

DALY CITY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
DALY CITY CIVIC CENTER – COUNCIL CHAMBERS
MINUTES – SEPTEMBER 15, 2015

The meeting was called to order by President Erlinda Galeon at 6:00 p.m.

PLEDGE TO THE FLAG

ROLL CALL

Library Board of Trustees Present:

President Erlinda Galeon, Vice President Arlene Encarnacion, William Lex, Roderick Daus-Magbual, and Lynne Shubunka

Staff Present:

Director Joseph Curran, Library Services Manager Chela Anderson

APPROVAL OF AGENDA

Agenda for the September 15, 2015 Regular Meeting unanimously approved.
(MSP: Lex/Shubunka)

APPROVAL OF MINUTES

Minutes of the May 19, 2015 Regular Meeting unanimously approved. (MSP: Lex/Daus-Magbual)

REPORTS:

1. Draft 3D Printer Policy:

Ms. Anderson presented a draft policy for use of the Library's new Daly City Public Library Associates grant-funded 3D printer. The policy is based on similar policies from other public libraries. The Board suggested that the second clause granting the Library the right to refuse any 3D print request be removed as too broad. The Board also suggested that item a) under Design Creation be moved to the second section of the Procedure portion of the policy for logical consistency. Ms. Anderson suggested that a restriction on print job size should be added. A policy with the recommended revisions will be brought back to the Board at the next meeting.

2. Budgetary and Procurement Decision Process:

The Board discussed how they might provide timely input on changes to service prior to decisions being made. Director Curran described the fixed costs that make up the majority of the budget. The Board indicated a desire to weigh in on any changes to services paid from discretionary funding, when time permits. Director Curran suggested that the Board could also be invaluable in identifying unfunded needs for which the Daly City Public Library Associates could fund-raise. The Board requested a report on the City's fiscal condition at the next meeting.

3. Library Statistical Comparison:

Ms. Anderson provided a statistical report comparing the Daly City Public Library with its neighbors in the Peninsula Library System as well as with Richmond Public Library, a library in a community with a similar population and fiscal status. Factors compared included budget, circulation, operating hours, use of public computers, use of electronic services, and staffing.

TRUSTEES' REPORT/ANNOUNCEMENTS:

- Vice President Encarnacion reported on her experience at the Serramonte Center the previous weekend tabling for the Daly City Public Library Associates. Trustee Lex also tabled for the DCPLA on that day. Vice President Encarnacion passed on a comment from a community member that the collection of honorbacks at the Bayshore Branch Library is stale and in poor condition. New materials will be added.
- President Galeon reported back from the Daly City Public Library Associates Board Meeting earlier in the day.
 - The DCPLA has begun a campaign to present to homeowners associations and parent/teacher associations.
 - There is an Open House for the I.D.E.A. Lab on Saturday, October 3, 2015 from 10:00am to 12:00pm.
 - DCPLA will be hosting an author talk with David Talbot, author of *Season of the Witch*, at Peninsula Del Rey on November 21, 2015.
- Vice President Encarnacion inquired about the defunct Annual Report authored by the Library Board and requested that it be revisited at a future meeting
- Trustee Lex expressed concern about the number of meetings that have had to be cancelled due to lack of a quorum and encouraged Board Members to prioritize meeting attendance.
- President Galeon reminded everyone that the annual Fil-Am Celebration will take place on Saturday, October 10, 2015 with a special presentation afterwards by Oliver Wang, author of *Legions of Boom*.
- President Galeon also reminded attendees of the upcoming annual Project Read Trivia Challenge fund-raiser to take place on Friday, November 13, 2015 at the South San Francisco Convention Center. The Board discussed forming a team to compete.
- October is Domestic Violence Awareness Month and Kaiser is hosting a *Free from Violence* event on October 1, 2015.

PUBLIC COMMENT: None

AGENDA BUILDING: City budget executive summary, volunteer appreciation, Summer Learning review, Library Board of Trustees Annual Report

ADJOURNMENT

The meeting was unanimously adjourned at 7:25 p.m.

Next Meeting:
Tuesday, October 20, 2015 at 6:00 p.m.
Daly City Council Chambers