

CITY OF DALY CITY

Regular Meeting - LIBRARY BOARD OF TRUSTEES

AGENDA

Tuesday, April 18, 2023 - 6:00 PM

City Hall Council Chambers – 2nd Floor
City Hall 333 – 90th Street
Daly City, CA 94015

To watch the live telecast:

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

Public Participation:

There are two ways to submit public comment: (1) submit written comments by meeting day, and (2) attend the meeting in person.

1. To submit a comment in writing, please visit www.dalycity.org/agendas and complete the Public Comment form. In the comment field box, include the item number and/or title of the item as well as your comments. Public Comments may also be emailed to libraryboard@dalycity.org by including "Public Comment" in the subject line. All written comments received by 4:00 pm on meeting day will be provided to the Library Board of Trustees prior to the meeting. Comments are not read aloud into the record.

Please note: Any written comments received after 4:00 p.m. on the meeting date is not guaranteed to be received by the Library Board of Trustees prior to the meeting.

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.

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.

CALL TO ORDER:

PLEDGE TO THE FLAG:

ADMINISTRATION OF OATH OF OFFICE

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.

1. Rachel Goodman

ELECTION OF OFFICERS:

2. President
3. Vice-President

ROLL CALL:

APPROVAL OF AGENDA:

APPROVAL OF MINUTES:

4. Regular Meeting of March 21, 2023

PRESENTATIONS:

DIRECTOR'S REPORT

5. Serramonte Main Library Capital Improvements

TRUSTEES' REPORT

6. Potential collaboration with Chamber of Commerce and DCPLA
7. Little Free Libraries
8. "Better Money Habits" program for teens
9. Board vacancy
10. 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:

DALY CITY LIBRARY BOARD OF TRUSTEES
DALY CITY - CIVIC CENTER COUNCIL CHAMBERS
REGULAR MEETING
MINUTES – MARCH 21, 2023

The meeting was called to order by President Faapuaa at 6:01 pm.

ROLL CALL:

Trustees Present:

President Theresa Faapuaa, Vice President Dr. William Lex, Trustee Angella Logarta, Trustee Gary Pacheco

Trustees Absent: None

Daly City Public Library Associates: Board of Directors Secretary Caitlin Corley

Staff Present: Library Services Manager Chela Anderson

APPROVAL OF AGENDA:

Motion requested by President Faapuaa to approve the agenda for the March 21, 2023 meeting. Motion made by Vice President Lex, seconded by Trustee Pacheco. The motion carried unanimously.

APPROVAL OF MINUTES:

Motion requested by President Faapuaa to approve the minutes for the February 21, 2023 meeting. Motion made by Vice President Lex, seconded by Trustee Pacheco. The motion carried unanimously.

PUBLIC COMMENT:

None

PRESENTATIONS:

DIRECTOR'S REPORT

Fiscal Year 2023 Budget:

Library Services Manager Chela Anderson presented on the 2023 fiscal year budget. The budget is divided into four expenditure categories. The largest category is Salaries and Benefits, followed by Fixed Charges, Supplies and Services, and lastly Program Supplies. Funding from grants fit into the "Program Supplies" category of the budget so this category grows throughout the year depending on grants awarded.

Potential Collaboration with the Chamber of Commerce & DCPLA:

Library Service Manager Chela Anderson proposed a potential collaboration with the Chamber of Commerce and DCPLA, and if members of the Board would be interested in forming a subcommittee to discuss what kind of collaboration that would possibly be. Vice President Lex and Trustee Logarta volunteered to form a subcommittee and discuss and share possible collaborations at the next meeting.

TRUSTEES' REPORT

Community Engagement: Meet and Greet Event:

President Faapuaa asked if the Board could decide on a date for the Meet and Greet event and if they would be open to having it at the Bayshore branch which currently has the lowest patron visits to try and increase those numbers. The Board agreed on Tuesday April 11, 2023 and Chela will discuss with the Bayshore Librarian what the optimal time to hold this event would be. Vice President Lex proposed maybe having the event as a “come in and get a...” type event to encourage people to stop by.

Teen Programming Ideas:

Trustee Logarta would like to hold a presentation on “Better Money Habits” at the Serramonte Branch first, then possibly at the other branches. Chela will reach out to staff at the Serramonte branch to get some dates in May. President Faapuaa agreed they should focus on this Better Money Habits seminar first, and at that event hand out a survey asking Teens what kind of programming they would be interested in and then re-visit this topic again.

Report from DCPLA:

DCPLA Board of Directors Caitlin Corley reported that their recent St. Patrick’s Day event was a huge success. They raised about \$32,000.00 overall including about \$7,000.00 for the Fund the Need program. She announced two upcoming events: 1) Thursday, April 27, 2023 the Youth Poet Laureate Commencement at 6:30 pm at the Daly City City Hall. 2) Saturday, September 9, 2023 the 2nd Annual Art & Lit Fest will be held at Serramonte Center.

Community Engagement: Library Event Visits:

Trustee Pacheco shared that he visited the Bayshore Branch and Librarian III Kristine Macalalad gave him a tour of the library and of the Community Center. He mentioned that he had trouble finding the library and that maybe more signage up around the neighborhood would attract more patrons.

President Faapuaa mentioned she has a visit scheduled with Librarian III Kristine Macalalad at the Bayshore branch on Thursday, March 23, 2023 to get familiar with the new document stations. She also attended the Reading Across America story time at the Bayshore branch. Librarian III Kristine Macalalad and Librarian III Sarah Spence also attended the School District board meeting and did a presentation on the homework help/free tutoring online which some Board members and staff weren’t aware of. She also attended the inaugural celebration of San Mateo County Poet Laureate Jorge Tetl Argueta at the John Daly Branch and was glad to see so many people in attendance.

COMMUNICATIONS/ANNOUNCEMENTS:

Library Services Manager Chela Anderson announced that in April in addition to having National Library week, it’s also National Poetry month. In collaboration with Dragonfly Community Arts, they are holding weekly poetry workshops every Wednesday in April at the John Daly branch and wrapping up with an open mic night. Also, in collaboration with the Westmoor High School Librarian, they will be having a preschool story time and activity at the High School on Friday, March 31, 2023 at 10:45 am where the high school students will read stories to the preschool aged children and then do an activity with them.

AGENDA BUILDING:

- Little Free Libraries
- Teen Programming: “Better Money Habits”
- Chamber of Commerce and DCPLA collaboration subcommittee update
- Vacant Board spot

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

**Next Meeting:
April 18, 2023 6:00PM
Daly City Council Chambers**