

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

AGENDA

Tuesday, January 15, 2019 - 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 November 20, 2018

DIRECTOR'S REPORT

TRUSTEES' REPORT

2. Advocacy
 - a. Creating Awareness
 - b. Communication
 - c. Community Involvement
 - d. Fundraising
3. 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 – NOVEMBER 20, 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, Lynne Shubunka, and Marcel Balmeo

Staff Present:

Director Joseph Curran and Library Services Manager Chela Anderson

APPROVAL OF AGENDA

Agenda for the November 20, 2018 Regular Meeting unanimously approved.

(MSP: Lex/Logarta)

APPROVAL OF MINUTES

1. Minutes of the October 16, 2018 Regular Meeting unanimously approved.

(MSP: Lex/Balmeo)

PRESENTATION:

2. New Technology Lending Policy – Staff reviewed a draft policy for lending of technology such as Chromebooks and Wifi hotspots. Borrowers would be required to sign the policy prior to checking out these items. Trustees inquired about measures to hold borrowers accountable for loss or damage and staff described the regular billing procedure and how it would apply to devices not returned.

(MSP: Lex/deVera)

3. Revised Computer Use Policy – Staff reviewed an updated policy on computer use that reflected new longer session and daily limit times. Trustees inquired about wait times, which have been minimal with declines in demand. Staff briefly detailed the current condition of the public computers and the urgent need for replacement.

(MSP: Lex/deVera)

TRUSTEES' REPORT:

4. Advocacy
 - a. Creating Awareness: Discussion continued on President deVera's proposed team-building event with other commissioners. Director Curran recommended that it be combined with a refresher on the Brown Act and suggested that it be scheduled after new vacancies on the Planning Commission be filled. Dates will need to be identified for "Coffee with a Commissioner" sessions at each of the libraries.

Staff recommend starting with the two larger libraries. A vision for a successful program needs to be developed and then logistics worked out.

- b. Communication: Trustee Lex met with staff at the Serramonte Library. Staff shared their concern about the viability of operating four branches with the current allocation of resources. While it's always worthwhile to explore options, it's difficult to consider closing libraries. Vice-President Logarta met with Josh Rees at the Bayshore Library. Mr. Rees is currently filling in as the manager of that branch. An hourly staff person and a patron joined their conversation. Vice-President Logarta commended the staff as knowledgeable and engaged and recognized their concerns about funding levels. President deVera met with Karen Engle, manager of the Westlake Library. They discussed communicating libraries' value to the community. Ms. Engle recently attended the Future of Libraries Conference and was inspired by speakers who advise emphasizing the educational role of libraries.
 - c. Community Involvement: No updates at this time.
 - d. Fundraising – No updates at this time.
5. Report from Daly City Public Library Associates:
- The new website is up.
 - A \$30,000 grant, their largest ever, was presented at the November 13, 2018 Council meeting.
 - DCPLA had a team for Project Read's Trivia Challenge and President deVera was one of the members.
 - The Board retreat will take place November 27, 2018 at Lake Merced Golf Club.
 - The new Executive Director, Victoria Magbilang, will start in January.

ANNOUNCEMENTS

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. Be sure to RSVP.

The San Mateo County Library JPA Government Board has approved elimination of all late fines on San Mateo County Library materials. They plan to implement in January. This may cause some confusion and friction as we share many patrons.

Jessica Diaz has left Daly City to pursue other professional opportunities. A recruitment is currently open for a Librarian II to replace her. It will close December 10, 2018. In the interim, Youth Services Librarian Sarah Spence is filling in as manager of the John Daly Library and Collections Services Librarian Joshua Rees is filling in as manager of the Bayshore Library. Jessica's other assignments have also been redistributed and staff are keeping up with them to the best of our ability.

Library Board of Trustees Meeting Minutes

November 20, 2018

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PUBLIC COMMENT: None

ADJOURNMENT: The meeting was unanimously adjourned at 7:00 p.m.

Next Meeting:
Tuesday, December 18, 2018
Daly City Council Chambers