

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

AGENDA

Tuesday, August 20, 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 July 16, 2019

DIRECTOR'S REPORT

2. Unattended Child Policy

TRUSTEES' REPORT

3. Advocacy
 - a. Creating Awareness
 - b. Communication
 - c. Community Involvement
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
DALY CITY CIVIC CENTER – COUNCIL CHAMBERS
REGULAR MEETING
MINUTES – JULY 16, 2019

The meeting was called to order by Trustee Lauren Daus

ROLL CALL

Trustees Present:

Trustee and Acting President Lauren Daus, Trustee Theresa Faapuaa, and Trustee Justine Santos.

Trustees Absent:

Trustee Marcel Balmeo and President Angella Logarta

Staff Present: Joseph Curran and Chela Anderson

APPROVAL OF AGENDA

Motion made by Trustee Daus to approve the agenda for July 16, 2019. The motion carried unanimously.

APPROVAL OF MINUTES

Motion made by Vice President Logarta to approve the minutes for June 18, 2019. The motion carried unanimously.

Director's Report:

eLibrary Update - Joseph Curran introduced Cole Johnson, who is the branch manager for the Serramonte Branch. Cole gave an update and presentation on the Daly City Library internet homepage. The eLibrary Homepage is the front and center for articles magazines and newspapers. He noted that there is also now a new subscription to EBSCO. With EBSCO, there is now more access to academic searches as well as the addition of a search menu for EBSCO on the front page of the eLibrary website.

Another subscription is RB digital magazines. This subscription allows users to browse and download different magazines onto their mobile devices and take it on the go. This RB digital service allows for digital magazines to be available across all cities in San Mateo County. Cole Johnson then went ahead to explain how signing into RB digital work and how to look up magazines online. RB digital has no time limit and can be accessed to personal devices such as tablets and computers.

Lastly, another addition to the eLibrary page is the video streaming service Kanopy. Kanopy has a wide section of award winning films and documentaries. This subscription allows for 10 check outs per month. You can put it on a smart TV as well as on tablets.

Excessive Heat Policy – Joseph introduced a draft for the Excessive Heat Policy and would like the input of the Library Board of Trustees as well as a possible endorsement. This is in regards to the heat wave that occurred a month before where regions of Daly City reached over 90 degrees and some libraries had a temperature of 85 degrees. On the rare occasions that the internal temperatures hit a certain threshold, the library staff would like guidance or a written policy for actions to be taken on days of excessive heat. This policy is mostly aimed for the protection of the staff members since they are obligated to stay at their library site. Trustees advised that if one of the libraries becomes too hot, staff should have the option to go to a different branch to work. The policy was nominated for endorsement and was approved by the Board.

Trustee's Report:

Acting Present Daus visited the Bayshore Library Branch and noted that the Seed Library program is looking well. She also noted of the new history display at the Bayshore Library branch.

Trustee Faapuaa noted that she went to the Westlake Library and talked to one of the staff members there and found that they are doing well at the Westlake Library. She noted there were also a lot of teenagers and children there. In regards to the children, there is also a lot of unattended children at the library. She asked whether the policies were listed in multiple languages and was wondering if there is any way to get the policies in different languages so that it can be posted in the libraries.

DCPLA: Victoria Magbilang gave a report about the upcoming Crazy About Cars Event on September 14, 2019 from 12:00PM - 3:00PM. The DCPLA is finalizing the advertisement for the event and hopes to promote it soon.

Upcoming Events:

August 8th from 3-6PM

Coffee with Trustees Event

Bayshore Library

ADJOURNMENT: The meeting was unanimously adjourned.

Next Meeting:
August 20, 2019
Daly City Council Chambers

DALY CITY PUBLIC LIBRARY

UNATTENDED CHILD

The Library welcomes children to use its facilities and services and to participate in its programs. While visiting the Library, children must abide by the Library's Behavior Policy. The responsibility for a child's behavior and well-being rests with the child's parent, guardian or caregiver, not with the staff of the Library.

Many older children are able to use the Library on their own. However, young children under the age of ten and/or children who are uncomfortable when left alone must be attended at the library by a parent, guardian or caregiver.

The Library assumes no responsibility for children left unattended at the Library. The library staff owes only the same duty to unattended children as they do other library patrons. The library does not undertake responsibility to provide supervision.

If a child is left unattended in the Library and circumstances warrant special attention (e.g. the child is crying, hurt, or fearful about being alone in the library), staff will attempt to locate the child's caregiver. If staff cannot locate the caregiver, they will call the Daly City Police. Library staff will stay with the child until the police arrive. The Police will take the child into temporary custody, per the California Welfare and Institutions Code Section 305(a). The officer will attempt to contact the child's parent or guardian to determine if he or she is able to assume custody of the child. If the officer cannot contact the parent or guardian, he will notify a social worker in the county welfare department to assume custody of the child.

Members of the Library staff are not permitted to give a child a ride home.

NOTICE

UNATTENDED CHILDREN UNDER THE AGE OF TEN (10) MAY BE REFERRED TO THE CUSTODY OF THE DALY CITY POLICE DEPARTMENT. THIS IS DONE FOR THE CHILDREN'S PROTECTION.

AVISO

LOS NIÑOS SIN SUPERVISIÓN MENORES DE DIEZ (10) AÑOS PUEDEN SER REFERIDOS A LA CUSTODIA DEL DEPARTAMENTO DE POLICÍA DE DALY CITY. ESTO SE HACE PARA LA PROTECCIÓN DE LOS NIÑOS.

PAUNAWA

MGA BATA NA HINDI SAMPONG (10) TAONG GULANG ATSAKA WALANG KASAMANG MAGULANG, PWEDE ILAGAY SA KUSTODYA NG DALY CITY PULIS. GAGAWIN NAMIN ITO PARA SA PROTEKSYON NG MGA BATA.