



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 September 19, 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 Elliot Warren, Principal Librarian 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:

Elliot Warren, Acting Principal Librarian

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
Tariq Ali
Deepak Chhabra
Patricia Finch, Friends of the Library Representative
Yan Liu
Chitrleka Vivek
Shradha Menghrajani
VACANT

AGENDA
FREMONT LIBRARY ADVISORY COMMISSION (FLAC) MEETING
MONDAY – SEPTEMBER 19, 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 May 16, 2016

4. PUBLIC COMMUNICATIONS (written/oral)

5. SCHEDULED ITEMS

5.1. Introduction of Elliot Warren, Acting Principal Librarian

5.2. Alina Kwak, City of Fremont

Volunteers needed for storytelling project related to Fremont's 60th anniversary

5.3. Alameda County Library Public Relations Strategy

Discuss Alameda County Library's Public Relations Plan

5.4. Report on extended library hours

Report back on the implementation of extended library hours as approved by Fremont City Council

5.5. Update on recruitment status for Alameda County Librarian position

5.6. Consider studying the feasibility of providing Passport Services and County Clerk-Recorder's Office services in Fremont

Discuss and consider studying the ability to offer Passport Services and Alameda County Records services at Fremont Main Library

5.7. Report on Commission Participation in National Night Out

Commissioners who participated in National Night Out will share their experience

5.8. 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.

5.9. Review applications for opening on FLAC

5.10. Rules and Procedures

Follow up discussion on the need to adopt rules and procedures. Rosenberg's Rules of Order were discussed at the May 2016 meeting.

5.11. Subcommittee Status

Discuss subcommittee activities since last meeting; Create or abandon subcommittees; Add or drop members

5.12. Report on Meeting of the Friends of the Fremont Library

5.13. Venue of Next Meeting Location

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

6. STAFF REPORT

6.1. Elliot Warren, Acting Principal Librarian

6.2. Jackson Hite, City of Fremont

7. COMMISSION AND STAFF COMMUNICATIONS

8. FUTURE AGENDA ITEMS

9. ADJOURNMENT

Adjournment in memory of Peggy Watson, former Fremont Branch Principal Librarian

ALAMEDA COUNTY LIBRARY
FREMONT LIBRARY ADVISORY COMMISSION
MEETING MINUTES
May 16, 2016

These notes are draft in nature and will not be final until approved by the Library Commission on September 19, 2016

CALL TO ORDER

The meeting was called to order at 7:08 p.m. by Chair, Felix Lechner

FLAC Members Present

Felix Lechner, Chair
Tariq Ali
Patricia Finch
Yan Liu
Shradha Menghrajani
Leslie Zane, Vice Chair

Members Absent

Deepak Chhabra (medical excuse)
Habib Khan
Chitraleka Vivek

Staff Present

Carmen Martinez, Interim County Librarian
Kate Eppler, Supervising Librarian for Centerville, Irvington, and Niles Libraries

City of Fremont Staff Present

Jackson Hite, Management Analyst

Approval of Minutes

The minutes from the meeting of March 21, 2016 were approved, having been so moved by Commissioner Ali and seconded by Commissioner Zane. Commissioners Finch, Lechner, Menghrajani, and Liu, Aye. Nays: none. Abstentions: none.

Public Communications

There were no public communications.

Scheduled Items

5.1. INTRODUCTION OF NEW FLAC MEMBER: HABIB KHAN

Since Commissioner Khan was not present, this item was skipped.
Commissioner Lechner introduced Interim County Librarian, Carmen Martinez.

5.2. PROMOTING LIBRARY SERVICES

Commissioner Liu discussed promoting library services through the social media channel WeChat. It is very popular in China. Carmen Martinez reported that the library has hired a Public Information Specialist, Alicia Reyes, and she is working on a social media policy for the library. She will attend a FLAC meeting in the future. She has developed a staff newsletter and responds to any media inquiries.

5.3. EXTENSION OF LIBRARY HOURS

A subcommittee of Commissioners Lechner, Vivek, and Zane met with city management requesting additional open hours for the Fremont libraries. The commissioners felt optimistic after the meeting. Carmen Martinez reported that city management was impressed with the commissioners and that the current budget proposal before the City Council now includes \$200,000 to open Centerville Library on Saturdays. Jackson Hite reported that the City Council will be getting an overview on May 17, the public hearing would be on June 7, and was scheduled to be finalized on June 14.

5.4. LIBRARY'S VISION FOR THE FUTURE

Commissioners Lechner and Zane attended the public meeting with David Schnee and the Group 4 Architects. Carmen Martinez reported that the libraries needed a master facilities plan. Group 4 developed a survey for the public. The survey showed that some of the reasons people still flock to the library include space, conference rooms, community rooms, a place for reliable and current information, and a love of reading.

5.5 REPORT ON FRIENDS OF THE LIBRARY

Commissioner Finch is a part of the Friends group and reported that they recently had an annual meeting and they are going to begin selling books on Amazon. They started having lobby book sales at Fremont Main, which have been very successful. The three yearly book sales have brought in close to \$30,000.

5.6. RECRUITMENT OF COUNTY LIBRARIAN

Carmen Martinez reported that the recruitment process has begun and the goal is to have a new County Librarian on board by October or November. Bradbury and Associates were hired as the recruiters. Commissioner Lechner was invited to a recruitment meeting and will attend on May 18th.

5.7. NECESSITY OF BROWN ACT TRAINING

Jackson Hite offered Brown Act Training and handed out a printed version of a PowerPoint presentation. Bronwen Lacey, Deputy City Attorney will conduct another training session if there is an interest. Commissioners Ali, Finch, and Liu expressed interest.

5.8. SUBCOMMITTEE STATUS

The commissioners discussed retiring the subcommittee that was formed for additional library hours. Commissioner Lechner made a motion to discontinue the Added Hours committee, Commissioner Finch seconded the motion.

Commissioners Ali, Liu, Menghrajani, and Zane, aye. Nays: none. Abstentions: none. Jackson Hite suggested that late Fall is a good time to re-establish the subcommittee to look at opportunities for more open hours.

5.9. DISCUSSION OF YOUTH COMMISSIONER POSITION

Jackson Hite reported that in the Fremont Municipal Code, there is not technically a Youth Commissioner. It can be petitioned and added to the code if the commissioners feel strongly about having a youth commissioner. Commissioner Menghrajani has posted information about a youth commissioner and received some interest from 9th and 10th graders.

5.10. ADOPTION OF NEW RULES AND PROCEDURES

Jackson Hite asked if anyone feels strongly about adopting rules of order. Commissioner Zane would like an overview of what to do and how to be prepared to have a more formal meeting. Jackson Hite suggested Rosenberg's Rules and Commissioners Finch and Zane will review and put on the next agenda.

5.11. VENUE OF NEXT MEETING LOCATION

The next meeting will be at the Centerville Library on September 19, 2016.

5.12. TOUR OF THE NON-PUBLIC AREAS AT FREMONT MAIN

The tour was cancelled at this time.

Staff Report

Kate Eppler presented the commissioners with a Quarterly Statistical Report for all the Fremont libraries, featuring highlights of the many programs.

Commission and Staff Communications

Commissioner Liu picked up flyers on her trip to Chicago at the library on how they help with publishing local authors. Kate Eppler reported that Alameda County Library is doing something similar online. We are part of a collective called Bay Area Library ePublisher's, that puts out an anthology bridging the gap between online self-publishing and traditional publishing.

Future Agenda Items

- 1) New commissioner/Youth commissioner
- 2) Extended hours report
- 3) Rosenberg Rules

Adjournment

Chair Lechner adjourned the meeting at 8:28 p.m.