

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

AGENDA

Tuesday, September 15, 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 July 21, 2020

DIRECTOR'S REPORT

2. COVID-19 update

TRUSTEES' REPORT

3. Statement in Support of Black Lives Matter
4. Partnerships and language access
5. Opportunities for remote support and advocacy
6. 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 VIRTUAL MEETING
MINUTES – JULY 21, 2020

The meeting was called to order by President Angella Logarta.

ROLL CALL

Trustees Present:

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

Trustees Absent:

Daly City Public Library Associates: Victoria Magbilang

Staff Present: Director Joseph Curran, Library Services Manager Chela Anderson, and Library Assistant Celina Tirona, Assistant City Manager Stephen Stolte

APPROVAL OF AGENDA

Motion made by President Logarta to approve the agenda for July 21, 2020. Trustee Lauren Daus first and Trustee Justine Santos seconded. The motion carried unanimously.

APPROVAL OF MINUTES

Motion made by President Logarta to approve the minutes for June 16, 2020. Trustee Justine Santos first and Vice President Theresa Faapuaa seconded. The motion carried unanimously.

DIRECTOR'S REPORT: Update on the Library Department since June 16, 2020 – Director Joseph Curran read a draft statement that was requested for “Black Lives Matter” circulated around the library staff. And opened it for discussion for changes or additions, and possible endorsement from the Board of Trustees. Trustee Justine Santos requested to edit the beginning to non-binary, to include all people. President Angella Logarta would like to include team members, patrons, and partnerships who support the community.

Director Joseph Curran then turned the meeting over to Library Service Manager Chela Anderson where she stated the document can be posted in a shared area online so people can add or make suggestions information. Chela then discussed the re-opening of the Library. The Library team has done research on the approach to open to the public. Currently, curbside service and virtual programming. Safety is priority and will require controlled access. A training presentation on prevention and education on COVID-19, hygiene procedures, such as hand sanitizer, soap hand washing, and face coverings, proper social distancing for visitors and employees. Personal protective equipment (PPE) and cleaning. Also, the safe handling of library materials. Hygiene panels have been installed on the front service desks. Cleaning and sanitizing high touch areas. Limit visitors by appointment and library hours for intersession times for sanitizing, increase space between furniture, limit public computers, signage at eye and floor levels indicating proper

social distancing, mask, and PPE. Also having disposable masks available, as well as, hand sanitizer. Cleaning protocol for self-check machines and keyboard covers. Removal of high-touch, difficult to clean items, such as toys, newspapers, and magazine covers. Library material handling involves quarantine for three days/72 hours, glossy pages take longer so four days/96 hours. Must be handled with proper PPE that includes gloves and bins put aside with placement date. Items that have been touched by patrons will be placed in the same bins of that date. Curbside schedule has been full and mailing items is popular. Labor and space are an intensive process, therefore a continuous efficient structure is being worked on due to ordinance changing for business handling, capacity worksheets, and managing capacity. President Angella Logarta asked about a screening procedure for employees and patrons. Joseph responded that Human Resources will be submitting a process for opening and those returning to work.

Motion requested: Motion made by President Logarta to endorse Black Lives Matter Library Statement, Vice President Theresa Faapuaa first and Trustee Justine Santos seconded. The motion carried unanimously.

Trustee's Report:

DCPLA: Executive Director Victoria Magbilang stated Board of Directors have been impressed to have the Library step up to support the public. Notified of qualification for two grants, Danford Fisher Hennig Foundation for Summer Learning programs of \$3500 and Philanthropic Ventures Foundation of \$3000 for WiFi hotspots and additional purchases of Chromebooks to be checked out. Fundraising has been difficult but will continue to focus on getting additional grants to support the Library. Victoria suggested submitting request to DCPLA to help with programs outside the budget from the City, such as resources for racial equality and/or COVID-19 restrictions.

COMMUNICATIONS: President Angella Logarta request support to the Trustees for ideas to help out Librarian II/Youth Services Sarah Spence, such as remote programs, financial literacy with a banker, and a lesson on Health and Safety. Also, Trustees to contact Library staff to check in and see if any assistance is needed from the Board. Volunteer with food distribution, and other community events. Advocating contributions to DCPLA. Vice President Theresa Faapuaa suggested to have Recreation to help do a video to make it more fun and explaining the new normal.

Director of Library and Recreation Joseph Curran introduced Library Assistant I Celina Tirona regarding social media. Celina launched a bilingual books and children songs from Pilipino authors and other groups undiscovered. First time live video, 8000 views. She also asked if the trustees can get involved by reading a book and to uncover other groups. Library Services Manger Chela Anderson said it is the first and third Saturdays of the month. Trustee Justine Santos said it is a community partnership opportunity to build on that purpose as a conversation for cultural networks and language access.

Director of Library and Recreation Joseph Curran announced this was his last meeting and will be retiring in September. He then introduced Assistant City Manager Stephen Stolte. Stephen stated the transition to support the Board of Trustees with Joseph's departure with the help of Assistant to the City Manager Leilani Ramos. Recruitment to replace Joseph will start next year due to COVID-19. For the month of August, City Council and commissions and board meetings will be dark and restart in September. And if anything was needed to reach out to him directly.

AGENDA BUILDING: Partnerships and language access, COVID-19 updates, Black Lives Matter statement edits, if needed. Follow up on contributions, volunteering and supporting staff, trustees, and DCPLA.

ADJOURNMENT: The meeting was adjourned by President Angella Logarta at 7:16PM.

**Next Meeting:
September 15, 2020**