

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

AGENDA

Tuesday, November 20, 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 October 16, 2018

DIRECTOR'S REPORT

2. New Technology Lending Policy
3. Revised Computer Use Policy

TRUSTEES' REPORT

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

d. Fundraising

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 – OCTOBER 16, 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 and Library Services Manager Chela Anderson

APPROVAL OF AGENDA

Agenda for the October 16, 2018 Regular Meeting unanimously approved.

(MSP: Lex/Logarta)

APPROVAL OF MINUTES

1. Minutes of the September 18, 2018 Regular Meeting unanimously approved.

(MSP: Lex/Balmeo)

PRESENTATION:

2. The Big Lift – Superintendent-Elect Nancy Magee provided an overview of the county-wide reading initiative. Only 50% of San Mateo County students in third grade are reading proficiently, and this figure is significantly lower for vulnerable sub-groups. The goal of The Big Lift is to get at least 80% of students reading-proficient. Over 300 organizations, and seven communities, including Daly City, have signed on to be a part of The Big Lift. The approach builds on proven strategies: boosting family engagement to support kids' learning, providing high quality preschool, providing summer school (Big Lift Inspiring Summers), and promoting regular school attendance. Trustee Lex asked how the Daly City Public Library participates and staff highlighted the Summer Learning program and efforts to work with the Big Lift Inspiring Summers camps that take place at Daly City schools. The Big Lift holds regular meetings and the Trustees asked that meeting invites be forwarded to them.

TRUSTEES' REPORT:

3. Advocacy
 - a. Creating Awareness: President deVera proposed holding a team-building event with other commissioners. The event should be activity-based to foster networking, sharing of ideas, and collaboration. Director Curran suggested that a refresher on the Brown Act could also be scheduled.
 - b. Communication: Trustees were not able to schedule visits to their assigned libraries since the previous meeting. The visits will be scheduled in the coming

month. The idea raised at the last meeting of library users making video testimonials to present to City Council and the community was discussed further. President deVera suggested a regular “Coffee with a Commissioner” type program could be used to recruit participants. She offered that she had a student who would be willing to be the videographer. The City also has a video technician who could do the work. A photo release would be required, and Director Curran said that the Recreation Department has one already vetted by the City Attorney that could be used.

- c. Community Involvement: Trustees reported back on their recent attendance at community events including DCPLA’s Crazy about Cars in Colman, the Baybayin Workshop at Serramonte Library, Kasayahan Sa Daly City, and Dave Leprozo, Jr.’s photography exhibition opening at Serramonte Library. Newest Trustee, Marcel Balmeo, attended all four.
 - d. Fundraising – No updates at this time.
4. Report from Daly City Public Library Associates:
- The new Executive Director, Victoria Magbilang, will start in January.
 - They are still seeking a new volunteer website manager and also need a volunteer accountant.
 - A joint mailing with the History Guild was done to try to recruit new members.
 - The Board retreat will take place November 27, 2018.
 - A special author event with Congresswoman Jackie Speier will take place at the Colma Community Center on December 3 at 4:00pm. This will also be a farewell/thank you to retiring Executive Director Susan Brissenden-Smith and a welcome to incoming Executive Director Victoria Magbilang.
 - DCPLA will have a team for Project Read’s Trivia Challenge and President deVera will be one of the members.

ANNOUNCEMENTS

Once again, the Daly City Public Library is joining libraries throughout the Peninsula to offer the Food for Fines program. The program runs from November 1 through December 31. This is an opportunity for patrons to clear overdue fines while helping those in need this holiday season. Donating just one unit of food will waive ALL fines from past due items for one account. Fees for damaged and lost items may not be waived. Please note that Daly City Libraries will be closed the final week of December, so bring your food in by December 21.

PUBLIC COMMENT: None

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

**Next Meeting:
Tuesday, November 20, 2018
Daly City Council Chambers**

DALY CITY PUBLIC LIBRARY

Technology Lending

PURPOSE

The Daly City Public Library lends laptops, Chromebooks, and Wi-Fi hotspots as part of our mission to bridge the digital divide in our community. This policy outlines availability and acceptable use of these devices to ensure equitable and fair access.

ELIGIBILITY

Technology lending devices are available for checkout to adult Peninsula Library System cardholders in good standing and not in temporary status. A signed *Technology Lending Service Agreement* is required.

BORROWING

Technology devices may be checked out at the service desk. Borrowers must present a government-issued photo ID and sign the *Technology Lending Service Agreement* to check out these items.

Devices must be returned directly to a Library staff member at a Daly City Public Library service desk. Borrowers will be responsible for and assessed any applicable late/lost/damaged fees.

All devices are available on a first-come, first-served basis; no holds or reservations are possible. Only one device of each type is allowed on a library account.

The Daly City Public Library offers two types of technology lending: in-library use only and one-week checkout.

In-Library Use Only

In-library use only devices may be checked out for three hours at a time. These devices must remain within the library facility and may not be taken into other areas of multi-use buildings, restrooms, or outside. All devices are due no later than 15 minutes before scheduled library closing regardless of when they were checked out. Renewals are permitted if no one is waiting. Wireless printing is available.

One-Week Checkout

One-Week Checkout devices include Chromebooks and Wi-Fi hotspots. Renewals are not permitted. A one-day waiting period is required before a cardholder may borrow the same type of device again.

When accessing the Internet through a Wi-Fi hotspot, the mobile network's terms and conditions apply.

USAGE

The Library is not responsible for any misuse, harm, or any other result due to use of the Library's technology lending devices. The Library is not responsible for data outages, device errors, or network downtime; the loan period will not be extended due to such events.

No alteration of settings, software, or hardware on any technology device is permitted. No software may be installed on any device.

The Library is not responsible for any files, data, or personal information accessed or transmitted using the Library's technology lending devices.

The Computer Use and Internet Use Policies apply.

FINES/FEES

In-Library Use Only

Overdue fines: Items returned after their time due will be assessed a fine of \$1.00 per hour for each device up to a maximum of \$10.

Items not returned by closing time will be considered lost and full replacement fees will be assessed.

One-Week Checkout

Overdue fines: Items returned after their due date will be assessed a fine of \$1.00 per day for each device up to a maximum of \$10. A device may be disabled remotely if not returned by the due date.

Loss or Damage

Borrowers are responsible for damage to or loss of devices and accessories as a result of accident, theft, misuse, or neglect.

Automatic replacement charges for the cost of the item will be incurred if the item is declared lost or not returned. If the item is subsequently returned, unpaid replacement charges will be reversed and late fines will be assessed as well as any charges for damage.

DALY CITY PUBLIC LIBRARY

COMPUTER USE POLICY

The Daly City Public Library provides computers for public use. Not all computers provide access to the same services. Computers may provide access to any of the following resources:

- The library's public access catalog
- Online research tools, including subscription resources
- The Internet
- Software such as word processing, spreadsheet programs and children's learning software

PROCEDURES

EXPRESS INTERNET STATIONS

One or two computers at each library may be designated as Express Stations for 15-minute use. The Express Stations are available on a drop-in basis. ~~A library card is not required for use.~~

PUBLIC-USE MULTI-PURPOSE COMPUTERS

1. Some computers are available on a walk-in basis, first come-first served. Advance reservations may be made for designated computers.
2. The session time limit is one hour. The daily time limit is ~~two-three~~ hours. ~~Computer time used at any library in the Peninsula Library System is applied to the daily limit.~~
3. ~~Users must log off all terminals at least~~Computers shut down 10 minutes before the library's closing time. If library staff must perform maintenance work on any or all computers, users may be required to log off sooner.
- ~~4. Computer users must be current library card holders to use computer workstations. One or more computers at each library may be designated as Express Stations, providing 15 minute access without a library card.~~
- ~~5.~~4. Designated library staff or volunteers may help customers get started on the computer if necessary and may be able to provide assistance if time permits.
- ~~6.~~5. Computer users may use only their own library cards to access library computers.
- ~~7.~~6. Computer users may only save files to their own flash drive or other Universal Serial Bus media. Saving to a library computer's hard drive is not permitted.
- ~~8.~~7. Computer users must follow posted printing instructions. All printed pages must be paid for regardless of intent.

GENERAL RULES FOR ALL COMPUTER USE

1. Computer users are requested to report equipment and operation problems to library staff. The library cannot be responsible for computer malfunctions, internet site downtime, or delays in transmission from a remote site, and is not liable for any losses resulting from such eventualities.
2. Patrons are not to restart or shutdown library computers.
3. Library staff is authorized to make exceptions to these posted rules.

PROHIBITIONS

- a) Computer equipment may only be used for designated purposes. Equipment may not be unplugged, removed or otherwise modified. Computer users may not attempt to reconfigure systems or programs or in any way interfere with the library's system set-up.
- b) Computer users may not install personal software on library computers.
- c) Computer users may not use the library's computers for unlawful purposes.

Examples of unlawful use that could lead to legal actions include, but are not limited to, the following:

- Harassment of other users
 - Libeling or slandering other users
 - Destruction of or damage to equipment, software or data belonging to the library or other users
 - Disruption or unauthorized monitoring of electronic communications
 - Unauthorized copying of copyright-protected material
 - Violations of existing obscenity and pornography laws (see Internet Use Policy)
 - Violations of computer system security
 - Unauthorized use of computer accounts, access codes, or network identification numbers
 - Violation of software license agreements
 - Violation of network usage policies and regulations
- d) Computer users who disregard library procedures will be prohibited from using the equipment.