

CITY OF DALY CITY

Regular Meeting - LIBRARY BOARD OF TRUSTEES

AGENDA

Tuesday, April 16, 2024 - 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 are 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:

ROLL CALL:

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.

APPROVAL OF AGENDA:

APPROVAL OF MINUTES:

1. Regular meeting of March 19, 2024

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.

PRESENTATIONS:

2. Report from the Daly City Public Library Associates (DCPLA)

DIRECTOR'S REPORT

3. Opioid overdose prevention - update
4. Library facilities update
5. Mission Statement

TRUSTEES' REPORT

6. Community and library outreach
7. Library Board online presence

ANNOUNCEMENTS AND COMMUNICATIONS

AGENDA BUILDING FOR NEXT MEETING

ADJOURNMENT:

DALY CITY LIBRARY BOARD OF TRUSTEES
DALY CITY - CIVIC CENTER COUNCIL CHAMBERS
REGULAR MEETING MINUTES – MARCH 19, 2024

The meeting was called to order by President Pacheco at 6:00 PM.

ROLL CALL:

Trustees Present:

President Gary Pacheco, Vice President Dr. William Lex, Trustee Angella Logarta, Trustee Deodor Tronco

Trustees Absent: Trustee Rachel Goodman

Daly City Public Library Associates: DCPLA CFO Bernie Vidales

Staff Present: Library Director Chela Anderson

APPROVAL OF AGENDA:

Motion requested by President Pacheco to approve the agenda for the March 19, 2024 meeting. Motion made by Vice President Lex, seconded by Trustee Logarta. The motion carried unanimously.

APPROVAL OF MINUTES:

Motion requested by President Pacheco to approve the minutes of the February 20, 2024 meeting. Motion made by Vice President Lex, seconded by Trustee Logarta. The motion carried unanimously.

PUBLIC COMMENT:

Fernando Montanes introduced himself, he's the newly appointed Recreation Commissioner. He's attending the meeting to learn more about what the Library Department has to offer.

PRESENTATIONS

Report from DCPLA:

DCPLA CFO Bernie Vidales shared a few announcements and upcoming events:

- They had their annual St. Patrick's Day luncheon on Thursday, March 14, 2024. They raised \$28,000 with sponsorships and donations. He thanked Vice President Lex and Trustee Goodman for attending. There are still some unfunded "Fund the Need" items, if anyone would like to donate, they can go to dcpla.org and donate.
- April 25, 2024 at 6:30-8:00 pm at Daly City City Hall, they will be having the Daly City Youth Poet Laureate Commencement ceremony with performances by the current and newly appointed Youth Poet Laureate.
- November 2, 2024 at 11:00 - 3:00 pm at the Serramonte Center they will be having their 3rd annual Art & Lit Fest.

DIRECTOR'S REPORT

Opioid Overdose Prevention - Update:

Library Director Chela Anderson shared that she took the Boards' recommendation of having naloxone in Daly City library branches to City Manager Tom Piccolotti who is meeting with the Daly City Police Department to get their insight and feedback since they work with naloxone on a daily basis. He's looking at this recommendation from a citywide perspective.

Establishing Group Visit Guidelines:

Library Director Chela Anderson explained that currently the library does not have a policy or guidelines in place for group visits as many libraries presently do. She asked for some feedback from the Board of what she had in mind as far as setting up guidelines so that best practices are established to make group visits successful and the same messages are being communicated to interested groups. Chela presented on the types of groups that visit and scheduled versus more casual group visits. Some considerations in trying to formalize guidelines: 1) all visits, scheduled or not, require staff time and resources 2) the library must adhere to room capacity limits and if open, must leave space for other patrons so group size may need to be limited 3) library card applications take time to process and require complete information and identification so submitting in advance is necessary for larger batches 4) those who already have cards need to bring them in order to check out materials 5) groups with younger children or those with special needs may require closer management for safety reasons 6) programming (tours, activities and storytimes) must be scheduled in advance and are typically done prior to opening to the public. Trustee Logarta suggested wording that strongly encourages appointments for groups so staff can be best prepared to accommodate.

TRUSTEES' REPORT

Library Board Online Presence:

Library Director Chela Anderson shared that she updated the Daly City Library Board of Trustees webpage with the photos of all five Board members, and has also added the two profiles she's received so far.

Community and Library Outreach:

President Pacheco shared that he and Trustee Tronco attended the swearing in of the Recreation Commission Fernando Montanes and the State of the City address. Trustee Logarta shared that she plans to start the Bank of America Back to School school supply drive earlier this year in June rather than August.

COMMUNICATIONS/ANNOUNCEMENTS

Library Director Chela Anderson shared the following:

- April 11, 2024 at 4:00 PM at Serramonte Library the Peninsula Libraries Comic Arts Fest will be having a Character Design Workshop with Gerald Pilari.
- April 16, 2024 at 4:00 PM at John Daly Library an author talk with the author of *Out of Left Field* will be talking about his process of writing and what inspired the story.
- May 2, 2024 at 11:00 AM at Bayshore Library an author talk with the author of *Mike and Me, A Couples Guide to Managing Alzheimer's at Home* through Zoom (a Zoom event in-person).

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AGENDA BUILDING

- Update on opioid prevention
- Facilities update of various branches

ADJOURNMENT

The meeting was adjourned at 6:54 PM by President Pacheco.

Next Meeting:
April 16, 2024 6:00PM
Daly City Council Chambers