

CITY OF DALY CITY

Regular Meeting - LIBRARY BOARD OF TRUSTEES

AGENDA

Tuesday, January 18, 2022 - 6:00 PM

COVID-19 ANNOUNCEMENT - PUBLIC MEETINGS

Pursuant to Government Code section 54953(e) et seq., members of the Daly City Library Board and staff will participate in this meeting via a teleconference. Members of the public are encouraged to watch the meeting via Livestream (Library Board Meeting Livestream) at <https://bit.ly/dalycityjan18livestream> or on local Channel 27 (Comcast).

Public Participation:

There are two ways to submit public comment: (1) send written comments by 4:00 pm on meeting day and (2) join to speak at the meeting via Zoom.

To submit a comment in writing, please email libraryboard@dalycity.org and write "Public Comment" in the subject line. In the body of the email, include the item number and/or title of the item as well as your comments. All comments received by 3:00 pm will be emailed to the Library Board members prior to the meeting. Those comments received after 3:00 pm will be added to the record and shared with the Library Board members following the public meeting. Comments are not read aloud into the record.

To speak at the meeting via Zoom, join at <https://bit.ly/DCBOTJan18>. Zoom will require an email address and name. The name entered will be visible online and will be used to notify you that it is your turn to speak. You may also join by visiting <https://zoom.us/join>. Enter meeting ID: 846 8911 9036, then enter email address and name. The January 18, 2022 Regular Library Board meeting may also be accessed via telephone by dialing +1 669 900 6833 (Local). Enter the meeting ID: 846 8911 9036, then press #.

When you would like to speak on an item during the public comment portion of the meeting, you will need to use the "raise hand" feature in Zoom. Public comment is limited to two (2) minutes maximum, and speakers may only comment once per item. You must familiarize yourself with Zoom prior to joining the meeting. The City will not be providing technical support.

If you do not wish to speak, the City requests that you watch the livestream of the meeting on the City's virtual meeting website at <https://bit.ly/dalycityjan18livestream>.

Persons with disabilities who require auxiliary aids or services in attending or participating in this meeting should call the office of the City Clerk at 991-8078 as soon as possible.

AVAILABILITY OF PUBLIC RECORDS:

All public record 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.

CALL TO ORDER:

PLEDGE TO THE FLAG:

ROLL CALL:

ADMINISTRATION OF OATH OF OFFICE

1. Bill Lex

WELCOMING REMARKS

ELECTION OF OFFICERS:

2. President

3. Vice-President

APPROVAL OF AGENDA:

APPROVAL OF MINUTES:

4. Regular Meeting of November 16, 2021

PRESENTATIONS:

DIRECTOR'S REPORT

5. American Rescue Plan Act (ARPA)

TRUSTEES' REPORT

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:

DALY CITY LIBRARY BOARD OF TRUSTEES
DALY CITY VIRTUAL MEETING
MINUTES – NOVEMBER 16, 2021

The meeting was called to order by Acting/Vice President Theresa Faapuaa at 6:02 PM.

ROLL CALL

Trustees Present:

Acting/Vice President Theresa Faapuaa, Trustee Lauren Daus, Trustee Justine Santos

Trustees Absent:

Daly City Public Library Associates: Victoria Magbilang, Amie Haiz

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

APPROVAL OF AGENDA

Motion made by Acting/Vice President Theresa Faapuaa to approve the agenda for November 16, 2021. First by Trustee Daus and Second by Trustee Santos. The motion carried unanimously.

APPROVAL OF MINUTES

Motion made by Acting/Vice President Theresa Faapuaa to approve the minutes for September 21, 2021. First by Trustee Daus and Second by Trustee Santos. The motion carried unanimously.

DIRECTOR'S REPORT: Library Services Manager Chela Anderson presented on two Public Policies for review. Discussed with the library managers who suggested revisions. First policy: Computer, Device and Internet Use Policy – Propose to consolidate internet and computer use policies, expand the policy to include new technology services like hotspots, wireless printing and the laptop kiosk, more concise wording and removal of procedural details to allow for flexibility of time limits and procedures, and lastly would like to add a section with safety precautions addressing cyber security, liability issues, and the importance of supervising children when they are using computers. Second policy: 3D Printer Policy – Now that each branch has their own 3D printer, would like the section on procedures removed because the printers are not the same models and instead focus on rules and general guidelines. Would like to eliminate the mention of potential future fees and would like to add information on limitations such as one print per week, limits on print size & duration depending on demand and equipment. Lastly, they would like to take out the mention of a time or filament limit. Library Services Manager Chela Anderson talked about the expansion of the Library hours for the Bayshore and John Daly branches. They are in the process of onboarding new hires. They all have different start dates so after training, they should be able to expand the hours later in the month of January or early February. Both branches will then be open 5 days a week.

Trustee's Report: Trustee Santos shared that she volunteered at the book sale and had a good time shopping too. Trustee Daus also volunteered and noted that it was a great experience to see the community come together and enjoy books that they love. Acting/Vice President Theresa Faapuaa thanked Victoria Magbilang and the DCPLA for putting on the book sale and the Daly City Youth Poet Laureate who attended the Bayshore Block Party to read a poem to the community. Also suggested an outdoor pop-up library with tea & pastries as a community event. Assistant City Manager Stephen Stolte had no leads to report regarding board vacancies however Library Services Manager Chela Anderson and her team have been posting to social media about the vacancies to encourage applications.

DCPLA: Spokesperson Victoria Magbilang shared that the Book Sale made a little money but more valuable was the community coming together. She introduced Amie Haiz who is the DCPLA Board of Directors' CFO. They had a retreat on the weekend of the 13th and decided they would have the Board more involved with the Trustees by taking turns attending the Board Meetings. Finally, at the City Council meeting on November 22, 2021 Board Member Theresa Proano will be presenting a grant for \$5,220.00 to the City of Daly City to update the collection of U.S. State Books. The money was given by the Town of Colma and will be the last grant awarded this year.

COMMUNICATIONS/ANNOUNCEMENTS: Assistant City Manager Stephen Stolte shared that the week of November 14, 2021 is "United Against Hate" week in the Bay Area which Daly City has been participating in for several years now. Library Services Manager Chela Anderson will be displaying posters at the Libraries and if anyone else is interested in a poster they may contact the City Manager's office for one. Trustee Santos shared that she is excited about the expanded hours for the John Daly & Bayshore branches and is curious if there are any offerings to let the public know about the plans of the upcoming expanded hours. Acting/Vice President Theresa Faapuaa offered to put flyers advertising the new hours in the gift bags at the holiday event put on by the Pacific Islanders Together on December 18, 2021 at Bayshore. Trustee Santos also offered to hand out flyers around the area of the John Daly branch.

AGENDA BUILDING: The Board will follow up on any leads regarding Board vacancies, continue to find ways to advertise new hours for the John Daly & Bayshore branches, and voting for Board Reorganization will be happening at the January meeting.

PUBLIC COMMENT: None

ADJOURNMENT: The meeting was adjourned at 6:35 PM by Acting/Vice President Theresa Faapuaa.

**Next Meeting:
January 18, 2022
Daly City Virtual Meeting**