

Fremont Library Advisory Commission Meeting Agenda May 16, 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.

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.

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 agendized 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 Peggy Watson, Head of Branches at (510)745-1513.

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:

Peggy Watson, Principal Librarian

Fremont Libraries
Alameda County Library
2400 Stevenson Bld.
Fremont, CA 94538
(510)745-1513

Jackson Hite, Management Analyst

City of Fremont
3300 Capitol Avenue, Building A,
Fremont, CA 94538
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Fremont Library Advisory Commission

Felix Lechner, Chair
Leslie Zane, Vice Chair
Tariq Ali
Deepak Chhabra
Habib Khan
Yan Liu
Chitraleka Vivek
Patricia Finch, Friends of the Library Representative
Shradha Menghrajani, Youth Commissioner

AGENDA
FREMONT LIBRARY ADVISORY COMMISSION (FLAC) MEETING
MONDAY – MAY 16, 2016
7:00 P.M.-9:00 P.M.
Please Note Change of Location to:
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 March 21, 2016

4. **PUBLIC COMMUNICATIONS (written/oral)**

5. **SCHEDULED ITEMS**
 - 5.1. **Introduction of new FLAC Members: Habib Khan**

 - 5.2. **Promoting Library Services**
Discuss promotion via social media channels (WeChat), publication in the Fremont Bulletin or any other method

 - 5.3. **Extension of Library Hours**
Report on subcommittee's meeting with City Management

 - 5.4. **Library's Vision for the Future**
Report on David Schnee's (Group 4 Architects) vision for Fremont libraries

 - 5.5. **Report on Meeting of the Friends of the Fremont Library**

 - 5.6. **Recruitment of County Librarian**
Discussion of desirable qualities; pick a delegation for the May 18 meeting with the recruiter

 - 5.7. **Necessity of Brown Act Training**
Discuss and determine attendee count, if applicable

 - 5.8. **Subcommittee Status**
Discuss subcommittee activities since last meeting; Create or abandon subcommittees; Add or drop members

5.9. Discussion of Youth Commissioner Position

5.10. Adoption of New Rules and Procedures

Discuss and potentially adopt, modify or drop rules of parliamentary procedure.

5.11. Venue of Next Meeting Location

Determine next meeting location, possibly rotating between each of the four Fremont Library locations (Fremont Main, Irvington, Niles, Centerville)

5.12. Tour of the Non-public Areas at Fremont Main

Architect's vision may include converting some to public use

6. STAFF REPORT

6.1. Peggy Watson, Manager of Fremont Libraries

7. COMMISSION AND STAFF COMMUNICATIONS

8. FUTURE AGENDA ITEMS

9. ADJOURNMENT

ALAMEDA COUNTY LIBRARY
FREMONT LIBRARY ADVISORY COMMISSION
MEETING MINUTES
March 21, 2016

These notes are draft in nature and will not be final until approved by the Library Commission on May 16, 2016

CALL TO ORDER

The meeting was called to order at 7 pm by Acting Chair Ali

FLAC Members Present

Tariq Ali, acting Chair
Patricia Finch
Felix Lechner
Yan Liu
Shradha Menghrajani
Chitraleka Vivek
Leslie Zane

Members Absent

Deepak Chhabra
Habib Khan

Staff Present

Cindy Chadwick, Deputy County Librarian, Alameda County Library
Peggy Watson, Principal Librarian, Fremont Libraries
Kate Eppler, Supervising Librarian for Centerville, Irvington and Nilas Libraries

City of Fremont Staff Present

Karena Shackelford, Deputy City Manager
Jackson Hite, City Representative

Approval of Minutes

The minutes from the meeting of January 25 were approved, having been so moved by Commissioner Lechner and seconded by Commissioner Vivek. Commissioners Ali, Menghrajani and Zane, aye. Nays: none. Abstentions: Commissioners Finch and Liu.

Public Communications

There were no public communications.

Scheduled Items

5.1. INTRODUCTION OF NEW FLAC MEMBERS

Acting Chair Ali led a series of introductions, which included new Commissioners Finch and Liu, and new city representative Jackson Hite.

5.2 INTRODUCTION FROM JACKSON HITE, CITY REPRESENTATIVE

Having been addressed in the previous item, this agenda item was skipped.

5.3 INTRODUCTION FROM CINDY CHADWICK, DEPUTY COUNTY LIBRARIAN

Cindy Chadwick introduced Alameda County Library's Master Facilities Plan process, for which the Library is working with the firm Group 4 Architecture. The planning process began in January 2016 and should be concluded in May 2016. Deputy Chadwick also discussed the Library's wifi capabilities, which are increasing in most library locations from 1 gigabyte to 10 gigabytes. The County has opened the recruitment for a new County Librarian.

5.4 SUB-COMMITTEE DISCUSSION

Acting Chair Ali led a discussion of the commission's current subcommittees. A subcommittee can have a maximum of three members, and its purpose is to get work done in between full Commission meetings. Chair Ali re-established the Commission's Speakers Bureau subcommittee and he and Commissioner Vivek volunteered for that subcommittee. Chair Ali also proposed establishing a subcommittee to examine the possibility of funding for additional service hours at Fremont libraries. Commissioners Vivek, Zane and Lechner volunteered for this subcommittee. Deputy City Manager Karena Shackelford noted that the City of Fremont was currently reviewing budget proposals but that a proposal, if quickly produced, could possibly still be reviewed for the upcoming budget cycle.

5.5 DISCUSSION OF ALAMEDA COUNTY LIBRARY STRATEGIC VISION WORKSHOP

Acting Chair Ali and Commissioner Lechner, along with fellow attendees Cindy Chadwick, Peggy Watson and Kate Eppler, provided a summary of the Alameda County Library's Strategic Vision Workshop, held in San Leandro on March 16, 2016. Library trends discussed at the workshop included branding, use of social media, self-check through apps, universal library cards, professional development for staff, innovative service delivery, private partnerships, and making the library a hub for government services.

5.6 DISCUSSION OF THE YOUTH COMMISSIONER POSITION

Youth Commissioner Shradha Menghrajani will be attending college in the fall. Commissioners agreed to spread the word about the upcoming vacancy and asked Commissioner Menghrajani to let fellow students know about the upcoming youth commissioner vacancy. The youth commissioner application will be available on the City's website.

5.7 ELECTIONS OF FLAC CHAIR AND VICE CHAIR

Acting Chair Ali nominated Commissioner Lechner for chair and Commissioner Zane for vice chair. Commissioners Lechner and Zane accepted the nominations. They were elected via verbal vote. Ayes: Commissioners Ali, Finch, Liu, Menghrajani, and Vivek. Nays: none. Abstentions, none. Acting Chair Ali noted that future elections would take place at the first meeting of the beginning of the calendar year, as per FLAC charter.

5.8 VENUE OF NEXT MEETING

The next meeting will take place at Fremont Main Library, on May 16, 2016.

5.9 Kate Eppler gave a brief tour of the Irvington Library. Eppler noted that the library is very busy, with most of its circulation coming from children's materials. The library is nearby to a playground and has a fenced in yard. Eppler described the library's ongoing programs, such as "Irvington Book Critics," where patrons write a book review to be displayed in the library and receive a free book as a prize.

Staff Report

Peggy Watson announced that there would be another community meeting and workshop with Group 4 architects to solicit public comment and opinion on the needs of Fremont Libraries. Watson described Fremont Main Library's recent cultural events, including one celebrating Nowruz, the Persian New Year, and events celebrating the Lunar New Year. She encouraged commissioners to take the Library's survey at <https://www.surveymonkey.com/r/ACLlibrary>.

Commission and Staff Communications

Deputy City Manager Shackelford offered the Commissioners a brief Brown Act training, to focus on rules concerning subcommittees.

Future Agenda Items

Promoting library services to the public via the Fremont Bulletin and new social media channels.

Extending hours for Fremont libraries.

Adjournment

Acting Chair Ali adjourned the meeting at 8:25.