was suspended. B. Sherwood planned to provide information under the Report of the Secretary.

Chair Viveros-Walton requested a list of agenda topics for 2021 be prepared and discussed at the next Library-Historical Commission meeting. She asked that any potential projects the Commission may be

asked to be involved in be listed. Commissioners were also to set their own goal ideas for the Commission.

Commissioner Prola requested a discussion regarding the Summer program for 2021 be on a future agenda. B. Sherwood confirmed the item will be on a future agenda.

REPORT OF THE SECRETARY: B. Sherwood provided an update on T. Mallon's retirement and announced his future appointment as Acting Library Services Director effective February 4, 2021. B. Sherwood provided background information on why curbside pickup was suspended in December. Out of caution and safety for staff and the community, as well as the State implementing a Statewide shelter in place order, the decision was made to suspend curbside pick-up until the State lifted the order. The State has recently ended the order and staff is currently working on creating a plan that will include a schedule that is sustainable for the long term.

Commissioner Polvorosa asked if book donations are being accepted. B. Sherwood advised book donations are not being accepted at this time.

Chair Viveros-Walton asked to confirm only electronic items are available to check out at the library. B. Sherwood confirmed only electronic items are available due to curbside pick-up being suspended. Book drops are open and due dates are being extended. Chair Viveros-Walton asked if a targeted date had been set for curbside to resume. B. Sherwood reported the estimated time it will take to finalize plan and schedule staff is approximately one month. Per the MOU a 2 week notification is the minimum amount of time required to let staff know of any schedule changes.

Commissioner Prola asked how returned books are sanitized. B. Sherwood explained procedure for handling returned books.

Commissioner Heystek commented her frustrations with curbside being suspended at San Leandro Library. B. Sherwood addressed the issues and provided explanations of the challenges the San Leandro Library faces and how staff has been working hard on providing the best level of service they can provide.

Commissioner Polvorosa asked if the Commission is short any members. Chair Viveros-Walton clarified the current status of vacancies on the Library-Historical Commission.

REPORT OF CHAIR: Chair Viveros-Walton asked that Chair/Vice-Chair be added to a future agenda. Chair Viveros-Walton commented on T. Mallon's farewell event. Flowers were sent to her from the Commission and she received them the day of her event. Chair Viveros-Walton thanked the Commission for their service during this challenging year.

COMMITTEE REPORTS: None

COMMISSIONER COMMENTS:

Commissioner Lum asked that staff provide a report on the items being given as part of the First 5 grant. B. Sherwood will add to a future agenda.

Commissioner Polvorosa asked for status of proposals to eliminate overdue fines and fee cards. B. Sherwood provided an update. The City Council unanimously voted to approve the proposal. A formal resolution to amend the fee schedule will be done at a future City Council meeting.

Commissioner Prola asked that an update on Marina/Mulford branch library be provided at a future meeting. B. Sherwood will add to the list of new business items/topics for 2021 meeting schedule. Chair

Viveros-Walton asked that B. Sherwood provide decision items that staff will need the Commission to provide input on so that it can be provided to the City Council in regards to the Mulford/Marina project.

Chair Viveros-Walton would like the Commissioners to come to the next meeting with ideas they would like to work on and any goals for the upcoming year. She will send an email to remind the Commissioners. Chair Viveros-Walton will also work with B. Sherwood on facilitating the process for the next meeting.

Commissioner Polvorosa requested email addresses for the Library-Historical Commissioners. B. Sherwood will follow up with Y. Carrasco.

Commissioner Heystek thanked Chair Viveros-Walton for serving as Chair of the Commission. She welcomed new Commissioners. Commission requested to hear from full-time librarian staff how the Commission can be helpful/supportive. She asked that a staff representative from each division provide information on what they have been working on, their goals for the upcoming year and how the Commission can provide assistance. B. Sherwood will work with staff

Commissioner Prola would like to discuss a list of programs the Commission would like to see in the future when the library reopens. Chair Viveros-Walton thought a list of virtual items could be discussed at a future meeting.

Commissioner Lum, a member of the City's Budget Task Force, asked that an update on live streaming be provided at a future meeting. B. Sherwood will have staff provide information during her Technical Services presentation that will be on a future agenda..

ADJOURNMENT:

It was MSC (Polvorosa/Chang) to adjourn the meeting at 8:07 p.m.

Respectfully submitted,

Bill Sherwood
Acting Library Director

Yolanda Carrasco
Recorder