

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

AGENDA

Tuesday, January 19, 2021 - 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 17, 2020

DIRECTOR'S REPORT

2. Use of Library Electronic Resources
3. Update on Library Services during Stay-at-Home Order

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 – NOVEMBER 17, 2020

The meeting was called to order by President Angella Logarta.

ROLL CALL

Trustees Present:

President Angella Logarta, Vice President Theresa Faapuaa, Trustee Lauren Daus,

Trustees Absent:

Trustee Alexander Ruivivar and Trustee Justine Santos

Daly City Public Library Associates: Victoria Magbilang

Staff Present: Library Services Manager Chela Anderson and Assistant City Manager Stephen Stolte

APPROVAL OF AGENDA

Motion made by President Logarta to approve the agenda for November 17, 2020 First by Vice President Theresa and Trustee Lauren Daus seconded. The motion carried unanimously.

APPROVAL OF MINUTES

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

DIRECTOR'S REPORT: Library Service Manager Chela Anderson gave an update on Library reopening plans for building services. Opening four locations tentatively in January 2021 with modified services to the public. Contingent on low levels of infection in the community, status of other cities facilities and neighboring libraries, and with City Manager approval. Safety measures to protect the public and staff training required before opening. Following protocol of face coverings, wiping down stations, sanitizing and quarantining returned materials 96 hours. Hygiene panels are in place in all public service areas, including desks. Signage and markers inside facility. Temporarily tables and seating have been properly social distanced and small spaces will be closed. When open staff will be doing continuous cleaning. Occupancy will be at a reduced amount. Reducing number of computer stations available, max capacity based on location, accommodating at most six for computers and 10-12 visitors browsing (parent/caregiver with child/dependent will be considered one person.). One-hour visit limitation. Schedule not yet set, but one weekend day and morning/evening times will be included. Continue curbside and may expand. Signage will state protocols. Restrooms one person at a time. Designated hours for seniors and at-risk residents. Process will be by appointment made on website or calling in. Services provided browsing and check out, curbside, reading recommendations, returns, public computer use, mobile printing, wi-fi. Online storytimes, class visits, internet/computer assistance, family programs, workshops, reading recommendations, reference, mail delivery service and 3D printing per request will continue. Full-time working on

curbside, back office, two-day weekly food distributions, projects, trainings, returning emails and phone calls, recording at home/virtual programs. Schedule is flexible. Part-time 20 total (11 regular shifts). Some hourly staff opted not to work during to COVID-19. As hourly staff resume working, trainings will be conducted and services restored.

Trustee's Report President Angella Logarta introduced Assistant City Manager Stephen Stolte to talk about Role Clarity of Trustees. Ordinance No. 1360, Section 2.26.100 established the Board of Trustees. It was created to serve a public interest and establish greater connection to the community and serve as advisory to City Council. Assistant City Manager Stephen Stolte had a PowerPoint presentation that he went over. Trustee is a dynamic, public-facing role. Members know their community/solicit perspectives. Members champion Library Services/Promote participation. Help Create a strong support network for our libraries. Create two-way communication with community and City staff. Advise on Library programs and budget. President Angella Logarta stated a lot of information was given and asked if there were any questions. Vice President Theresa Faapuaa commented for everyone to review and comprehend roles for questions at next meeting.

DCPLA: Spokesperson Victoria Magbilans promoting Youth Poet Laureate program. They have received a few applications but want to make sure every eligible student is aware. Next Council meeting on November 23, 2020 will announce grant of \$10,220 for circulating technology. Directly from Town of Colma \$5,220 to purchase additional items and \$5000 from DCPLA sponsors and donors to purchase Playaway Launchpads to support early literacy and kindergarten readiness; they are tablets preloaded with 10-20 activities based on theme and age-level and do not require wi-fi.

COMMUNICATIONS/ANNOUNCEMENTS: Vice President Theresa Faapuaa said Bayshore School will be hosting a COVID-19 testing site on 11/20/2020 and Christmas Drive-by Give-away toys on 12/19/2020. Library Service Manager Chela Anderson mentioned the following Monday curbside hours will be expanded 2pm-5pm and Katherine, Library Assistant II will be doing a Bay Area local sports Trivia night on Thursday, 11/19/2020. Both are on the library Facebook page and city website.

AGENDA BUILDING: Continue discussion on Role Clarity of Board of Trustees members to deliberate, ask questions, and comments.

ADJOURNMENT: The meeting was adjourned by President Angella Logarta.

**Next Meeting:
January 19, 2021**