

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

AGENDA

Tuesday, October 16, 2018 - 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 September 18, 2018

PRESENTATIONS

2. The Big Lift - Superintendent-Elect Nancy Magee

DIRECTOR'S REPORT

TRUSTEES' REPORT

3. Advocacy
 - a. Communication
 - b. Creating Awareness
 - c. Community Involvement

d. Fundraising

4. 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 – SEPTEMBER 18, 2018

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

PLEDGE TO THE FLAG

ROLL CALL

Library Board of Trustees Present:

Trustees Patricia deVera, Angella Logarta, William Lex, and Marcel Balmeo

Staff Present:

Director Joseph Curran, Library Services Manager Chela Anderson, and Youth Service Librarian Sarah Spence

APPROVAL OF AGENDA

Agenda for the September 18, 2018 Regular Meeting unanimously approved.
(MSP: Logarta/Lex)

APPROVAL OF MINUTES

1. Minutes of the August 21, 2018 Regular Meeting unanimously approved.
(MSP: Lex/Logarta)

DIRECTOR'S REPORT:

2. Summer Learning 2018 Review - Youth Services Librarian Sarah Spence provided an overview of the Summer Learning program, including outreach efforts, sign ups, completions, and pop-up and scheduled classes. Participation was down somewhat from the prior year. Staff identified possible contributing factors including insufficient time to coordinate with the Big Lift Inspiring Summers camps and an additional requirement for earning the movie pass prize.

TRUSTEES' REPORT:

3. Advocacy
 - a. Creating Awareness: The Library Trustees Talking Points bookmark was reviewed a final time and approved for distribution.
 - b. Communication: Trustees provided summaries of their visits to the libraries. Trustee Lex visited with Westlake Branch Manager Karen Engle and branch staff. He was impressed with some of the anecdotes she shared about how the library has made a difference for some visitors. He asked that those be recorded and provided to Trustees to present at Council meetings. Director Curran suggested a quarterly video. Vice-President Logarta visited the John Daly Library and met with Branch Manager Jessica Diaz. She shared concerns regarding the limited open hours. President deVera visited the Bayshore Library and met with the Branch Manager, also Jessica Diaz. The impact of limited hours was discussed,

as well as the split focus when a staff alternates between two locations. President deVera also visited the Serramonte Main Library and met with the library managers based there: Branch Manager Cole Johnson, Youth Services Librarian Sarah Spence, Collections Services Manager Josh Rees, Circulation and Technical Support Supervisor Natalie Juhl, and Library Services Manager Chela Anderson. Funding was the primary discussion topic.

- c. Community Involvement: Trustees mentioned some recent and upcoming community events they would be attending to advocate for the libraries. Engaging with residents at events, communicating the library's vital role in the community and its current needs, is a critical advocacy tool and all Trustees were encouraged to attend as many events as possible.
4. Report from Daly City Public Library Associates:
 - Trustee Lex reported from the prior meeting of the Executive Board
 - A transition plan will be developed with several months of overlap with retiring Executive Director Susan Brissenden-Smith
 - Crazy About Cars event in Colma will be September 29, 2018; volunteers are needed
 - They are still seeking a new volunteer website manager and also need a volunteer accountant
 - DCPLA will have a team for Project Read's Trivia Challenge
 - Their next meeting will be Tuesday, September 25

PUBLIC COMMENT: None

ADJOURNMENT: The meeting was unanimously adjourned at 7:17 p.m.

**Next Meeting:
Tuesday, October 16, 2018
Daly City Council Chambers**