

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

AGENDA

Tuesday, November 19, 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 October 15, 2019

ELECTION OF OFFICERS

2. Vice-President

DIRECTOR'S REPORT

3. Draft Emergency Closure Policy
4. Draft Updated Library Community Meeting Room Policy
5. Draft Updated Library Bill of Rights

TRUSTEES' REPORT

6. Budget Priorities

7. Advocacy
 - a. Creating Awareness
 - b. Communication
 - c. Community Involvement
8. 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 – OCTOBER 15, 2019

The meeting was called to order by President Angella Logarta.

ROLL CALL

Trustees Present:

Trustee Alexander Ruivivar, Trustee Lauren Daus, Trustee Theresa Faapuaa, Trustee Justine Santos, and President Angella Logarta.

Trustees Absent:

Staff Present: Director Joseph Curran and Library Services Manager Chela Anderson

APPROVAL OF AGENDA

Motion made by President Logarta to approve the agenda for October 15, 2019. The motion carried unanimously.

APPROVAL OF MINUTES

Motion made by President Logarta to approve the minutes for September 17, 2019. The motion carried unanimously.

Director's Report: Fiscal Year 2018-2019 Library Budget Overview – Library Services Manager, Chela Anderson, began an overview of the Fiscal year for 2018 – 2019 branch budgets. The largest expenditures are for personnel. That expenditure is further divided amongst full time and hourly staff. The staffs that make up the hourly staff are mostly library aides and library pages. Based on the numbers, the budget was off for the John Daly and Bayshore branch due to a loss of full time staff and the time between then and finding a new full time staff. The Serramonte Branch went over budget because of increases in salaries that can affect the number within two years. Four factors reflected in personnel allocations is the opening hours, annual visits, annual material checkouts, and annual computer use.

Trustee's Report: President Logarta reported back from the meeting of the Library Committee on potential new projects that can happen at the Daly City Library branches. She notes that there is a series of meetings on a bi-monthly basis in hopes of projects to start in the libraries.

The Coffee with Trustee's meeting occurred at PilipinX Lit Night. Poet Laureate Aileen Cassinetta and Patricia Delara did a great job showcasing Filam poets and writers. President Logarta, Trustee Santos, and Trustee Daus were in attendance and noted that it was a great experience.

DCPLA: DCPLA spokesperson Lex notes that the DCPLA had its most recent meeting on Tuesday September 24, 2019. The DCPLA submitted a financial statement in writing and was presented to the board and was accepted, along with a letter of resignation from their treasurer, Pauline Fong-Martinez.

Spokesperson Lex reported on events that occurred, particularly the Crazy About Cars event at Serramonte Center. Financially, the event fell short of its goal of \$25,000, however, it did raise a little over \$21,000.

The DCPLA also discussed when to introduce a grant for the Lucky Day Collection and the 3D carving machine. The DCPLA notes that they were hoping to present everything at the next City Council meeting.

The DCPLA has also introduced the idea of changing their name at the next DCPLA retreat.

The executive director of the DCPLA has reported they will organize a book sale in 2020 with the exact date TBD.

Upcoming Events:

2nd Annual Love Not Hate Event
Saturday October 19, 2019
City Hall Rose Garden
10:00AM – 12:00PM

Bayshore Block Party: Trunk or Treat

October 26, 2019
11:00AM – 3:00PM
Performances, candy give away, games, food, and jump house.

ADJOURNMENT: The meeting was unanimously adjourned.

**Next Meeting:
November 19, 2019
Daly City Council Chambers**

DALY CITY PUBLIC LIBRARY

EMERGENCY CLOSURE POLICY

PURPOSE

Library staff will endeavor to keep the library open during minor emergencies such as automated system downtime, breaks in telephone service or minor power outages. However, there may be occasions when library closure and evacuation of the building is recommended. Emergency situations could include police activity, earthquake, lengthy power outages, excessive heat, or power outages at night or dusk.

POLICY

The decision to close the library under adverse conditions rests with the Director or, in the Director's absence, the senior staff member on duty.

Closure Decision Questions

If you answer *yes* to any question, you should begin emergency closure procedures:

- Is it too dark in the library to read, or will it be dark soon?
- Are there fallen objects or obstructions in the library that pose a safety hazard?
- Has the inside temperature reached 87 degrees or higher for a period of two hours even after opening doors and/or windows and deploying electric fans?
- Do employees or public feel endangered remaining in the library?

MINIMUM STAFFING

A minimum of two paid staff on duty is required during all open hours. As soon as staff become aware that minimum staffing will not be met, they are to contact the Library Services Manager or senior library staff person on duty in the City.

Staff on duty at other locations may be reassigned to ensure minimum staffing and avoid emergency closure.

If staff are not available to bring the staffing level to the minimum requirement, the Library will be closed.

PROCEDURES

If a Library is closed due to an emergency, staff shall follow Closure Procedures, as well as:

1. Advise the Director and other open Daly City libraries of the closure and initiate the Peninsula Library System notification tree.

2. Announce closure plans to patrons in the library. Tell them the time that you will close the library, for example, "If the power is not restored by 4:30PM, the library will close and you must exit the building."
3. Post a sign for the front door notifying customers of building closure.

Suggested wording:

The library is closed due to _____. Please use the bookdrop to return materials. We will reopen tomorrow at _____. The _____ libraries are open until _____ today. We appreciate your understanding.

4. Contact staff and volunteers scheduled to work later in the day and tell them not to report to work because the library will be closed.
5. Contact anyone who has reserved the meeting room to notify them of the closure (if closing Serramonte).
6. *If it is not safe to remain the building, skip the above steps, lock up and leave immediately. Contact emergency services and the Director as soon as possible.*
7. If there is at least 1 ½ hours left in the work day, full-time staff are to go to another branch to finish their shifts. Part-time staff may also go to another branch to finish their shifts or go home unpaid for time lost.

DALY CITY PUBLIC LIBRARY

PUBLIC USE OF THE LIBRARY COMMUNITY MEETING ROOM

The Daly City Public Library is pleased to provide a Library Community Meeting Room for public use at the Serramonte Main Library, 40 Wembley Drive. Library Community Meeting Room use is intended to enhance the Library's educational, informational, recreational and cultural mission.

Priorities of Use

The Department of Library and Recreation Services schedules the Library Community Meeting Room for use by groups in the following priority:

- a. Library and Library-related or co-sponsored activities and programs,
- b. City of Daly City official business,
- c. Other governmental and civic entities serving Daly City and Colma residents,
- d. Local not-for-profit organizations engaged in educational, cultural, intellectual, charitable or community activities.

1. Reservations

Groups wishing to use the Library Community Meeting Room for the first time must submit an application which will be reviewed to ensure the proposed use is compatible with this policy. The individual assuming responsibility for the meeting must be 18 years or older and have a valid Daly City Public Library card. Once approved by the Director of Library and Recreation Services or his or her designee, groups may reserve the room online or by telephoning (650) 991-8023.. Allow up to five business days for approval of reservations. Reservations may be made up to six months in advance. All Library Community Meeting Room use by the public is subject to Library Community Meeting Room availability. Reservations are made on a first-come, first-served basis. Unforeseen need to use the Library Community Meeting Room by the Library or City of Daly City departments may preempt a group's reservation.

2. Rules for Public Use

The following rules apply when the Library Community Meeting Room is used:

- a. Gatherings may not exceed 49 people, the posted room capacity.
- b. Groups may not charge admission fees for any Library Community Meeting Room event.
- c. All meetings and activities must be open to the public.
- d. Private events or social uses such as parties or play groups are not permitted.

- e. Commercial uses and advertising, solicitation of donations, raffles, collections, or sales are not permitted, with the exception of Library-sponsored author events where books may be sold.
- f. The Library Community Meeting Room is available only during Library public service hours. All groups must vacate the Library Community Meeting Room at least 15 minutes prior to the Library's closing time.
- g. Groups may reserve the Library Community Meeting Room for a maximum of two meetings per month and no more than twelve times per year.
- h. Groups may not use the Library's name, address or telephone as the official address of the group using the Library Community Meeting Room.
- i. Groups may not publicize their activities in such a way as to imply Library sponsorship, except when authorized by the Director of the Department of Library and Recreation Services or his or her designee.
- j. Individuals may not smoke, consume alcoholic beverages, or cook in the Library Community Meeting Room.
- k. Groups may serve non-alcoholic beverages and light refreshments. The Library does not provide utensils or other supplies.
- l. Groups may hang signs, posters, displays or other decorations in the Library Community Meeting Room and are responsible for their removal.
- m. Library Community Meeting Room users are restricted to use of the Library Community Meeting Room and public restrooms. Attendees may not enter other non-public areas of the Library, nor shall they use outdoor areas of the Library as part of their Library Community Meeting Room use.
- n. Use of the Library Community Meeting Room shall not conflict with normal Library operation or with Library sponsored meetings, programs or activities. Groups will adhere to standard norms of conduct and keep noise levels consistent with the proper atmosphere of the Library at all times.
- o. The Library reserves the right to modify or cancel reservations with reasonable notice based on the operational needs of the Library and eligibility priorities outlined in this policy.
- p. The Library may deny future use of the meeting room by groups that violate meeting room rules.

3. Amenities

We are happy to make the following available for group meetings:

- Seating for up to 49 people,
- Folding tables,
- An 80" widescreen television with VGA and HDMI connections,
- Wireless internet,
- White board, and
- Sink and counter that may be used for preparation of light refreshments.

Setup of tables and chairs is the responsibility of the Library Community Meeting Room user. Furniture should be returned to its original arrangement at the end of the meeting.

Endorsed by the Daly City Public Library Board of Trustees: 6/15/10

Revised: 11/5/98; 8/21/01; 11/20/01; 8/26/08; 6/14/10 per City Council Ordinance; 10/19/10; 08/21/12

DALY CITY PUBLIC LIBRARY

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background or views.
- VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council

Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Endorsed by the Daly City Library Board of Trustees: 10/28/98