



Carmen Martinez, Interim County Librarian
Albany
Castro Valley
Centerville
Dublin
Extension Services
Fremont Main
Irvington
Newark
Niles
San Lorenzo
Union City

Fremont Library Advisory Commission Meeting Agenda November 21, 2016

The Fremont Library Advisory Commission is a citizen commission appointed by the Fremont City Council. The Fremont Library Advisory Commission business is conducted in a public forum and operates within the provisions of the Brown Act. Information on the Brown Act may be obtained from the City Clerk's office at 3300 Capitol Avenue (phone 284-4060).

General Order of Business:

1. Call to Order – 7:00 p.m.
2. Roll Call
3. Approval of Minutes
4. Public Communications
5. Scheduled Items
6. Staff Report
7. Commission and Staff Communications
8. Future Agenda Items
9. Adjournment

Order of Discussion

Generally, the order of discussion after introduction of an item by the chair will include comments and information by staff followed by Fremont Library Advisory Commission questions, inquiries or discussion. The authorized representative or interested citizens may then speak on the item. At the close of public discussion, the Commission will consider the item and action will be taken. Items on the agenda may be moved from the order listed.

Addressing the Fremont Library Advisory Commission

Any person may speak on any item under discussion by the Fremont Library Advisory Commission after receiving recognition by the Chair. Speaker cards will be available prior to and during the meeting. To address the Commission, a card must be submitted to the Chair indicating name, address and the number of the item upon which a person wishes to speak. Speakers are required to line up to conserve time between speakers. When addressing the Fremont Library Advisory Commission, please state your name and address. In order to ensure all persons have the opportunity to speak, a time limit may be set by the Chair for each speaker. In the interest of time, please limit your comments to new material; do not repeat what a prior speaker has said.

Administration
2450 Stevenson Blvd.
Fremont, CA 94538-2326
510-745-1504
FAX 510-793-2987
www.aclibrary.org

Public Communications

Any person desiring to speak on a matter that is not scheduled on this agenda may do so under Public Communications. The Fremont Library Advisory Commission will take no action on an item which does not appear on the agenda. The item will be agendaized for the next regular meeting or at a special meeting called in accordance with the terms of the Brown Act. The Fremont Library Advisory Commission may establish time limits of presentations.

Assistance

Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans with Disabilities Act of 1990. Interested persons must request the accommodation at least two working days in advance of the meeting by calling Brian Edwards, Branch Manager at (510)745-1413.

Information

Regularly scheduled meetings of the Fremont Library Advisory Commission are held on a rotating basis at the Fremont Main Library and Fremont branch libraries. Please check the posted agenda for location. Meetings are conducted at 7.00 p.m. on the fourth Monday of January, and the third Monday of March, May, September, and November, and a special joint meeting the 1st Wednesday in June. Meetings may be tape recorded at the discretion of the Chair.

The agenda is available for download on the Fremont Main Library website at <http://www.aclibrary.org/content/fremont-library-advisory-commission> and on the City of Fremont website at <http://www.fremont.gov/1480/Library-Advisory-Commission>. Copies of the agenda are available at the City of Fremont City Clerk's Office three days preceding the regularly scheduled meeting.

Information about Fremont Libraries or items scheduled on the Agenda may be referred to:

Brian Edwards, Acting Branch Manager

Fremont Libraries
Alameda County Library
2400 Stevenson Bld.
Fremont, CA 94538
(510)745-1413

Jackson Hite, Management Analyst

City of Fremont
3300 Capitol Avenue, Building A
Fremont, CA 94538
Telephone: (510) 284-4016

Fremont Library Advisory Commission

Felix Lechner, Chair
Leslie Zane, Vice Chair
Deepak Chhabra
Patricia Finch, Friends of the Library Representative
Yan Liu
Chitraleka Vivek
Shradha Menghrajani
VACANT – term expires 12/31/16
VACANT – term expires 12/31/18

AGENDA
FREMONT LIBRARY ADVISORY COMMISSION (FLAC) MEETING
MONDAY – November 21, 2016
7:00 P.M.-9:00 P.M.
Fremont Main Library,
2400 Stevenson Blvd, Fremont, CA 94538

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES** of the regular meeting held on September 19, 2016
4. **PUBLIC COMMUNICATIONS (written/oral)**
5. **SCHEDULED ITEMS**
 - 5.1. **Introduction of Brian Edwards, Acting Branch Manager**
 - 5.2. **Appreciation of past commissioners**
 - 5.3. **Update on recruitment status for Alameda County Librarian position**
 - 5.4. **Discuss the Fremont Library Advisory Composition**
Fremont Municipal Code 2.20.360 regulates the Creation and Composition of the Fremont Library Advisory Commission. The commission may discuss any recommended changes to the composition of the members and provide direction to staff.
 - 5.5. **Review applications for opening on FLAC**
 - 5.6. **Subcommittee Status**
Discuss subcommittee activities since last meeting; Create or abandon subcommittees; Add or drop members
 - 5.7. **Report on Meeting of the Friends of the Fremont Library**
 - 5.8. **Venue of Next Meeting Location**
Determine next meeting location.
6. **STAFF REPORT**
 - 6.1. **Brian Edwards, Acting Branch Manager**
 - 6.2. **Jackson Hite, City of Fremont**
7. **COMMISSION AND STAFF COMMUNICATIONS**
8. **FUTURE AGENDA ITEMS**
9. **ADJOURNMENT**

ALAMEDA COUNTY LIBRARY
FREMONT LIBRARY ADVISORY COMMISSION
MEETING MINUTES
September 19, 2016

These notes are draft in nature and will not be final until approved by the Library Commission on November 21, 2016

CALL TO ORDER

The meeting was called to order at 7:16 p.m. by Chair, Felix Lechner

FLAC Members Present

Felix Lechner, Chair
Deepak Chhabra
Patricia Finch
Chitraleka Vivek
Leslie Zane, Vice Chair

Members Absent

Tariq Ali
Shradha Menghrajani
Yan Liu

Staff Present

Carmen Martinez, Interim County Librarian
Alicia Reyes, Public Information Specialist
Elliot Warren, Acting Principal Librarian, Fremont Libraries

City of Fremont Staff Present

Jackson Hite, Management Analyst
Alina Kwak, Management Analyst

Approval of Minutes

The minutes from the meeting of May 16, 2016 were approved, having been so moved by Commissioner Zane and seconded by Commissioner Finch. Ayes: Commissioners Chhabra, Lechner, and Vivek. Nays: none. Abstentions: none.

Public Communications

Barbara Hamze

- Spoke of her concerns related to staffing the Fremont Library.

Kris Svetik

- Brought up the role of volunteers at the Library.
- Stated that there are time limits an individual can occupy a temporary position in the County.

Scheduled Items

5.1 INTRODUCTION OF ELLIOT WARREN, ACTING PRINCIPAL LIBRARIAN

Interim County Librarian Carmen Martinez introduced Elliot Warren to the commission. Elliot most recently worked as the Deputy City Librarian for San Mateo Public Library, and in various roles with Contra Costa County Library. When asked by commissioner Vivek what his top three priorities are as the new manager, he said 1) learn about the community, 2) get to know staff roles, and 3) develop operational excellence.

5.2 ALINA KWAK, CITY OF FREMONT—VOLUNTEERS FOR 60TH ANNIVERSARY

Management Analyst Alina Kwak asked if any commissioners wished to serve as volunteers on October 21, 2016 on Capitol Avenue at the Downtown Fremont grand opening event. The commissioners will develop questions to ask the public about their experiences in Fremont and conduct interviews. They will compile the answers for Story Corps. The theme is “Celebration.” Alina asked for a sub-committee to be formed. Commissioners Lechner, Vivek, and Zane volunteered. Commissioner Zane made a motion to create a sub-committee for the storytelling celebration, and it was seconded by Commissioner Vivek. Commissioners Finch and Chhabra, aye. Nays: none. Abstentions: none.

5.3 ALAMEDA COUNTY LIBRARY PUBLIC RELATIONS STRATEGY

Alicia Reyes, Public Information Specialist, presented a copy of the Alameda County Library Public Relations Plan. The plan articulates overlapping strategies, including building infrastructure to leverage the Library’s message, building relationships with bloggers and reporters, sharing success stories on multiple social media platforms, and listening to what people are saying about the library. The library will examine analytics to measure the success to see what’s working and what’s not working. Interim County Librarian Carmen Martinez reported that Ms. Reyes has been instrumental in improving the Library’s website and that she has created a staff newsletter.

5.4 REPORT ON EXTENDED LIBRARY HOURS

Jackson Hite reported that the City Council has voted to pay for additional hours for the Centerville branch, which will open seven additional hours per week. Carmen Martinez reported that the Library will do so starting in January. She thanked the commissioners for their valuable and effective efforts to secure the added hours.

5.5 UPDATE ON RECRUITMENT STATUS FOR ALAMEDA COUNTY LIBRARIAN POSITION

Carmen Martinez reported that the recruitment process for the County Librarian position began in May and involved recruiters from Bradbury and Associates. It is a very confidential process. The finalists are being interviewed by the Board of Supervisors on September 27, 2016.

5.6 STUDYING FEASIBILITY OF PROVIDING PASSPORT SERVICES

Commissioner Zane expressed interest in providing passport services at the library. She thinks it would be a tremendous service for residents. She asked what others thought about the idea. Commissioners expressed support for such a possibility. Acting Principal Librarian Elliot Warren reported that it is a popular service at San Mateo Public Library which requires specialized and ongoing State Department training of staff and may require additional positions to be created. Commissioner Zane stated that Fullerton Public Library stopped providing the service due to staffing costs. Interim County Librarian Carmen Martinez stated that there are a number of ways that County departments and other agencies can work together to consolidate points of service, and that the County Library would be interested in further conversations with City staff about possible effective collaborations and/or service delivery models. Management Analyst Jackson Hite stated that he would bring this idea to the City Manager’s office for further input.

5.7 REPORT ON COMMISSION PARTICIPATION IN NATIONAL NIGHT OUT

Commissioner’s Lechner and Zane participated at neighborhood block parties, as did Jackson Hite. They interacted with community members and found many people were impressed with the library. The commissioners shared ideas they heard from the public

5.8 DISCUSS THE FREMONT LIBRARY ADVISORY COMPOSITION

Jackson Hite reported that the Fremont Municipal Code 2.20.360 states that the Fremont Library Advisory Commission shall have one member from the Friends of the Library and one member from the Alameda County Library Advisory Commission. He asked the commissioners if they wanted a youth commissioner. Since the youth commissioner is difficult to recruit, maybe the term should be two years instead of four. The library has a Teen Advisory Group which may include potential youth commissioner candidates. In order to have a youth commissioner, Jackson Hite will have to ask the city to modify the code. He will come back with some options at the next meeting.

5.9 REVIEW APPLICATIONS FOR OPENINGS ON FLAC

This item was postponed to a later meeting. Commissioner Zane made a motion to postpone the review of applications, and the motion was seconded by Commissioner Vivek. Commissioners Lechner, Chhabra, and Finch Aye. Nays: none. Abstentions: none.

5.10 RULES AND PROCEDURES

Jackson Hite presented a handout containing Rosenberg's Rules of Order, as requested from the May 16, 2016 meeting.

5.11 SUBCOMMITTEE STATUS

The sub-committee for Extended Hours was dissolved at the May 16, 2016 meeting. The sub-committee for the 60th Anniversary Celebration was added.

5.12 REPORT ON MEETING OF THE FRIENDS OF THE LIBRARY

Elliot Warren has visited the Friends to get to know how they operate. Commissioner Finch reported that the Friends will continue to have three book sales per year and will continue with the lobby book sales. They are looking into using Discover Books as a secondary source of revenue.

5.13 VENUE OF NEXT MEETING

Commissioner Finch made a motion to always have the meeting at Fremont Main, and Commissioner Zane seconded the motion. Commissioners Lecher, Chhabra, and Vivek, Aye. Nays: none. Abstentions: none.

6. STAFF REPORT

6.1 Elliot Warren---

Kimbookai Corner: In July the Library opened a new redesigned space for parents and young children that includes fun play activities and books along with informational resources for parents. It is called the Kimbookai Corner, as it was developed in collaboration with and funding from the Board of the Kimbookai Children's Museum.. First-Five Alameda County collaborated to design the space and the Library offers resources for parents provided by First Five.

Summer Reading Game—*Read for the Win*: From June through August, over 5,000 Fremont Library patrons participated in the Library's Summer Reading Game, *Read for the Win*. Designed to encourage lifelong reading, family activities around reading, and ongoing school readiness, the Library offered both paper and electronic methods of tracking reading over the summer. All participants received a free book and opportunity to win additional prizes, including a Fit-Bit for adults and a Go-Pro for teens.

Naturalization Ceremony: In collaboration with the United States Citizenship and Immigration Services and Congressman Mike Honda's Office, the Fremont Main Library hosted a naturalization ceremony for about 25 new US citizens. It allowed the Library to introduce public library services along other agencies that publicized their services, including the Social Security Administration and the County Registrar of Voters. Many of the participants received their first Library card.

Centerville Science Camp: Through the summer, college-aged volunteers offered a free science camp for Middle and High schoolers at the Centerville Library. The camp focused upon comprehension of the scientific method and each student designed a set of science experiments. The camp culminated in a well-attended science fair held at the Fremont Main Library on August 12th.

Facility Improvements at the Fremont Main Library: The County Board of Supervisors approved a contract for installation of an Automated Materials Handling system at Fremont Main Library. Benefits will include automated check in of materials and quicker shelving of available books. The Library has begun space and facility improvements to make room for the machine, which will include an extensive conveyer system and computerized book return stations outside of the Library. The machine will be installed in January/February for March ribbon cutting.

Coding Camp for Kids at the Irvington Library: Science and Technology education remains a strong interest in our branches and, with the support of the Alameda County Library Foundation, coding camps at the Irvington Library.

Mifi Services at the Centerville Library: A small number of Libraries nationally have begun offering the lending of mobile wifi hotspots to individual patrons, generally for a few weeks. Alameda County Library will be jumpstarting a pilot program to do so and one of the pilot sites will be the Centerville Library.

6.2 Jackson Hite. Jackson Hite reminded the commissioners that city rules for commissioners are that there may not be two successive absences within a six month period. Those who are absent two meetings successively will resign their positions on the commission.

7. COMMISSION AND STAFF COMMUNICATIONS

Commissioner Lechner pointed out that in January, 2017, elections for a new chair and vice chair will take place.

8. FUTURE AGENDA ITEMS

- 1) How do we market library services on a broader level to Fremont residents?
- 2) Can we have a cafeteria in the library?

9. ADJOURNMENT

The meeting was adjourned at 9:07 p.m. by Chair Lechner.