

DALY CITY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
DALY CITY CIVIC CENTER
MINUTES – APRIL 18, 2017

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:

Trustees William Lex, Lily Louie and Patricia DeVera

Staff Present:

Library Services Manager Chela Anderson and City Manager Pat Martel

APPROVAL OF AGENDA

Agenda for the April 18, 2017, Regular Meeting unanimously approved.
(MSP: DeVera/Louie)

APPROVAL OF MINUTES

Minutes of the February 21, 2017 Regular Meeting unanimously approved. (MSP:
DeVera/Louie)

Minutes of the February 21, 2017 Regular Meeting unanimously approved. (MSP:
DeVera/Louie)

REPORTS:

1. California Public Library Advocates' Training:

Ms. Anderson announced that some of the Trustees are registered to attend the Fundraising training scheduled this Saturday, April 22, 2017 at Mill Valley Public Library. Board Effectiveness Training will be scheduled sometime in June or July depending on the availability of the trainer.

2. Library Hours:

Members of the Board expressed concern about the reduction in library hours at the beginning of the current fiscal year, particularly the closing of Serramonte Main Library on Saturdays. Ms. Anderson said that the Library does not have the resources to be open additional days or hours as additional staffing would be necessary to provide minimum coverage. Prior to reducing hours, staff did a survey of the gate count to see which days were busiest at each location. Shift scheduling and staff rotation was also examined. Ms. Anderson would like to provide quality and consistent service even with limited resources.

Pat Martel added that when the City started making significant budget cuts across every single department, the Library started looking at the opportunities and unfortunately unlike other departments, there were less operational kinds of things that they can look at other than reducing library hours. Ms. Martel wanted clear justification from the staff about why we would cut one library over another. She wants to ensure in presenting a reduction in hours

to the City Council that we were being equitable in approaching this. She didn't want an entire neighborhood not to have a library at on a limited basis. The gate count study was put together with a plan and recommendations were made that allow us to provide coverage for the library.

3. Report from the Daly City Public Library Associates:

- California Library Advocates Workshop, April 22, 2017 in Mill Valley.
- Book Sale to take place on two weekends in the Metro Center, April 29 and 30, and May 6 and 7 from 10 till 5 p.m., an awards ceremony will be held at 10:30 a.m. for the winners of our poster contest. Daly City students from K through 8th grade are invited to make a poster that showcases the theme, "To me, my library is...."

TRUSTEES' REPORT/ANNOUNCEMENTS:

- Library users can borrow a "Check It Out!" Energy and Water Savings Toolkit from any community public library in San Mateo County. The toolkits can help residents conserve water, electricity and save money by taking a few simple actions. The toolkits contain an illustrated user guide and an assortment of supplies that users can keep, including a LED lightbulb, weather stripping, outlet gaskets and low-flow faucets aerators and showerhead, and tools which are returned such as pliers, drip gauge, thermal leak detector, and Kill-A-Watt meter. These kits are offered through a collaboration between San Mateo County Energy Watch, the Office of Sustainability, and the Peninsula libraries.

PUBLIC COMMENT: None

ADJOURNMENT

The meeting was unanimously adjourned at 6:48 p.m.

**Next Meeting:
Tuesday, May 16, 2017
Daly City Council Chambers**