

CITY OF DALY CITY

Regular Meeting - LIBRARY BOARD OF TRUSTEES

AGENDA

Tuesday, July 16, 2024 - 6:00 PM

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

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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:

ELECTION OF OFFICERS:

1. President

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.

2. Vice-President

ROLL CALL:

APPROVAL OF AGENDA:

APPROVAL OF MINUTES:

3. Regular meeting of May 21, 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:

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

DIRECTOR'S REPORT

5. Summer Learning 2024

6. Opioid overdose prevention - update

7. Update on funding for Library services in the State budget

TRUSTEES' REPORT

8. 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 – MAY 21, 2024

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

ROLL CALL:

Trustees Present:

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

Trustees Absent: Trustee Rachel Goodman

Daly City Public Library Associates: DCPLA Board member Kristine Espinola

Staff Present: Library Director Chela Anderson

APPROVAL OF AGENDA:

Motion requested by President Pacheco to approve the agenda for the May 21, 2024 meeting, motion made by Vice President Lex and seconded by Trustee Logarta. The motion carried unanimously.

APPROVAL OF MINUTES:

Motion requested by President Pacheco to approve the minutes of the March 19, 2024 meeting. Motion made by Vice President Lex, seconded by Trustee Tronco. The motion carried unanimously.

Motion requested by President Pacheco to approve the minutes of the April 16, 2024 meeting. Motion made by Trustee Logarta, seconded by Trustee Tronco. The motion carried unanimously.

PUBLIC COMMENT:

None

PRESENTATIONS

Report from DCPLA:

DCPLA Board Member Kristine Espinola announced they are currently having their annual membership drive and talked about the importance of being a member to show your commitment to the library. She encouraged President Pacheco and Trustee Tronco to become members today.

DIRECTOR'S REPORT

Group Visit Guidelines:

Library Director Chela Anderson asked for feedback on the Group Visit Guidelines draft she and her fellow librarians put together. Vice President Lex had a question about how they came up with the ratio of chaperones to supervise children under ten of 8 to 1. Chela said she would talk with the librarians about the wording and not having it so specific.

Support for Library Services in Governor’s Proposed Budget:

Library Director Chela Anderson shared that the State of California is coping with a budget deficit that is substantial and there are a number of cuts that are being proposed by the Governor. Public libraries are interested in advocating for those things that are going to negatively affect them such as the California Library Services Act which supports the sharing of resources electronic and physical. “Lunch at the Library” which provides grants to provide books and programming with summer camps and “Help Now Online” which offers homework help and tutoring are also on the chopping block. She asked if the Board would be willing to send a letter to our local State Representatives covering these items or some other kind of advocacy. She has also reached out to DCPLA for support. Vice President Lex motioned to authorize Chela to draft a letter in support of these items and send it out on behalf of the Board. Trustee Logarta seconded the motion, the motion carried unanimously.

DCPLA’s Fund the Need Projects - Update:

Library Director Chela Anderson shared that the DCPLA provided the funds that they raised for the mobile makers (3D printer and laser cutter) equipment, games and puzzles for check-out, and STEM kits for elementary and middle school students.

Update of Library of Things:

Library Director Chela Anderson shared that in their “Library of Things” collection they currently have County and State Park Passes, hot spots, Chromebooks, Launchpads, home kits (water saving, weather-proofing), and adventure/hiking backpack kits.

Opioid Overdose Prevention - Update:

Library Director Chela Anderson shared that she is currently working on a policy, researching what other facilities include on their policies.

TRUSTEES’ REPORT

Library Needs Assessment:

Library Director Chela Anderson asked the Board for their thoughts on putting out a needs assessment. She explained that when the public participates in these assessments and not much is able to be provided because of budget restraints, sometimes it can seem like libraries are not being responsive which can be a downside to them. Vice President Lex suggested possibly involving DCPLA and connecting with the public asking what they would like to fund if they were given a certain dollar amount to improve the libraries. One person would be awarded the money to fund their suggested improvement. That way people wouldn’t expect their ideas would be funded and also encourage people to submit ideas.

Community and Library Outreach:

Vice President Lex shared that we are all eligible for library cards from other counties’ libraries in the state, only a short form needs to be filled out. Trustee Tronco shared that he attended the Legacy Business celebration where he talked with a librarian who mentioned that they were trying to acquire a collection of Philippine books.

COMMUNICATIONS/ANNOUNCEMENTS

Library Director Chela Anderson shared the following:

- They received their new black and white and color copier for public use at the Serramonte branch. The company who previously maintained their copiers no longer is in business and they recently found a new vendor. The other branches will be getting theirs shortly.
- They also have new credit card processors so you can buy books from their book sale or pay for copies with a credit card or Apple Pay.
- May 24, 2024 at 9:30 AM at Bayshore Heights park, is the Storywalks kick off.
- May 30, 2024 at 6:00 PM at Bayshore Library they will be having a lei po'o (flower crown) workshop.

AGENDA BUILDING

- Update on opioid prevention
- Update on state level budget cuts and other ways libraries are advocating for programs they don't want cut.

ADJOURNMENT

The meeting was adjourned at 6:45 PM by President Pacheco.

**Next Meeting:
June 18, 2024 6:00PM
Daly City Council Chambers**

DALY CITY PUBLIC LIBRARY

NALOXONE POLICY

Purpose

To combat the tragic epidemic of opioid-related deaths, we must be prepared to deploy naloxone in the event of an overdose emergency just as we would use a fire extinguisher, give CPR, or use an automated external defibrillator.

Policy

Daly City's public libraries will maintain a supply of naloxone, also known as Narcan, at all four locations for emergency response to opioid overdoses and will make optional training available for staff on how to identify overdoses and safely administer naloxone.

Naloxone is a life-saving medication that works almost immediately to reverse an overdose by blocking the effects of opioids. Naloxone is available "over-the-counter" and does not require a prescription. Naloxone is not a controlled substance. Naloxone has few known adverse effects, no potential for abuse, and can be rapidly administered through nasal spray. (SAMHSA.gov)

The administration of naloxone by staff in the event of an emergency overdose is strictly voluntary. Training to administer naloxone will be made available to all library staff. This training is optional and appropriate for staff at all levels.

Naloxone Supply:

Naloxone does not need special storage but should be kept at room temperature. It will be kept in a clearly labeled, unlocked box easily accessible by staff or library visitors during an emergency. PPE (gloves) will be kept with the naloxone.

Naloxone has a shelf life of approximately 3 years. Each naloxone unit contains an expiration date prominently displayed on the packaging. A designated staff member at each of our four locations will be assigned to track expiration dates and request new supply prior to expiration. After expired units of naloxone have been replaced with unexpired doses, the expired units will be disposed of at safe medication disposal site.

Training:

Online training is available and strictly optional for all Library staff. Training will include an overview of opioids, understanding naloxone and how it works, how to recognize and distinguish an overdose from impairment, and how to respond to an overdose and administer naloxone.

Administering Naloxone:

The administration of naloxone should only be handled by staff who have completed training, and who volunteer to do so. Staff considering the administration of naloxone should be aware of any personal physical limitations or restrictions and only perform intervention activities that are within their physical capabilities.

1. When confronted with a situation involving a known or suspected overdose, first quickly observe the scene to determine if it is safe to enter. Safety considerations include, but are not limited to:
 - Be aware of hazardous materials (including drugs, paraphernalia, etc.);
 - Be aware of other people (other customers, friends/loved ones of the affected individual, etc.);
 - Be aware of body fluids;
 - Be aware Fentanyl passes through skin-to-skin contact;
 - Be aware of the potential for violence.
2. Once it has been determined that a scene is safe to enter, observe the individual for signs and symptoms of opioid overdose. Signs of an Overdose include:
 - Breathing is very infrequent or has stopped and the pulse is slow (deep snoring or gurgling);
 - The skin is pale and clammy;
 - Loss of consciousness;
 - Heart rate is slow, erratic, or non-existent;
 - Unresponsive to stimulation.
3. Staff should then:
 - 1) Call 911 (or request another staff member to call 911 immediately).
 - 2) Administer naloxone per training:
 - I. Protect yourself with Personal Protective Equipment (**gloves**) and avoid skin-to-skin contact.
 - II. Peel back the package and remove the device; hold the device with your thumb on the plunger and two fingers on the nozzle; do not test the device as there is only one dose in each dispenser.
 - III. Place and hold the tip of the nozzle in either nostril until your fingers touch the bottom of the patient's nose.
 - IV. Press the plunger firmly to release the dose into the individual's nose.
 - 3) Remain with the person until emergency personnel arrive.
 - 4) Relinquish medical scene responsibilities to emergency personnel immediately upon their arrival.

- 5) If the individual does not respond within 2 to 3 minutes, and if emergency personnel have not yet arrived, a second dose may be administered using a new naloxone dispenser (repeat prior steps).
- 6) If the person regains consciousness prior to arrival of emergency personnel:
 - I. Staff should keep appropriate distance and keep their personal safety as the top priority when dealing with a person experiencing withdrawal symptoms. Upon awakening, the person may experience severe opioid withdrawal symptoms including restlessness/irritability, body aches, diarrhea, increased heart rate and/or blood pressure, fever, nausea or vomiting, shivering, or goosebumps.
 - II. Ask the person to wait for emergency services, however if the person declines, do not insist.
 - III. If the person decides to leave, observe them, and provide a description and direction of travel to emergency responders. Do not follow.

Reporting:

After any incident, immediately:

1. Notify the Library Director or designee.
2. Complete an Incident Report.

After an Incident:

An overdose incident including the administration of naloxone may be upsetting for any staff who participates in the response or witnesses the event. Managers should offer any involved staff Employee Assistance Program (EAP) or other resources and are encouraged to reach out to Library Human Resources for any additional support needed for their teams.

Frequently Asked Questions

Can I be held personally liable for administering naloxone (or not administering it)?

No, California has a Good Samaritan Law that is designed to protect those who assist others during an emergency. Conversely, there is no legal obligation to help, even if you have been trained, if you choose not to.

Does California have a “Good Samaritan Law”?

Yes, California does have a Good Samaritan law (HSC § 1799.102), which is meant to protect those who assist others in need during emergencies from lawsuits as long as they: 1. Act in good faith; 2. Act within the scope of their training; 3. Act to the best of their abilities; and 4. Act without expectation of reward.

Can I be disciplined if I choose not to administer naloxone?

No. Staff training and participation is strictly voluntary. You may want to take on another task, like calling 911, to allow another person to administer naloxone.

Should I call 911?

Yes, staff should immediately call 911 for any medical emergency. Naloxone only temporarily stops an overdose; individuals should receive medical care following an opioid overdose and should be encouraged to wait for emergency personnel, however staff should not insist if the person wants to leave the library.

Are there criminal or legal repercussions for the person receiving naloxone if law enforcement responds?

No, not for receiving naloxone. They may have other outstanding legal or criminal issues involving law enforcement. Please follow law enforcement direction in this matter.

What if no one volunteers to administer naloxone during an emergency?

Staff should always call 911 if there is a medical emergency in the library. Staff are encouraged to participate in the naloxone administration effort, but are not required to. Administration of the naloxone in the event of an emergency is strictly voluntary.

What if a member of the public volunteers to administer the naloxone?

A community member can use a dose of naloxone from the Library kit to administer to another individual.

What if the patron becomes violent or agitated having received a dose of naloxone?

Please maintain situational awareness while administering naloxone and give person space as they come to. Another call to 911 may be appropriate.

What if I misdiagnose and administer it to someone who is not overdosing?

Naloxone will have no effect on individuals not experiencing overdose. It will not harm them.

What form of naloxone will we be providing?

The naloxone stocked in libraries will be a nasal spray.

Will more people at risk of overdosing come to the library because we have this program? No. There is no data to support that there is an association between sites that administer naloxone and an increase in overdoses.

Someone is overdosing in the library parking lot or the park nearby - can I administer naloxone outside?

Yes, it is okay to administer naloxone in the parking lot or outside on the library premises in an emergency.

What if a staff member overdoses?

Follow the same guidelines for an overdose by the member of the public.

Do we need to take any precautions when discarding of packaging or the naloxone dispenser after use?

Dispose of the naloxone dispenser and packaging in a waste basket in an area of the library not accessible by children.