

CITY OF DALY CITY

Regular Meeting - LIBRARY BOARD OF TRUSTEES

AGENDA

Tuesday, September 17, 2024 - 6:00 PM

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

To watch the live telecast:

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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:

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 July 16, 2024

PRESENTATIONS:

DIRECTOR'S REPORT

2. Report from the Daly City Public Library Associates (DCPLA)
3. Opioid overdose prevention
4. Hip Hop Architecture Camp by Michael Ford, as a future potential activity
5. Invitation to connect from Menlo Park Library Commission

TRUSTEES' REPORT

6. Community and library outreach

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 – JULY 16, 2024

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

ROLL CALL:

Trustees Present:

President Gary Pacheco, Vice President William Lex, Trustee Deodor Tronco, Trustee Rachel Goodman

Trustees Absent: Trustee Angella Logarta

Daly City Public Library Associates: DCPLA President Monica Devincenzi

Staff Present: Library Director Chela Anderson

ELECTION OF OFFICERS:

President Pacheco opened the floor to nominations for President. Vice President Lex nominated Trustee Tronco and Trustee Goodman nominated herself. President Pacheco did a roll call for votes for Trustee Tronco; Vice President Lex, Trustee Tronco and President Pacheco voted for Trustee Tronco. Trustee Goodman voted for herself. Trustee Tronco was elected President. President Tronco opened the floor to nominations for Vice President; Vice President Lex nominated Trustee Goodman. Library Director Chela Anderson did a roll call for votes for Trustee Goodman; the Board unanimously agreed. Trustee Goodman was elected Vice President.

APPROVAL OF AGENDA:

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

APPROVAL OF MINUTES:

Motion requested by President Tronco to approve the minutes of the May 21, 2024 meeting. Motion made by Trustee Lex, seconded by Trustee Pacheco. The motion carried unanimously.

PUBLIC COMMENT:

None

PRESENTATIONS

Report from DCPLA:

DCPLA President Monica Devincenzi shared the following announcements:

- They received a planned giving donation of \$10,368 from the Volkman Trust.
- On August 3, 2024 they will be tabling at the Daly City Recreation Resource day at Serramonte Center.
- Save the date of November 2, 2024 for their 3rd annual Art & Lit Fest at Serramonte Center. Any artists, vendors or potential sponsors can get more information on their website: www.dcpla.org

DIRECTOR'S REPORT

Summer Learning 2024:

Library Director Chela Anderson shared that the 2024 Summer Learning Program is underway and it started with the Youth Services Librarian Sarah Spence doing a large amount of outreach to the community by visiting schools before summer break and tabling at numerous community events. Through the grant from the Lunch at the Library program, she also did visits to two Big Lift summer programs. As in past years, participants receive a free book when signing up and another upon completion of their reading log. They will also be entered to win a \$1,000 scholarship when they finish. The library also offered an array of staff-led scheduled STEAM activities, hosted contracted performers and held special events at all branches. This summer they had 35 teen volunteers and 2 interns from the Daly City Recreation Teen Internship program who helped with the crafts, activities and other library duties.

Opioid Overdose Prevention - Update:

Library Director Chela Anderson shared that progress has been made with the opioid overdose prevention effort. The draft policy has been reviewed for concerns on the Human Resources end and was based on the work of other libraries who already have this in place. Chela asked the Board for any feedback and for their endorsement. Trustee Lex and Vice President Goodman had concerns that if staff were not comfortable administering naloxone, if it would be okay for a member of the public who was comfortable do so, and if that could be reflected and revised in the draft policy.

Update on Funding for Library Services in the State Budget:

Library Director Chela Anderson shared that she has mixed news regarding the funding. The CA pathways work force development databases such as Coursera, LearningExpress, LinkedIn Learning, Northstar, and VetNow were eliminated from the budget and will only be available until the end of September. These resources didn't get a tremendous amount of use but were nice to be offered. Brainfuse Help Now homework help will also be ending soon. The Lunch at the Library grant that provides programming at lunch sites was cut back. There was a 50% reduction to the California Library Services Act, which doesn't affect the Library directly, but indirectly it affects the library cooperative systems. The State Parks pass has been extended for another year. President Tronco asked if there was anything the Board could do to support what was cut. Chela said that the cuts were at the State level and Daly City's budget was passed before July 1, but they are supported by and benefit greatly from DCPLA and their local fundraising.

TRUSTEES' REPORT

Community and Library Outreach:

Trustee Lex shared that he heard the repair of the roof of the Westlake branch is underway.

COMMUNICATIONS/ANNOUNCEMENTS

Library Director Chela Anderson shared the following:

- Immigration and Naturalization workshop on August 14 and 21 at 1:00 pm at John Daly Library in partnership with API Legal Outreach.
- "Beware of Scams" workshop on September 10, 2024 at 3:00 pm at Westlake Library in partnership with EastWest Bank.
- Back to School Backpack Drive on July 21 at 12:00 pm – 3:00 pm at Classic Bowl. Donate a new or gently used backpack and get 2 free games of bowling with shoes.
- They are working on a new and improved app.

- They're getting a new service provider for wireless printing.

AGENDA BUILDING

- Update on opioid prevention and the Narcan policy; Chela will see if and how she can incorporate the Board's concerns.
- Hip Hop Architecture Camp by Michael Ford, as a future potential activity.
- Follow up on working with DCPLA reaching out to the public for their input for ways to improve the library. Chela will be bringing up the suggestion at DCPLA's next Board meeting and will share the feedback that she gets from them.

ADJOURNMENT

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

**Next Meeting:
August 20, 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.

A member of the community who volunteers may also use a dose of naloxone from the Library kit to administer to another individual.

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 those 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;
 - Heartrate 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.

Endorsed by the Library Board of Trustees: TBD

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 [the](#) 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.