

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

AGENDA

Tuesday, February 21, 2017 - 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.

ADMINISTRATION OF OATH OF OFFICE

1. Trisha DeVera
2. Lily Louie
3. Alyssa Reyes

CALL TO ORDER

PLEDGE TO THE FLAG

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES

4. Regular meeting of January 17, 2017

DIRECTOR'S REPORT

5. Senior Outreach
6. California Public Library Advocates' Library Board Effectiveness Training
7. Potential Measure A/K Projects for the Library

TRUSTEES' REPORT

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

ANNOUNCEMENTS AND COMMUNICATIONS

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
MINUTES – JANUARY 17, 2017

The meeting was called to order by Vice-President Lex at 6:00 p.m.

PLEDGE TO THE FLAG

ROLL CALL

Library Board of Trustees Present:

Vice-President William Lex, Trustees Lynne Shubunka and Anastazja Ragasa

Staff Present:

Director Joseph Curran, Library Services Manager Chela Anderson, and John Daly and Bayshore Branches Manager Jessica Diaz

APPROVAL OF AGENDA

Agenda for the January 17, 2017, Regular Meeting unanimously approved.

(MSP: Shubunka, Ragasa)

APPROVAL OF MINUTES

Minutes of the November 15, 2016 Regular Meeting unanimously approved.

(MSP: Shubunka, Ragasa)

ELECTION OF OFFICERS

Necessitated by the resignation of President Arlene Encarnacion, Vice-President Lex called for nominations for President. Trustee Shubunka nominated Vice-President Lex to President of the Board. President Lex was elected unanimously.

Vice-President Lex called for nominations for the then vacant position of Vice-President. Trustee Ragasa nominated Trustee Shubunka. Trustee Shubunka was unanimously elected as Vice-President of the Board.

The Board expressed their gratitude and admiration for the long and faithful service of Ms. Encarnacion, who served for seven years on the Library Board and was also an active member and volunteer for the Daly City Public Library Associates.

REPORTS:

1. Statistical Report for the Second Quarter of Current Fiscal Year:

Ms. Anderson presented a graphical overview of usage measures from the last quarter (October to December) with the same period last year. Most measures saw a marked decrease, most likely due to the significant reductions in open hours at all locations. Ms. Jessica Diaz, manager of the John Daly and Bayshore Branches, talked about the staff experience of the hours reductions, related reorganization, and the feedback that has been received from the public.

2. California Public Library Advocates' Library Board Effectiveness Training:

At the Board's request, Ms. Anderson arranged for a half-day training session on March 4, 2017. The trainer will be Deborah Doyle. This item was carried to the February meeting so that any new members would have the opportunity to weigh in.

3. Senior Outreach:

The Board expressed interest in the Library providing services to seniors and others who may not be able to visit any of the four libraries due to physical or transportation limitations. Ms. Anderson reported that staff have been investigating a “Books by Mail” service. Other Peninsula Library System member libraries have been discussing adding such a service and San Francisco has an established successful program. President Lex asked long-time library patron Ms. Denise Schwarzbach, who had made the suggestion initially, to present her ideas. Ms. Schwarzbach suggested that patrons such as herself would not benefit from a mail service because she enjoys browsing the shelves. She suggested a doorstep bookmobile-type service and/or transportation to the libraries. The number of residents in need of such services is unknown. Currently there is no funding available to add either service. The Board requested staff to investigate further, perhaps with DCPLA volunteers.

ANNOUNCEMENTS AND COMMUNICATIONS:

4. Food for Fines 2016

Participation in this year’s Food for Fines program was down from last year. There were 193 accounts cleared compared with 334 last year, and \$2,846.44 in fines waived compared to \$4,077.00 in 2015. At least some of the decline can likely be attributed to the elimination of overdue fines on children’s and teens’ accounts last July.

PUBLIC COMMENT

ADJOURNMENT

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

**Next Meeting:
Tuesday, February 21, 2017
Daly City Council Chambers**