

CITY OF DALY CITY

Regular Meeting - LIBRARY BOARD OF TRUSTEES

AGENDA

Tuesday, February 18, 2025 - 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/streams>, <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:

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.

PRESENTATIONS:

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

APPROVAL OF AGENDA:

2. Regular meeting of February 18, 2025

APPROVAL OF MINUTES:

3. Regular meeting of November 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.

DIRECTOR'S REPORT

4. 3D Printer Policy update
5. Serramonte Library construction update

TRUSTEES' REPORT

6. Public workshop offerings

ANNOUNCEMENTS AND COMMUNICATIONS

AGENDA BUILDING FOR NEXT MEETING

ADJOURNMENT:

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

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

ROLL CALL:

Trustees Present:

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

Trustees Absent: Trustee Angella Logarta

Daly City Public Library Associates: DCPLA Vice President Dan Barros

Staff Present: Library Director Chela Anderson

APPROVAL OF AGENDA:

Motion requested by President Tronco to approve the agenda for the November 19, 2024 meeting. Motion made by Trustee Lex and seconded by Trustee Pacheco. The motion carried unanimously.

APPROVAL OF MINUTES:

Motion requested by President Tronco to approve the minutes of the October 15, 2024 meeting. Motion made by Trustee Pacheco and seconded by Trustee Lex. The motion carried unanimously.

PRESENTATIONS:

Report from the DCPLA:

DCPLA Vice President Dan Barros announced:

- They just had their Art & Lit Fest on November 3, 2024 at Serramonte Center. It was a great success and had a good turn out.
- Applications are now open for next years' Daly City Youth Poet Laureate and will be open until January 31, 2025.
- At the October 28, 2024 Daly City City Council meeting, DCPLA Director Clayton Koo presented a \$20,700 grant to Daly City Public Libraries. \$5,700 from the Town of Colma is going towards replacing laptops at the John Daly Branch. \$15,000 from Sunlight Giving is going toward replacing early learning computers in the John Daly, Westlake and Bayshore branches.

DIRECTOR'S REPORT

Usage Measures Over Time:

Library Director Chela Anderson presented on the different usage measures between 2014 to present of the libraries in the following area: open hours, library visits, circulation of physical items, use of electronic resources, use of public internet computers and wi-fi, storytimes, activities, workshops and events, and per capita expenditures. Factors that affect usage are: open hours, facilities, collections, programming, demographics shifts, availability of parking, and nearby alternative options.

TRUSTEES' REPORT

Community Outreach:

Trustee Lex shared that he attended the North San Mateo County trivia contest benefiting Project Read. There were many teams, good attendance, and the DCPLA team was ranked 4th at the end of the first round, but unfortunately was out in the second round.

President Tronco shared that he went to a music show at the Longboard in Pacifica featuring a hip hop artist from Vallejo named Lil Russell. He thought that maybe featuring a music artist like that at the library might be a possibility.

Trustee Goodman shared an update about the invitation to connect from the Menlo Park Library Commission. She heard back from the Commissioner, and he said that someone from San Mateo also showed interest in connecting and he said it would be really unofficial and that maybe the three of them could meet on a Zoom call to discuss things, there's no agenda.

COMMUNICATIONS/ANNOUNCEMENTS

Library Director Chela Anderson shared the following:

- A new monthly series for teens and tweens: Arts programming at the Serramonte branch. Wednesday November 20, 2024 at 4:00 pm reservations required. Will learn about laser cutting an interlocking wood keychain. Sign up at: dcpl-teen-nov24.eventbrite.com
- They are in the early stages of planning the hosting of parol making workshops in December at the Serramonte, John Daly and Bayshore branches December 10, 11, 12 in the evenings.
- At the end of December, the City will close so there will be library closures during that time.
- On January 14, 2025 there will be an estate planning and revocable trust workshop at the Westlake branch. Tom Nuris will be presenting.
- They just approved the proofs for the new library cards from the children's art contest. The winners were announced on their social media.

AGENDA BUILDING (For January)

- Potential workshop topics

PUBLIC COMMENT

None

ADJOURNMENT

The meeting was adjourned at 6:42 PM by President Tronco.

Next Meeting:
January 21, 2025 6:00PM
Daly City Council Chambers

DALY CITY PUBLIC LIBRARY

3D PRINTER POLICY

PURPOSE

The Library offers community access to technology to inspire interest in creation, collaboration, and innovation. This policy outlines the acceptable use of the Library's 3D printers.

POLICY

The Library's 3D printers are available to the public to make three-dimensional objects in plastic using a design from a digital computer file.

1. The Library's 3D printers may be used only for lawful purposes. The public will not be permitted to use the Library's 3D printers to create material that is:
 - a) Prohibited by local, state, or federal law.
 - b) Unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others.
 - c) Obscene or inappropriate for the Library environment.
 - d) In violation of intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent, or trademark protection.
2. Items printed from the 3D printers not picked up within 7 days may become property of the Library. Items must be picked up by the individual who printed them or designee.
3. Only designated Library staff and volunteers will have hands-on access to the 3D printers.

USE

1. 3D printing is available to individual library patrons for personal, non-commercial use.

1.2. Any 3D design software may be used to create a design as long as the file can be saved in a file format compatible with our 3D printers.

2.3. Total estimated print time, materials use, or print size are used to determine feasibility of individual print requests. Staff are available to assist in resizing objects as needed to adjust these parameters.

3.4. The 3D printer may only be used during designated times when Library staff are available.

~~4.~~ The Library reserves the right to limit the number of print requests per week per person ~~or entity~~.

5. Many factors impact the quality of 3D prints. The Library may not be able to print all requests and print results may not be as expected or desired in all instances.

6. The Library will view all files before printing.