

**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](http://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).

Library Board of Trustees Meeting

March 19, 2024

Page 3

**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**