

CITY OF DALY CITY

Regular Meeting - LIBRARY BOARD OF TRUSTEES

AGENDA

Tuesday, May 21, 2024 - 6:00 PM

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

To watch the live telecast:

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

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:

APPROVAL OF AGENDA:

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 MINUTES:

1. Regular meeting of March 19, 2024
2. Regular meeting of April 16, 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:

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

DIRECTOR'S REPORT

4. Group visit guidelines
5. Support for library services in Governor's proposed budget
6. DCPLA's Fund-the-Need projects - update
7. Library of Things - update
8. Opioid overdose prevention - update

TRUSTEES' REPORT

9. Library Needs Assessment
10. Community and library outreach

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).

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**

DALY CITY LIBRARY BOARD OF TRUSTEES
DALY CITY - CIVIC CENTER COUNCIL CHAMBERS
REGULAR MEETING MINUTES – APRIL 16, 2024

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

ROLL CALL:

Trustees Present:

President Gary Pacheco, Trustee Rachel Goodman, Trustee Deodor Tronco

Trustees Absent: Vice President Dr. William Lex, Trustee Angella Logarta

Daly City Public Library Associates: DCPLA Secretary Patricia Devera

Staff Present: Library Director Chela Anderson

APPROVAL OF AGENDA:

Motion made by President Pacheco to approve the agenda for the April 16, 2024 meeting, seconded by Trustee Tronco. The motion carried unanimously.

APPROVAL OF MINUTES:

This item was carried forward to the next meeting, May 21, 2024 due to lack of members present from the March 19, 2024 meeting to approve.

PUBLIC COMMENT:

None

PRESENTATIONS

Report from DCPLA:

DCPLA Secretary Patricia Devera shared a few announcements and upcoming events:

- April 25, 2024, 6:30-8:00 pm at Daly City City Hall, DCPLA will be hosting the Daly City Youth Poet Laureate Commencement ceremony for the '24-'25 Youth Poet Laureate.
- November 2, 2024, 11:00 am - 3:00 pm at Serramonte Center, DCPLA will be having their 3rd annual Art & Lit Fest. Businesses who would like to help sponsor the event, individuals who would like to sell handmade goods and other crafts, and musicians, painters, and artists who would like to showcase their talents can visit dcpla.org for more information.
- Asked the Board and the community to support their program and mail in their dues or if not a current member to go to dcpla.org, click on the donor link and then the membership link and become a member.

DIRECTOR'S REPORT

Opioid Overdose Prevention - Update:

Library Director Chela Anderson shared that they did get approval to proceed with this. There are just some logistics that still need to be worked out. She also researched more into having fentanyl test strips available at library branches as Trustee Goodman had inquired about and the only public library she found that provided test strips was a library in Canada and that was because they had a staff member who was a public health educator and harm reduction advocate. After discussing with the librarians, they agreed that it was beyond what they were able to do.

Library Facilities Update:

Library Director Chela Anderson shared that at the Westlake branch, the roofing company is currently actively working on repairing the roof and it should be completed within two to three weeks. The City will then do a water test to ensure it has been fixed. The last stage will be replacing the interior fixtures. The Serramonte branch elevator - HVAC - lighting project is still in the plan review stage. At the Bayshore branch they received some infrastructure funding from the state to replace the backup generator. It's currently in the design phase and they should be ordering the generator shortly but it could take up to 6 months for it to come in.

Mission Statement:

Library Director Chela Anderson explained that because of the recent restructuring of the Library and Recreation Department, the Library Department needs to have their own Mission Statement. Chela is trying to get as much input from different people to see what kinds of values they want to see in the Mission Statement. After talking with library managers and librarians she shared the rough draft they came up with so far: "Serving our community by bringing people together to foster connections, providing opportunities for lifelong learning and ensuring equitable access to services, information and ideas." Trustee Goodman suggested maybe adding something to bring attention to the different unique offerings of the library such as Park Passes.

TRUSTEES' REPORT

Community and Library Outreach:

President Pacheco shared that he attended the interview process for the vacant City Council seat, the Recreation Commission meeting, and the swearing in of Teresa Proaño. Trustee Tronco shared that he attended a community event focusing on workers' rights. Trustee Goodman shared that she attended the DCPLA St. Patrick's Luncheon and the BPAC committee meeting.

Library Board Online Presence:

Library Director Chela Anderson let the Board know if they want to add a biographical blurb to the website under their photo, they can submit it at anytime and going forward she will take it off the agenda.

COMMUNICATIONS/ANNOUNCEMENTS

Library Director Chela Anderson shared the following:

- They will be getting new copiers for public use.
- April 25, 2024 from 5 - 6 PM at Bayshore Library there will be one last Peninsula Libraries Comic Art Fest program, Cartooning 101 with the Cartoon Art Museum.
- May 2, 2024 at 11:00 AM at Bayshore Library an author talk with Rosalys Peel, the author of *Mike and Me, A Couples Guide to Managing Alzheimer's at Home*. The author will be attending through Zoom, the audience will be in person.

- May 21, 2024 at 1:00 PM at Serramonte Center, they partnered with Phase 2 Careers for a career development program for older adults.
- They will be having a ribbon lei making class at the John Daly branch. (No date yet.)
- Events they will have a presence at:
 - Shine Family Day on May 18, 2024 from 9 AM - 4 PM at Gellert Park.
 - 2nd annual Children's Day celebration on June 8, 2024 from 11 AM - 2 PM at Gellert Park.
 - Health and Wellness Fair on May 8, 2024 from 9 AM - 12 PM at the Pacelli Event Center.
 - Colma Community Fair on July 13, 2024
 - National Night Out on August 6, 2024 5 PM - 8 PM at Serramonte Center.

AGENDA BUILDING

- Update on Library of Things
- Update on projects that were funded with the Fund the Need proceeds from the St. Patrick's Day Luncheon.
- Update on the guidelines for group visits

ADJOURNMENT

The meeting was adjourned at 6:46 PM by President Pacheco.

**Next Meeting:
May 21, 2024 6:00PM
Daly City Council Chambers**

DALY CITY PUBLIC LIBRARY

GROUP VISIT GUIDELINES

The Daly City Public Library welcomes groups to visit all four of our libraries. A scheduled visit is an excellent opportunity for your group to learn about the library. Visits may include a storytime, tour of the library with an overview of its materials and services, instruction on finding books and information, and/or time to browse and check out items as a group.

In order to provide excellent services for all library users, these guidelines have been developed for organized groups of five or more individuals (adults and/or children), including groups from childcare centers and homes, pre-schools, local public, charter and private schools, clubs, day camps, adult education programs, adult day support programs, and other institutions and organizations.

Scheduling in advance

Scheduling a visit in advance is not required unless a staff-led tour, storytime, or other programming is requested. Programming for groups is planned for 30-40 minutes typically. The Library can accommodate only one group at a time and scheduling is done on a first-come, first-served basis. All scheduling will be done in consideration of the availability of staff. Groups may schedule up to one visit per month. Contact your preferred library location by phone or complete the *Group Visit Request* form on our website. Library staff will tailor programming to meet the needs of your group; let the staff know if you would like stories or information on a certain theme or topic.

Visits may be scheduled before the library opens for the day so that your group can use the space without needing to share with other library users and so any additional noise or bustle will not disturb others. There are no fully separate spaces in the library so groups visiting during open hours will need to share reading areas with other library users.

If you have scheduled a visit and anticipate arriving late, please call the library to let staff know. We will attempt to accommodate but may not be able to extend the visit to compensate. Visits may also be rescheduled; contact the library as soon as possible to make arrangements for an alternative day and time.

Programs, events, and classes may be photographed and videotaped for library promotional purposes. Please notify staff if you prefer that your class not be photographed.

How do I get library cards for my group?

If your group is from a local public school, let staff know if you would like to have library cards created for the students in your group. Allow at least one week for preparation of the cards prior to your visit. Parent/caregiver approval is required for students under 14 years of age.

If your students are adults (over 18 years of age), staff will prepare their cards in advance but they will need to show their photo identification to receive their library card on the day of the visit. This is the process for other groups of adults as well.

A library card is required for checking out materials, so if members of your group already have cards, remind them to bring them on the day of your visit.

Can I bring my group to regular storytimes or library programs?

Our regular storytimes and children's and teens' programs are designed for specific age-groups. If members of your group are older or younger, please contact the library to schedule a special storytime or program tailored to your group members.

Per our Unattended Child Policy, all children under 10 years of age must be accompanied by a responsible caregiver. Groups of children must be accompanied by an adequate number of responsible adults.

For hands-on activities or programs with a large attendance, it may not be possible to accommodate a group that arrives after the start.

Drop-in Visits

Pre-scheduling visits is not required and drop-in visits from groups are welcome as long as there is space to accommodate. To ensure smooth communication, please stop by the service desk to introduce yourselves to the staff on duty on your way in. If staff know who is in your group and who the group leader(s) is(are), we can assist you in finding the resources you need and resolve any concerns quickly.

We ask that groups with children under 10 or adults who may not fully understand how to conduct themselves in the library have at least one group leader per 8 members. Group leaders are responsible for supervision of, and behavior of, individuals in the group while they are in the library. Group leaders are asked to please explain library behavior rules to their group before the group's visit and remain with their group for the duration of the visit. Any group failing to follow the library behavior rules will be asked to leave.

While we are not able to provide structured programming for unscheduled visits, we can provide self-directed activities such as coloring sheets, puzzles, board games, and activity sheets (word search, crossword puzzles, and such), and, of course, books and magazines.