

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

AGENDA

Tuesday, January 21, 2020 - 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 19, 2019

DIRECTOR'S REPORT

2. Library Centennial
3. City Budget Process
4. Emergency Response Training for Library Staff

TRUSTEES' REPORT

5. Reading with the Trustees
6. Advocacy
 - a. Creating Awareness

- b. Communication
- c. Community Involvement

7. 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 – NOVEMBER 19, 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 November 19, 2019. The motion carried unanimously.

APPROVAL OF MINUTES

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

SELECTION OF VICE PRESIDENT: President Logarta opened the nomination for Vice President. President Logarta nominated Trustee Faapuaa for Vice President. This was seconded by Trustee Daus. Trustee Faapuaa was selected as Vice President for the Library Board of Trustees on a 4-1 vote.

DIRECTOR'S REPORT:

Policy Review – Director Curran introduced Library Services Manager Anderson to go over one of the three policies pertaining to the Library. The first discussion was on a draft of the Emergency Closure Policy. This new policy would guide staff in determining in what cases the library should be closed due to an emergency (i.e. power outage). This policy supersede the policy about indoor temperatures. Trustees expressed concern about article #7 and its effect on hourly staff who would potentially lose income as the result of an emergency library closure. A motion to remove article #7 was passed unanimously. In regards to article #6, a passage was added that staff, in the event of an emergency, should lock up the building only if possible. The motion to add this passage was also approved unanimously.

The next policy to undergo review is the Library Community Meeting Room policy. The Community Meeting Room policy dates back to 1998 and refers to how the Community Room is used and how it can be booked. An initial clause in the policy excluded people with political and religious agendas from using the room. This clause has since been removed in the updated policy

based on the Library Bill of Rights. Additional changes to the policy include that people are able to reserve the room online rather than through fax and that they have to place reservations with their library card. After further review, no other changes were needed and the updated Library Community Meeting Room policy was approved unanimously.

The last policy to go under review is the Library Bill of Rights which was developed by the American Library Association. It was noted that the Library Bill of Rights for Daly City did not include a recently added clause on privacy. Additionally, the board requested that this clause include additional language that explicitly clarifies that it covers gender, race, ethnicity, citizenship and socioeconomic status. This change and the other revisions were approved unanimously.

Trustee's Report: President Logarta brought up an idea of possibly changing Coffee with Trustees to a more engaging activity. Vice President Faapuaa suggested that maybe instead of having coffee with the community, they can do a reading with the community.

Vice President Faapuaa attended the 1st Annual Bayshore Block party and noted that it was very successful and great event.

DCPLA: The DCPLA noted that they had their annual retreat in which they are making plans for next year. They also wanted to note that there will be a lot of changes, including a great deal of turn-over on the Board. They currently have 5 members of the DCPLA board leaving and 6 new people coming in to serve on that Board.

Upcoming Events:

- Citywide Closure from December 24, 2019 through January 1, 2020.
- Frosty Fest
- Sho Cold Talent Show

ADJOURNMENT: The meeting was unanimously adjourned.

**Next Meeting:
January 21, 2020
Daly City Council Chambers**