CITY OF DALY CITY
REGULAR MEETING
LIBRARY BOARD OF TRUSTEES

AGENDA

Tuesday, April 18, 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.

CALL TO ORDER

PLEDGE TO THE FLAG

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES

1. Regular meeting of February 21, 2017

2. Regular meeting of March 21, 2017

DIRECTOR'S REPORT

TRUSTEES' REPORT

3. California Public Library Advocates Training Opportunities

4. Library Hours

5. 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 – FEBRUARY 21, 2017

ADMINISTRATION OF OATH: Mayor Glenn Sylvester administered the oath of office to Ms. Lily Louie as the new Library Trustee.

Vice-Mayor Juslyn Manalo administered the oath of office to Ms. Alyssa Reyes as the new Library Trustee.

The meeting was called to order by Trustee William Lex at 6:00 p.m.

PLEDGE TO THE FLAG

ROLL CALL
Library Board of Trustees Present:
President William Lex, Vice-President Lynne Shubunka, Trustees Lily Louie and Alyssa Reyes
Staff Present:
Director Joseph Curran and Library Services Manager Chela Anderson

APPROVAL OF AGENDA
Agenda for the February 21, 2017 Regular Meeting unanimously approved.
(MSP: Shubunka/Louie)

APPROVAL OF MINUTES
Minutes of the January 17, 2017 Regular Meeting unanimously approved. (MSP: Shubunka/Lex)

REPORTS:

1. Senior Outreach:
   Ms. Anderson said that the Library would be able to offer a Mail-A-Book service for homebound residents. This would be the effective way to deliver books, videos and audiobooks to people who are not able to visit the library. She wants everyone to be able to enjoy the library's materials even if it's impossible to for them to make it to the Library. The logistics of offering this service are in the process of being planned by the Peninsula Library System Circulation Managers Committee.

2. California Public Library Advocates' Library Board Effectiveness Training.
   Ms. Anderson announced that the upcoming Board Effectiveness training will be rescheduled to sometime later in the spring. The annual CPLA meeting, focusing on fundraising, will take place in April at the Mill Valley Library.

3. Potential Measure A/K Projects for the Library:
   Director Curran has requested a meeting from Supervisor David Canepa to explore the possibility of having an exemption from the matching requirement.

TRUSTEES' REPORT/ANNOUNCEMENTS:

4. Report from the Daly City Public Library Associates:
   Upcoming Events:
   - St. Patrick's Day luncheon event on Tuesday, March 14, 2017 Fund-the-Need requests will be presented:
     - An outdoor bookdrop for Westlake Library
     - New furniture for Bayshore Library's Children's room
     - Continued maintenance of Westlake Library's Aquarium
   - Book Sale scheduled sometime in May at 280 Metro
   - Jefferson Elementary School District will hold a Poster Contest for children
   - A Soapbox Derby event in cooperation with Skyline College

PUBLIC COMMENT:

Mayor Sylvester attended this morning's Daly City Library Public Library Associates meeting. He said that he saw the wide range of folks who are on the Board for the love they have for our Library. He thanked the DCPLA for all they have done for Daly City Public Library.

Trustee Shubunka thanked Ms. Susan Brissenden Smith for her untiring passion.

Vice-Mayor Juslyn Manalo thanked the Trustees for serving and dedicating their time and passion for the library.

Marie Brizuela mentioned the importance of libraries to all young people and adults/seniors. She mentioned how Friends of the Library in the past had helped the Library with their fundraising.

Pam DiGiovanni thanked the Trustees for serving our community. She said that Library takes our minds off the stress we have. Library is free and relaxing for seniors.

ADJOURNMENT
The meeting was unanimously adjourned at 7:05 p.m.

Next Meeting:
Tuesday, March 21, 2017
Daly City Council Chambers

DALY CITY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
DALY CITY CIVIC CENTER
MINUTES – MARCH 21, 2017

ADMINISTRATION OF OATH: Mayor Glenn Sylvester administered the oath of office to Ms. Patricia DeVera as the new Library Trustee.

The meeting was called to order by Trustee William Lex at 6:00 p.m.

PLEDGE TO THE FLAG

ROLL CALL
Library Board of Trustees Present:
President William Lex, Trustees Lily Louie and Patricia DeVera
Staff Present:
Director Joseph Curran and Library Services Manager Chela Anderson

APPROVAL OF AGENDA
Agenda for the February 21, 2017 Regular Meeting unanimously approved.
(MSP: Louie/DeVera)

REPORTS:

1. Inter-Library Loan Service:
   Ms. Anderson said that the organization OCLC, a resource sharing service that allows patrons to borrow materials from other library system within the United States, will be charging a minimum fee of $500 per year. There is very little interest for the service from local patrons. Patrons have to come in person to request for an item plus pay a $5.00 fee. Ms. Anderson recommends eliminating this service.
   The Trustees voted to discontinue the service.
   (MSP: Louie/DeVera)

2. Homebound Services:
   Ms. Anderson presented an outline of new services including mailing library materials and providing reference and referral services via mail, e-mail, and telephone to Daly City library patrons who are physically unable to visit the public library.
   The Trustees voted to approve this service. (MSP: DeVera/Louie)

3. Measure K Overview:
   Director Curran said that Measure K is a countywide half-cent sales tax extension passed by local voters in November 2016 to support essential County services and to maintain or replace critical facilities. It is also known as the "*San Mateo County Critical Services Measure*." Measure K extends the sales tax established by Measure A for 20 years, until March 2043.

   Measure K funds can be used to provide affordable homes for seniors, veterans, individual with disabilities and families, maintaining emergency operations and 9-1-1 police, fire and paramedic

dispatch, combatting human trafficking, maintaining paratransit services for the elderly/individuals with disabilities, maintaining preschool, after-school and library programs for children and teens, keeping parks open, maintaining health care for low income children, seniors and people with disabilities, providing neighborhood health clinics, maintaining countywide gang and drug task forces, addressing the effects of sea level rise, and maintaining child abuse prevention programs. Measure K funds are allocated in three ways: Through the County's 2 year budget cycle, Through mid-year adjustments to address emerging needs not anticipated at the time the budget was adopted and to fill specific needs in each of the five supervisorial districts.

Director Curran mentioned that Trustee Shubunka is a member of the Oversight Committee that monitors the Measure K spending.

For Fiscal Year 2014-15, Daly City Public Library received $100,000 from Measure K for bathroom improvements at Serramonte Library

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The following are potential Daly City projects that are in need of funding:

- Roof for the Doelger Senior Center
- Tennis Court Rehabilitation
- Elevator at Serramonte Library
- HVAC System at Westlake Library
- Energy Efficient Upgrade at Serramonte
- Roof for Pacelli Gym
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Director Curran has requested a meeting from Supervisor David Canepa to at least exploring the possibility of having an exemption from the matching requirement as Daly City has no fund to match the grant funding.

4. Recreation Activity Guide:
   Director Curran said that the Activity Guide is created and funded solely by the Recreation Division. During the time the Library and Recreation merged, the Library was given 4 pages to fill with their information. They had a difficult time filling those pages. The Recreation Activity Guide is published 3x a year with a very long in advance printing time. In January, the Recreation Division is already gearing up for their summer camps while the Library's Summer Learning Program gears up as the school year is winding down. Director Curran does not agree that the Recreation Activity Guide is the right tool for the Library to promote their programs. Customers use the guide to look for Recreation classes. In fact, 80% of our users now use the online portal to register for classes and for Recreation information. This is also one reason why the Activity Recreation Guides are no longer mailed via postal service. Director Curran believes that doing outreach directly to the schools will help promote our Summer Learning Program and not through pages in the Recreation Activity Guide. Trustee Lex and Director Curran agreed to redirect library users to social media i.e. Instagram, Facebook and Twitter to find out more on what the Library offers.

5. Report from the Daly City Public Library Associates:
   - Book Sale, April 29 and 30, May 6 and 7, at the 280 Metro Center

- Jefferson Elementary School District is running a Poster Contest for children, April 18th is the deadline for submission
- A Soapbox Derby in the auto row at Serramonte, October 7, 2017
- St. Patrick's Day was a successful event. It raised slightly less money from last year's.
- California Library Advocates Workshop, April 22, 2017 in Mill Valley.

TRUSTEES' REPORT/ANNOUNCEMENTS:

- Trustee DeVera introduced herself to the Board.

PUBLIC COMMENT: None

ADJOURNMENT

The meeting was unanimously adjourned at 7:15 p.m.

Next Meeting:
Tuesday, April 18, 2017
Daly City Council Chambers