



Cindy Chadwick, County Librarian  
Albany  
Castro Valley  
Centerville  
Dublin  
Extension Services  
Fremont Main  
Irvington  
Newark  
Niles  
San Lorenzo  
Union City

**Fremont Library Advisory Commission  
Agenda  
Monday, January 25<sup>th</sup> 2021**

**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.

**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.

**Important Information Regarding the Fremont Library Advisory Commission Meeting**

Administration  
2450 Stevenson Blvd.  
Fremont, CA 94538-2326  
510-745-1504  
FAX 510-793-2987  
[www.aclibrary.org](http://www.aclibrary.org)

Pursuant to State of California Executive Order N-29-20 dated March 17, 2020, regarding the COVID-19 pandemic, the Fremont Main Library will not be open for May 18, 2020 meeting of the Fremont Library Advisory Commission. The meeting will be conducted remotely via video/teleconference.

The Public may watch and/or participate in the public meeting by joining the meeting through the Zoom Videoconference link provided below. The public may also join the meeting by calling the below listed teleconference phone number. Further instructions on how to make public comments throughout the videoconference or teleconference will be provided at the <https://fremont.gov/1480/Library-Advisory-Commission>.

If you are an individual with a disability and need a reasonable modification or accommodation pursuant to the Americans with Disabilities Act (“ADA”), please contact Amanda Gallo at [agallo@fremont.gov](mailto:agallo@fremont.gov) or 510-289-9053 at least [24/48] hours prior to this meeting for assistance.

**HOW TO JOIN MAKE A PUBLIC COMMENT ONLINE OR BY PHONE:** The meeting will begin at 7:00 pm. Whether you participate online or by phone, you may wish to "arrive" early so that you can address any technology questions prior to the start of the meeting.

**ONLINE: <https://zoom.us/j/94598780833>**

When prompted, download and run the Zoom software on your computer. If you have not used Zoom on your computer before you may want to join the call 15 minutes early to test your configuration. Someone will be in the conference at that time to help you.

**BY PHONE: +16699009128,,94598780833#**

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, Division Director**

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

**Amanda Gallo, Management Analyst**

City of Fremont  
3300 Capitol Avenue, Building A  
Fremont, CA 94538  
Telephone: (510) 284-4063

**Fremont Library Advisory Commission**

Erika Albury  
Jennifer Choe  
Patricia Finch, Friends of the Library Representative

Kathleen Lang  
Felix Lechner  
Janet Perry  
David Sheen, Vice Chair  
Chitrleka Vivek, Chair  
Rayland Ho - (Student Commissioner)



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**AGENDA  
FREMONT LIBRARY ADVISORY COMMISSION (FLAC) MEETING  
MONDAY – January 25<sup>th</sup>, 2020  
7:00 P.M.-9:00 P.M.**

**Virtual Meeting will be held via Zoom**

1. **CALL TO ORDER – REGULAR MEETING 7:00pm**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES** of the meeting held on November 16<sup>th</sup> 2020
4. **PUBLIC COMMUNICATIONS (written/oral)**
5. **SCHEDULED ITEMS**
  - 5.1. Appointing Chair and Vice Chair for FLAC
  - 5.2. Library Services during pandemic
  - 5.3. Joint ACLAC/FLAC annual meeting
6. **STAFF REPORT**
  - 6.1. Becky Machetta, Library Manager – Fremont Neighborhood Libraries
  - 6.2. Amanda Gallo, Management Analyst
7. **COMMISSION AND STAFF COMMUNICATIONS**
  - 7.1 Report on meeting of the Friends of the Fremont Library – Pat Finch
8. **FUTURE AGENDA ITEMS**
9. **ADJOURNMENT**

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**AGENDA**  
**FREMONT LIBRARY ADVISORY COMMISSION (FLAC) MEETING**  
**MONDAY – November 16<sup>th</sup>, 2020**  
**7:00 P.M.-9:00 P.M.**  
**Virtual Meeting held via Zoom**

**1. CALL TO ORDER – REGULAR MEETING 7:00pm**

The meeting was called to order at 7:04pm

**2. ROLL CALL**

**Present:**

Felix Lechner  
Janet Perry  
Kathleen Lang  
Jennifer Choe  
Patricia Finch  
Rayland Ho  
Chitraleka Vivek  
David Sheen

**Absent:**

*Erika Albury*

**City Staff:**

Amanda Gallo

**Library Staff:**

Brian Edwards  
Becky Machetta  
Jane Carr

**3. APPROVAL OF MINUTES of the meeting held on May 18, 2020**

Commissioner Sheen motioned to approve the minutes, Commissioner Lang seconded.

Ayes: Felix Lechner, Janet Perry, Kathleen Lang, Jennifer Choe, Patricia Finch, Rayland Ho, Chitraleka Vivek, David Sheen

**4. SCHEDULED ITEMS**

No members of the public present.

**5. SCHEDULED ITEMS**

**5.1. Irvington Library –Archimedes and Space Plan Update**

Brian Edwards presented on the implementation of a Archimedes Makerspace and collection change at the Irvington Library. The space changes will happen after the pandemic. The library will be decreasing the collection size and moving the collection to the Meeting Room. The main area of the library will be converted into an Archimedes MakerSpace with operations planned for Tuesday through Saturday once the library can reopen to the public.

**5.2. Library Operating Hours** Brian Edwards discussed the current Library pandemic hours for Contactless PickUp. Edwards has worked with labor to modify service hours post-pandemic. Fremont Main will add one hour of service each Wednesday, and open/close one hour

earlier on Mondays, Tuesdays and Fridays. With the move to Irvington Archimedes space, Irvington staff will move to Centerville Library on Wednesday; providing service Tuesday, Wednesday, Thursday, and Saturday. Niles will be opened and staffed by Centerville Library every Friday.

**5.3. Library Services During Pandemic**

Edwards shared information on library services during the pandemic: material requests, contactless PickUp, new Bookmobiles, ballot boxes, craft kits, and the Summer Reading Program. Digital services were reviewed: eBooks, Local History digitization, Lawyer in the Library, Listen Inn, and the new Library website.

**5.4. Alameda County Library Reopening Plans**

Edwards shared information on Library plans to re-open with a midday closure model. No date has been set for library reopening. The October 2020 County Health Officer order allows libraries to open at up to 25% capacity. Libraries are in the “Retail” category for State & County re-openings.

**5.5. Joint ACLAC/FLAC June Meetings**

Currently FLAC meets bi-monthly: January, March, May, September and November each year. A special joint budget meeting with ACLAC (Alameda County Library Advisory Commission) is stated as hosted every June. Edwards proposed that the June meeting be absorbed back into the normal rotation of Library meetings, as getting a quorum of two appointed bodies was difficult. Amanda Gallo will look into what would need to happen to move this meeting back into the FLAC rotation.

**6. STAFF REPORT**

**6.1. Brian Edwards, Library Division Director** – Looking forward to library services after the pandemic, and to being able to serve the public again.

**6.2. Becky Machetta, Library Manager, Fremont Neighborhood Libraries** – Becky Machetta discussed the appreciation that Centerville Library has been receiving from the community. Machetta also discussed starting a garden at Centerville Library with partnership with local organizations and Boy Scouts. Centerville Library was also distributing seeds and will be building their own seed library in the future. Dale Hardware gave a large donation of seeds to support this project.

**6.3. Amanda Gallo, City of Fremont**– Gallo discussed the appreciation from the City and Fremont residents for the library operations at this time. The City is following the same re-opening guidelines and mandates; with the shift back to the “Purple Tier” many operations will need to be scaled back. Gallo discussed the results of the November elections as well as the newly formed Council districts. Gallo led the Census 2020 efforts in Fremont, and there was a 79.8% response rate. The City of Fremont has several updates:

- Engage Fremont Program: Community workshops with the police to connect with residents.
- Climate Action Plan: The City of Fremont will be creating a 10 year plan.
- Gift Fremont: To encourage residents to shop locally, a bonus will be added to gift cards that are purchased through the “Gift Fremont” program.
- Human Services: The “Giving Hope” program is an adopt-a-family program to buy gifts for the holidays. The Housing Navigation Center has filled 22 beds for the homeless. The total number of allotted beds has been decreased due to COVID-19.

## **7. COMMISSION AND STAFF COMMUNICATIONS**

### 7.1 Report on meeting of the Friends of the Fremont Library – Pat Finch

The Friends of the Library met with Brian Edwards regarding future operations. Due to COVID-19, no Friends volunteers were working onsite. Edwards and the Friends discussed different ways to raise funds to support the library. Post-pandemic :they discussed accepting mobile payments, rather than handling cash, moving the metal containers, donating to a larger Little Free Library community, not doing lobby booksales, and offering outdoor sales. The core Friends group has met, and will be discussing any modifications as a whole.

7.2 Commissioner Lechner stated that he was happy to see all of the Commissioners healthy.

7.3 Commissioner Sheen congratulated Mayor Mei and Councilmember Cox for their success in the November elections.

## **8. FUTURE AGENDA ITEMS**

- Chair Vivek asked to add information on budget implication due to COVID-19 on the January agenda.
- Remove the joint June ACLAC/FLAC meeting from the 1<sup>st</sup> Wednesday of June and add a June or July FLAC meeting to the annual agenda.
- Chair and Vice Chair Positions

## **9. ADJOURNMENT**

The meeting adjourned at 8:42pm