

**CITY OF DALY CITY
REGULAR MEETING
LIBRARY BOARD OF TRUSTEES**

AGENDA

Tuesday, November 17, 2015 - 6:00 PM

City Hall Council Chambers, City Hall
333 – 90th Street, Daly City, CA 94015

Live Telecast: Comcast Channel 27, Astound 26, AT&T U-Verse 99
Webcast: www.dalycity.org/meetings

For those wishing to address the Library Board of Trustees on any Item on the Agenda or under Public Appearances/Oral Communications, please complete a Speaker Card located at the entrance to the City Council Chambers and submit to a Staff Member as early in the meeting as possible.

Persons with disabilities who require auxiliary aids or services in attending or participating in this meeting should call the Department of Library and Recreation Services as soon as possible prior to the meeting.

CALL TO ORDER

PLEDGE TO THE FLAG

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES

1. Regular Meeting of October 20, 2015

DIRECTOR'S REPORT

2. Serramonte Library Upstairs Bathroom Accessibility Remodel
3. City Budget Update

TRUSTEES' REPORT

4. Library Board Annual Report

ANNOUNCEMENTS AND COMMUNICATIONS

5. Report from the Daly City Public Library Associates (DCPLA)

AGENDA BUILDING FOR NEXT MEETING

PUBLIC COMMENT

Speakers are limited to two minutes, unless modified by the Library Board President. The Board cannot take action on any matter raised under this item.

ADJOURNMENT

Availability of Public Records: All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at the City Clerk's Office, City Hall located at 333 90th Street, Daly City, CA during normal business hours, at the same time that the public records are distributed or made available to the legislative body.

DALY CITY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
DALY CITY CIVIC CENTER – SERRAMONTE LIBRARY
MINUTES – OCTOBER 20, 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, William Lex, Roderick Daus-Magbual and Lynne Shubunka

Staff Present:

Director Joseph Curran, Library Services Manager Chela Anderson, Youth Services Librarian Barbara Daniels, and Coordinator of Programming, Outreach and Marketing Jessica Diaz

APPROVAL OF AGENDA

Agenda for the October 20, 2015 Regular Meeting unanimously approved.

(MSP: Daus-Magbual/Shubunka)

APPROVAL OF MINUTES

Minutes of the September 15, 2015 Special Meeting unanimously approved. (MSP: Lex/ Daus-Magbual)

REPORTS:

1. Library Volunteer Appreciation:

Two Library volunteers were honored at tonight's meeting. Shirley Ting started to volunteer at Westlake Library in 2011. Ms. Ting has built a vibrant community around her knitting class. As an artist, she brings her talent, patience and appreciation as she encourages lifelong learning and connects people to new skills. A letter of gratitude from Mayor Buenaventura was presented to Ms. Ting. Another volunteer that was honored was Linda Barnes, a former library staff member. After she retired, in 2013, Ms. Barnes began assisting Ms. Sue Van Hagel, also now retired, in our Baby Bounce Storytime, welcoming babies and parents with her friendly smile, orienting them with our program and ensuring a smooth experience for them both before and during the weekly literacy program. Four other long-time volunteers were also honored, but were not able to attend the meeting: Laura James, Cheryl Crofts, and father-daughter duo David and Ashley Chard, a combined 10 years of volunteering at our Wednesday night storytime at Serramonte Library.

2. 2015 Summer Learning Program:

Ms. Diaz together with Ms. Daniels presented this year's Summer Learning to the Trustees. Ms. Diaz said that program went very well this year. The program is a combination of hands-on do-it-yourself learning project as well as contracted performers. Ms. Daniels said that the number of participants were higher than any previous year in Daly City. The Outreach numbers for this year were higher than ever before by a large margin. There was also a calendar of events for families to enjoy. There was also a chance to win a \$1000 scholarship to college. This year's winner is Benny Chew. The adults submitted brief written book reviews they read during the summer and handed them in to be part of the drawing. A VIP party was held after the program at each library along with our new Teen Party with a movie and interactive games.

3. Read for the Record Campaign:

Ms. Daniels said that Daly City Library is participating in Jumpstart's *Read for the Record*. It is a global campaign which generates public support for high-quality early learning by mobilizing millions of children and adults to take part in the world's largest shared reading experience. On October 22, 2015, Jumpstart celebrates the 10th anniversary of *Read for the Record* with the campaign book, *Not Norman: A Goldfish Story*, written by Kelly Bennett and illustrated by Noah Z. Jones. The program inspire children to learn, college students to teach, families to become involved in their children's education, and communities to progress together. The library will handling out more than 400 free books. This is funded by the 50fund from Superbowl. They are focusing this year on early literacy.

4. Food for Fines:

Director Curran announced the Annual Food for Fines Program that the Daly City Public Library partnered with Second Harvest Food Bank and the Daly City Food Pantry to offer food for fines. The goals of the program are to support the families in the community that need food and to help library users to eliminate unpaid fines on their account that maybe weighing them down and preventing them from using the library. We would want to encourage them to return the items so they can clear their account and continue to use the library as patrons in good standing. From November 16th to December 31st, Food for Fines allows you to have all of your library fines waived by bringing in non-perishable and unexpired food items. Food for Fines applies to late fines, but not fees for lost or damaged items. Director Curran is asking for guidance and direction that this item go to City Council as there is a fiscal impact as it reduces the revenues slightly for a resolution to participate in the program again. (MSP: Lex/Shubunka)

5. Draft 3D Printer Policy:

The Board suggested three additional wording changes to the Policy, and the elimination of references to specific file formats in the section on design creation so as to be more flexible as technology evolves. The Board unanimously endorsed the policy as amended. (MSP: Lex/ Daus-Magbual)

6. Serramonte Library Upstairs Bathroom Accessibility Remodel:

Director Curran said the design contract was awarded to a company from San Mateo. When a design is finalized, the project will be put out to bid for construction. A preliminary floor plan was shown to the Trustees.

7. City Budget Executive Summary:

Director Curran said that the City is still focusing on strategies for coping with the still existing structural deficit that the City of Daly City is struggling for a couple of years now. The City is preparing for the new 2-year cycle budget where each department is tasks with putting their budget together given the framework and limitations. There are a lot of variables right now including labor negotiations and contracts and how that will affect the next budget cycle. Director Curran is hoping that by January or February, we should at least have a direction where we are heading.

TRUSTEES' REPORT/ANNOUNCEMENTS:

- President Galeon's announced that David Talbot, author of Season of the Witch: Enchantment, Terror and Deliverance in the City of Love will be coming to Peninsula Del Rey on December 5, 2015 at 2 p.m. for book signing.
- Ms. Anderson announced that on Saturday, October 24, 2015, at 10:15 a.m., there will be a free Small Business Workshop in partnership with Renaissance
- A 4-part series of Start-up Businesses starting November 7th, November 14th, November 21st December 5th from 10 a.m. - 1:00 p.m.
- Ms. Anderson announced the upcoming Dia de los Muertos Storytime and Crafts at John Daly Library, Friday, October 30, 2015 at 3:30 p.m. It's a free, festive family storytime, painting pot and crafts including skeletal face decoration!
- Director Curran announced the upcoming Make-a-Difference Day, on Saturday, October 24, 2015 10:00 a.m., a National Day of Volunteerism. All volunteers are invited to attend the post-event lunch at 12:00 noon at the City Hall Plaza and Rose Garden.

Free Document Shredding Drop-Off: Gather up personal and financial documents for free shredding. This protects you and also produces recycled materials. Bring them to City Hall, located at 333 90th Street, from 9:00am to 12:00pm.

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Free Reuse Exchange: The City invites the community to donate gently used items at the Community Services Center located at Civic Center North, 350 90th Street, Monday through Friday, 9:00am-4:00pm. Donations are accepted until Friday, October 24.

- Jessica Diaz is promoted to a Librarian II and will be the Branch Manager at John Daly Library
- Barbara Daniels is promoted to Librarian II

PUBLIC COMMENT: None

ADJOURNMENT

The meeting was unanimously adjourned at 7:20 p.m.

Next Meeting:
Tuesday, November 17, 2015 at 6:00 p.m.,
Daly City Council Chambers