

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

AGENDA

Tuesday, November 17, 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 October 20, 2020

DIRECTOR'S REPORT

2. Reopening plan update
3. Staffing for modified service model

TRUSTEES' REPORT

4. Roles of Board Members and Commissioners
5. 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 – OCTOBER 20, 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: Library Services Manager Chela Anderson, Librarian II/Youth Services Sarah Spence, Assistant City Manager Stephen Stolte, City Attorney Rose Zimmerman

APPROVAL OF AGENDA

Motion made by President Logarta to approve the agenda for October 20, 2020. Vice President Theresa Paapua first and Trustee Lauren Daus seconded. The motion carried unanimously.

APPROVAL OF MINUTES

Motion made by President Logarta to approve the minutes for September 15, 2020. Trustee Lauren Daus first and Vice President Theresa Faapuaa seconded. The motion carried unanimously.

DIRECTOR'S REPORT: Assistant City Manager Stephen Stolte introduced City Attorney Rose Zimmerman, and a PowerPoint presentation by her on the Brown Act. City Attorney Rose Zimmerman said that it is a refresher or follow up on the training that some may have had. The ordinance created Trustee roles and overview of California open meeting law, the Brown Act. The ordinance is defined as a transparency and public participation with exception to the rule of closed sessions. California has most restrictions of openness and Government Code. A general overview of appointed Daly City Govern Code Chapter 2.26, which is three-year terms. Term rules: Act as advisory to the City Council, issues pertaining to the public library such as, budget items, libraries, facilities, and issues affecting the community. Community perspectives regarding Library Services and programs, community opinions, staff, coordinators, and reports. Would go to Assistant City Manager or Director of Library and Recreation to discuss with Board of Trustees, meetings are held on a Tuesday at 6pm. Governor has relaxed the Brown Act Because of COVID-19. Zoom meetings to take place with no public attendance but can submit questions to the Board considered an open meeting. The Board can set up study sessions, coordinating with Board members with no public attendance. Board subject to the Act with local legislative bodies, such as, Board Supervisors, City Council, School Board, etc. Bodies created by formal actions, commission standing committees, task force and appointed boards. Meaning at the time there is a meeting it is open to the public, which is a gathering of majority of members. Definition of meeting is as follows: three to five is a quorum, hears discussion and/or deliberate any item of business that can be considered to the board, informal discussion with majority of the board can be classified as a meeting, means of communication varies in current times, such as via email, Facebook, Next Door, anything with discussion boards, this broadens scope of the meaning. Serial meetings are prohibited under the Brown Act. Because speaking to all members eventually and/or minimum of three can be classified as a meeting, as well as, text

messages or chats. For example, if an email is between two members on an issue, then the same issue is forwarded to a third is considered a majority of members, which is then classified as a meeting. Permissible communication is not a meeting if communication by a nonmember, i.e staff and/or member of the public on information to each member of the legislative body and is not acting as a “personal intermediary” among members. Exceptions are conferences, council meetings, other legislative body meeting, and social occasions. Limited exceptions are sole purpose of scheduling or rescheduling issues only, does not discuss merits of the meeting. Agenda posting is 72 hours prior to regular scheduled meetings, 24 hours prior to special scheduled meeting, and one-hour prior for emergency meeting and telephonic notice to the media is required. If it is a dire emergency meeting and notification can be contemporaneous. Physical posting location fully accessible to the public normally it is posted at City Hall and the City website. Agenda building prepared by staff liaison with business items and discuss items from board trustees. No action or discussion of any item not appearing on agenda with an exception of: Brief response to a statement/question posed by the public, question clarification, brief announcement/report on activities, request staff/other resource to provide factual information, and request to add/place a matter on the agenda for the a future meeting. Public has access to all agenda items and materials. Agenda must be made available at any time, which includes agenda packets and notes written on them is not confidential. Public request is made through the City Clerk’s office. Adding an item to the agenda already posted can occur if it is an emergency, newly arising item that needs immediate action, and a continued item. During this COVID time the public must send comments and question prior to the meeting so it can be placed on the following agenda to be discusses fully. Recording/filming meeting by the public is allowed, if recorded/filmed by a legislative body is public record and must be made available for inspection and retained for 30 days. The public has the right to comment before or during consideration of an item, and/or on any issue during “open mic”. Chair runs the meeting, with time limits OK, regulating content is not OK. Can restrict comments because it must be fair to everyone, control disruptive meeting by clearing the room leaving press present or calling a recess. No secret ballots. Meeting in a closed session with staff, board members, council, and attorneys with exceptions of personnel matter, anticipated/pending litigation, labor negotiations, real property negotiations, and public security threat. Order of the meeting is the Chair’s responsibility for conduct, and the City has adopted the Robert Rules of Order for meeting decorum. Making a motion on items is a proposal by one Commissioner that the Commission take action on a matter, motion requests a second, then roll call votes/voice vote. Violation of the Brown Act is a personal liability governed by the District Attorney not City Attorney. Criminal Penalty is a misdemeanor, Civil Remedies are a person may bring a lawsuit, Body has a chance to cure and correct, Certain actions maybe voided by City Council, and attorney fees are liable by the City. All decisions are made in public. Resources given are Institute of Local Government www.ca-lig.org, has guiding posts for the Brown Act but with Executive Orders because of COVID have changed some of it. State Law, Case Law, Attorney General opinions at <http://www.leginfo.ca.gov/calaw.html>, <http://oag.gov>, City Attorney’s office (650) 991-8122. Assistant City Manager Stephen Stolte has the Power Point presentation, City Attorney Rose Zimmerman has provided it to him. President Angella Logarta had a question for City Attorney Rose Zimmerman regarding special meetings as a way to learn or coordinate with Assistant City Manager, City Attorney Rose Zimmerman responded that it would be a study session and Assistant City Manager would agendize discussion, would be a public meeting with no public comment, and quorum is required.

Director’s report continued with Assistant City Manager Stephen Stolte introducing Library Services Manger Chela Anderson, and she mentioned that during the last meeting a Trustee had asked about Library Policy changes that have been adjusted due to COVID-19. Changes have been minimal but practical in considerations due to buildings being closed. Phone and curbside are making it easier to connect with patrons. Fines & Fees Policy has been flexed; the library is not handling cash or credit card payments at this time, although e-commerce is an option for lost/damaged book payments. Item returns are still back date so no late fees accrue and fees for card replacement are waived. Patrons can register for a card online and call or e-mail to get a 14

digit Library card number for accessing e-resources. The physical card can be picked up during curbside; photo ID and proof of address are required as usual. To reduce digital divide, the Library is introducing curbside printing of 10 pages at no charge; wireless printing instructions on website but will be requested through an app or PDF sent on website that is cleared nightly for security and to not overload system. The release of the print job will be upon arrival of the patron. Tech device checkout is for three weeks instead of one week, and the signing of the agreement, which required touching a tablet, has been paused. The Library will be floating hot spots and Chromebooks, so they will be remaining at returned location to better meet demand and lose less time in transport. All above is a temporary adjustment during this time. President Angella Logarta asked about opening schedule of Libraries, if it would be aligned with the schools in January and Vice President Theresa Faapuaa asked if there is a plan in place for reopening and if there would be a designated time for senior citizens. Library Services Manager Chela Anderson responded that currently there is no set date of reopening fully and current plan when date is established for reopening would be on a reservation system, which be an hour to visit for browsing or computer usage. The number of public computers will be limited due to social distancing standards. As for Senior citizens, she will look into a dedicated time. Language Access PowerPoint presentation given by Library Services Manager Chela Anderson with translations that are critical information to reach the community members. Flyers have been translated into Spanish, Chinese, and Tagalog. Flyers are posted at all Libraries. Small number of staff to translate but utilized the Senior Center staff and are requesting patrons to send email requests for information to use the Senior Center staff or computer translation to assist the community. President Angella Logarta asked how the public can request additional languages; Library Services Manager Chela Anderson said at that time would research resources and can reach out to other libraries for assistance. Curbside has been expanded to all locations. Soft launches took place, started off slow but are picking up. Introduced Librarian II/Youth Services Sarah Spence to speak about Youth Service Programs Fall 2020. PowerPoint presentation showing in addition to the weekly story times, which will be starting this month. Partnering with San Mateo County Jobs for Youths and Daly City Recreation Division, six workshops, one a week for San Mateo County residents, ages 14-21 years old. Each workshop is to help getting their first job. Also, the participant can qualify for a \$1500 scholarship by taking one of the workshops. Vice President Theresa Faapuaa asked if all six workshops need to be attended in order to qualify for the scholarship, Librarian II/Youth Services Sarah Spence answered that registration is for all six workshops but must attend at least one for qualification. If the individual missed a workshop and wanted to attend, the person can do so at a different time. President Angella Logarta asked if volunteers can participate because she would be interested in assisting with mock interviews, or to review resumes, or talk about LinkedIn. Librarian II/Youth Services Sarah Spence said she would speak to the program coordinator if it is possible. Librarian II/Youth Services Sarah Spence also mentioned the World Language Storytime with three live story times, and five prerecorded videos at about cost of \$1015. Two people have been hired, Spanish-bilingual, Mariela Music Time and Mandarin, Jamie. Prerecording from Mariela will be available for 30 days each and Jamie's will be able to keep. A prerecording will take place in the months of October, November, and December. The three Facebook Live story times will be one each month as well. Facebook Live and videos will be available on Facebook, Instagram, and YouTube Channel. The live story time will have a preregistration. Recruitment for Storytime volunteers received inquiries from four people interested and one has arranged to read books in Spanish and record themselves. Will schedule a time for review and how to market it. Pride Storytime on Facebook Live will continue in partnership with One Book One County. An Artist will be hosted by the Daly City Library to talk about his life. Bren Bataclan will be the presenter. He was a Daly City resident growing up and currently lives in Boston, MA. The program has been partnered with Poet Laureate Aileen Cassinotto. Vice President Theresa Faapuaa said that Assistant City Manager Stephen Stolte had contacted her about a book that was found in Samoan language and she would be picking it up and will be making arrangements for the Storytime.

Trustee's Report: President Angella Logarta thanked Trustee Justine Santos and Vice President Theresa Faapuaa for volunteer opportunities on signing up for the Library curbside pickup and story time. DCPLA is promoting and advocating for members. Membership can be paid by PayPal or check.

DCPLA: Victoria Magbilang mentioned that they are actively seeking new Directors and to have anyone interested to email her. Also, launching the first Daly City Youth Poet Laureate in San Mateo County partnered with Urban Word. More information will be given at the City Council meeting on October 26, 2020. San Mateo County Poet Laureate Aileen Cassinetto had assisted on making this a possibility.

COMMUNICATIONS: November will be last meeting of the year and to share if any additional discussion or issues come up.

AGENDA BUILDING: Continue conversation on Trustee roles, reopening, COVID updates, and schedule and program changes, if any in December, and staffing issue due to COVID.

ADJOURNMENT: The meeting was adjourned by President Angella Logarta.

Next Meeting:
November 17, 2020
Daly City Virtual Meeting