

CITY OF DALY CITY

Regular Meeting - LIBRARY BOARD OF TRUSTEES

AGENDA

Tuesday, November 15, 2022 - 6:00 PM

To attend in person:

City Hall Council Chambers – 3rd Floor
City Hall 333 – 90th Street
Daly City, CA 94015

To attend virtually via Zoom:

<https://bit.ly/dalycitynov15zoom>

To watch the live telecast:

Comcast Channel 27, <https://www.youtube.com/DalyCityVideoMeetings>, or <https://www.dalycity.org/agendas>

Public Participation:

There are three ways to submit public comment: (1) send written comments by 4:00 pm on meeting day, (2) attend the meeting in person, and (3) join to speak at the meeting via Zoom.

1. 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 4:00 pm will be emailed to the Library Board members prior to the meeting. Those comments received after 4:00 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.
2. To speak at the meeting in person, please complete a Speaker Card located at the entrance to the Council Chambers and submit to a Staff Member as early in the meeting as possible.
3. To speak at the meeting via Zoom, join at <https://bit.ly/dalycitynov15zoom>. 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: 896 6909 3679, then enter email address and name. The meeting may also be accessed via telephone by dialing +1 669 900 6833 (Local). International numbers available: <https://us02web.zoom.us/j/89669093679>. Enter the meeting ID 896 6909 3679 , 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.

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.

If you do not wish to speak, the City requests that you watch the livestream of the meeting on the City's YouTube Channel at <https://www.youtube.com/DalyCityVideoMeetings>, the City's agenda website at <https://www.dalycity.org/agendas> or on local Channel 27 (Comcast).

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 650-991-8078 as soon as possible.

CALL TO ORDER:

PLEDGE TO THE FLAG:

ROLL CALL:

APPROVAL OF AGENDA:

APPROVAL OF MINUTES:

1. Regular Meeting of September 20, 2022

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.

DIRECTOR'S REPORT

2. Summer Learning 2022
3. Preferred Names

TRUSTEES' REPORT

4. Subcommittee Report: Bee Project
5. Subcommittee Report: Meeting Room Policy
6. Community engagement: library event visits
7. Board vacancy
8. Report from the Daly City Public Library Associates (DCPLA)

ANNOUNCEMENTS AND COMMUNICATIONS

9. Correspondence from parent patron

AGENDA BUILDING FOR NEXT MEETING

ADJOURNMENT:

DALY CITY LIBRARY BOARD OF TRUSTEES
DALY CITY VIRTUAL MEETING
MINUTES - SEPTEMBER 20, 2022

The meeting was called to order by Vice President Lex at 6:00pm.

ROLL CALL

Trustees Present:

President Theresa Faapuaa, Vice President Dr. William Lex, Trustee Justine Santos, Trustee Angella Logarta

Trustees Absent: None

Daly City Public Library Associates: Director Jose Villalobos

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

APPROVAL OF AGENDA

Motion requested by Vice President Lex – with the modification to strike items 2 and 3 - to approve the agenda for the September 20, 2022 meeting. Motion made by Trustee Santos and seconded by President Faapuaa. The motion carried unanimously.

APPROVAL OF MINUTES

Motion requested by Vice President Lex, to approve the minutes for the July 19, 2022 meeting. Motion made by President Faapuaa and seconded by Trustee Santos. The motion carried unanimously.

PRESENTATIONS: (Item #2. Presentation from Daly City/Colma Chamber of Commerce was struck from the agenda.)

DIRECTOR'S REPORT:

(Item #3. Summer Learning 2022 was continued to next meeting)

Library Services Manager Chela Anderson presented on the Budget Overview:

- The Department Mission Statement is: “Serving our neighborhoods and empowering generations by bringing people together to foster community, lifelong learning and healthy lifestyles.”
- The Core Services are to promote and foster lifelong learning and personal enrichment, to promote youth scholastic achievement, provide leisure, learning and cultural opportunities which promote play, healthy lifestyles and community engagement, prevent isolation and promote the vibrancy of the senior and disabled adult community. Citywide priorities are to promote reading, literacy, lifelong learning, personal enrichment and school readiness, provide internet access and support in the use of electronic resources, reduce social isolation and promote community building, provide free-time activities for youth and teens, and bringing diverse populations together to promote understanding and a sense of community.
- Budget Outcomes: Early learning opportunities to support the goal of all children reading proficiently by the third grade, maintain a diverse collection of materials, and develop new, innovative and diverse year-round programs for all age levels.

- Funding Sources and Revenues: Funding sources are: \$4,485,589 from the City General Fund and \$387,219 from Measure Q. Revenue sources are: \$326,000 from San Mateo County (for contractual services to Colma and Broadmoor), \$20,601 from Grants and Gifts (mostly from DCPLA), \$105,000 from ARPA Funds and \$9,000 from miscellaneous fees such as lost and damaged items.
- Expenditure Categories: Salaries and benefits: \$3,365,753, Fixed charges: \$820,302, Services & supplies: \$774,354, Program supplies: \$38,000

TRUSTEES' REPORT

Sub Committee Report:

Library Services Manager Chela Anderson reported that she has been working with Public Works and the area they've been looking at on the Bayshore Library rooftop wouldn't require too many modifications to accommodate the beehive. Roof tiles and an access point for maintenance would need to be installed; and it's estimated to cost \$2,000. The first-year cost estimate is projected to be \$6,000 to establish the colony, annual maintenance of the hive, signage and 100 jars of honey. DCPLA had their grant writer write a grant for them to help cover the expenses. Trustee Logarta offered to submit the grant to Bank of America.

Vice President Lex brought up using the library facilities for meeting space for Chamber of Commerce matters. He would like a partner to review the Public Use of Library Facilities policy. Trustee Santos volunteered to work with him on that.

Community Engagement - Library Events and Visits:

Trustee Logarta shared that she organized some surrounding Bank of America branches to donate school supplies for a Back to School drive. She visited the Serramonte Library twice to drop off the donations and chatted with the staff there.

Board Vacancy:

Assistant City Manager Stephen Stolte noted that there's no update on the last seat vacancy on the Board. There was no appointment made at the last City Council meeting. Vice President Lex asked who the Council member that would make the nomination is. Assistant City Manager Stephen Stolte replied that Council member would be Vice Mayor Ray Buenaventura. President Faapuaa volunteered to reach out to him to encourage him to review the applications and to make a nomination.

DCPLA Report:

Director Jose Villalobos reported on the Art & Lit Festival happening on November 5th from 11am – 3pm at Serramonte Center. They are still looking for more sponsors, artists and vendors. As of September 30, 2022 they have \$18,600 in sponsorship donations. Their goal is \$25,000. They have secured the headlining author Bren Bataclan. There will be a presentation and Q & A by the creators of the movie "Lumpia with a Vengeance" which was filmed in Daly City. The Daly City Youth Poet Laureate Chloe Chau and other poets from the DCYPL will be doing readings and a performance by Jefferson High School's Mission Fusion dance group. There will be a temporary art gallery with hands on art activities led by the Daly City Library and Daly City Recreation divisions. They would like to invite the Trustees on stage at the end of events; along with Supervisor Canepa, the Daly City Arts and Culture Commission, the Board of Directors of the DCPLA and the Daly City City Council to thank all participants and attendees. He asked permission to list the Library Trustees on their advertising as a partner and if they would be able to volunteer for various roles at the Festival. The Board unanimously agreed to be advertised as a partner and volunteer as well. Director Villalobos also gave an update on the grant proposal for the Bee

Project; the Grant was submitted and is currently under consideration. They don't have a date for the final decision yet.

COMMUNICATIONS/ANNOUNCEMENTS:

President Faapuaa announced that San Mateo County Libraries are proudly participating in storytime themes of inclusion. (President Faapuaa's phone connection was lost in the middle of her announcement; the Board was going to get the info from her later.)

AGENDA BUILDING:

- Report on the Summer Learning Challenge
- Community engagement: Library branch visitations by Board members
- Subcommittee report
- Board vacancy
- DCPLA Report

PUBLIC COMMENT: None

ADJOURNMENT: The meeting was adjourned at 7:00 PM by Vice President Lex.

Next Meeting:
October 18, 2022 6:00PM
Daly City Council Chambers

DALY CITY PUBLIC LIBRARY

PUBLIC USE OF LIBRARY COMMUNITY MEETING SPACE (DRAFT 10/13/22)

The Daly City Public Library is pleased to provide library community meeting room space at the following sites: Serramonte Main Library, 40 Wembley Drive, Westlake Branch, 275 Southgate Avenue, John Daly Branch, 134 Hillside Boulevard, and Bayshore Branch, 480 Martin Street. Library community meeting room space use is intended to enhance the libraries' educational, informational, recreational, and cultural mission.

Priorities of Use

The Department of Library and Recreational Services schedules library community meeting room space for use by groups in the following priority:

- a. Library and library-related or co-sponsor activities and programs,
- b. City of Daly City official business,
- c. Other governmental and civic entities serving Daly City and Colma residents,
- d. Local not-for-profit organizations engaged in educational, cultural, intellectual, charitable or community activities.

1. Reservations

Groups wishing to use library community meeting room space for the first time must submit an application which will be reviewed to ensure the proposed use is compatible with this policy. Individuals assuming responsibility for the meeting must be 18 years or older and have a valid Daly City public library card. Once approved by the director of Library and Recreation Services or designee, groups may reserve the room online or by telephoning (650) 991-8023. Allow up to five business days for approval of reservations. Reservations may be made up to six months in advance. All library community meeting room space use by the public is subject to availability. Reservations are made on a first-come, first-served basis. Unforeseen need to use the library community meeting room space by the library or City of Daly City departments may preempt a reservation.

2. Rules for Public Use

The following rules apply when library community meeting room space is used:

- a. Gatherings may not exceed 49 people or the posted room space capacity.
- b. Groups may not charge admission fees for any library community meeting

- room space event.
- c. All meetings and activities must be open to the public unless otherwise approved.
 - d. Events and social uses such as parties or play groups are not permitted.
 - e. Advertising, solicitation of donations, raffles, collections, or sales are not permitted, with the exception of library-sponsored author events where books may be sold.
 - f. Library community meeting room space is available only during library public service hours. All groups must vacate the library community meeting room space at least 15 minutes prior to the library's closing time.
 - g. Groups may reserve the library community meeting room space for a maximum of two meetings per month and no more than twelve times per year.
 - h. Groups may not use the library's name, address or telephone as the official address of the group using the library community meeting room space.
 - i. Groups may not publicize their activities in such a way as to imply library sponsorship, except when authorized by the Director of the Department Library and Recreation Services or his or her designee.
 - j. Individuals may not smoke, consume alcoholic beverages, or cook in the library community meeting room space.
 - k. Groups may serve non-alcoholic beverages and light refreshments. The library does not provide utensils or other supplies.
 - l. Groups may hang signs, posters, displays or other decorations in the library community meeting room space and are responsible for their removal.
 - m. Library community meeting room space users may only use the library community meeting room space and public restrooms. Attendees may not enter non-public areas of the library, nor may they use outdoor areas of the library as part of their library community meeting room space use.
 - n. Use of the library community meeting room space shall not conflict with normal library operations or with library sponsored meetings, programs, or activities. Groups will adhere to standard norms of conduct and keep noise levels consistent with the proper atmosphere of the library at all times.
 - o. The library reserves the right to modify or cancel reservations with reasonable notice based on the operational needs of the library and eligibility priorities outlined in this policy.
 - p. The library may deny future use of library community meeting room space by groups that violate meeting room rules.

3. Amenities

The following are available for group meetings at the:

Serramonte Branch:

- Seating for up to 49 people

- 80" widescreen television with VGA and HDMI connections
- Wireless Internet
- White board
- Sink and counter for the preparation of light refreshments

Westlake Branch:

- TBD

John Daly Branch:

- TBD

Bayshore Branch:

- TBD

Setup of tables and chairs is the responsibility of the library community meeting room space user. Furniture should be returned to its original arrangement at the end of the meeting.