

DALY CITY LIBRARY BOARD OF TRUSTEES
DALY CITY VIRTUAL MEETING
MINUTES - SEPTEMBER 20, 2022

The meeting was called to order by Vice President Lex at 6:00pm.

ROLL CALL

Trustees Present:

President Theresa Faapuaa, Vice President Dr. William Lex, Trustee Justine Santos, Trustee Angella Logarta

Trustees Absent: None

Daly City Public Library Associates: Director Jose Villalobos

Staff Present: Library Services Manager Chela Anderson, Assistant City Manager Stephen Stolte

APPROVAL OF AGENDA

Motion requested by Vice President Lex – with the modification to strike items 2 and 3 - to approve the agenda for the September 20, 2022 meeting. Motion made by Trustee Santos and seconded by President Faapuaa. The motion carried unanimously.

APPROVAL OF MINUTES

Motion requested by Vice President Lex, to approve the minutes for the July 19, 2022 meeting. Motion made by President Faapuaa and seconded by Trustee Santos. The motion carried unanimously.

PRESENTATIONS: (Item #2. Presentation from Daly City/Colma Chamber of Commerce was struck from the agenda.)

DIRECTOR'S REPORT:

(Item #3. Summer Learning 2022 was continued to next meeting)

Library Services Manager Chela Anderson presented on the Budget Overview:

- The Department Mission Statement is: “Serving our neighborhoods and empowering generations by bringing people together to foster community, lifelong learning and healthy lifestyles.”
- The Core Services are to promote and foster lifelong learning and personal enrichment, to promote youth scholastic achievement, provide leisure, learning and cultural opportunities which promote play, healthy lifestyles and community engagement, prevent isolation and promote the vibrancy of the senior and disabled adult community. Citywide priorities are to promote reading, literacy, lifelong learning, personal enrichment and school readiness, provide internet access and support in the use of electronic resources, reduce social isolation and promote community building, provide free-time activities for youth and teens, and bringing diverse populations together to promote understanding and a sense of community.
- Budget Outcomes: Early learning opportunities to support the goal of all children reading proficiently by the third grade, maintain a diverse collection of materials, and develop new, innovative and diverse year-round programs for all age levels.

- Funding Sources and Revenues: Funding sources are: \$4,485,589 from the City General Fund and \$387,219 from Measure Q. Revenue sources are: \$326,000 from San Mateo County (for contractual services to Colma and Broadmoor), \$20,601 from Grants and Gifts (mostly from DCPLA), \$105,000 from ARPA Funds and \$9,000 from miscellaneous fees such as lost and damaged items.
- Expenditure Categories: Salaries and benefits: \$3,365,753, Fixed charges: \$820,302, Services & supplies: \$774,354, Program supplies: \$38,000

TRUSTEES' REPORT

Sub Committee Report:

Library Services Manager Chela Anderson reported that she has been working with Public Works and the area they've been looking at on the Bayshore Library rooftop wouldn't require too many modifications to accommodate the beehive. Roof tiles and an access point for maintenance would need to be installed; and it's estimated to cost \$2,000. The first-year cost estimate is projected to be \$6,000 to establish the colony, annual maintenance of the hive, signage and 100 jars of honey. DCPLA had their grant writer write a grant for them to help cover the expenses. Trustee Logarta offered to submit the grant to Bank of America.

Vice President Lex brought up using the library facilities for meeting space for Chamber of Commerce matters. He would like a partner to review the Public Use of Library Facilities policy. Trustee Santos volunteered to work with him on that.

Community Engagement - Library Events and Visits:

Trustee Logarta shared that she organized some surrounding Bank of America branches to donate school supplies for a Back to School drive. She visited the Serramonte Library twice to drop off the donations and chatted with the staff there.

Board Vacancy:

Assistant City Manager Stephen Stolte noted that there's no update on the last seat vacancy on the Board. There was no appointment made at the last City Council meeting. Vice President Lex asked who the Council member that would make the nomination is. Assistant City Manager Stephen Stolte replied that Council member would be Vice Mayor Ray Buenaventura. President Faapuaa volunteered to reach out to him to encourage him to review the applications and to make a nomination.

DCPLA Report:

Director Jose Villalobos reported on the Art & Lit Festival happening on November 5th from 11am – 3pm at Serramonte Center. They are still looking for more sponsors, artists and vendors. As of September 30, 2022 they have \$18,600 in sponsorship donations. Their goal is \$25,000. They have secured the headlining author Bren Bataclan. There will be a presentation and Q & A by the creators of the movie "Lumpia with a Vengeance" which was filmed in Daly City. The Daly City Youth Poet Laureate Chloe Chau and other poets from the DCYPL will be doing readings and a performance by Jefferson High School's Mission Fusion dance group. There will be a temporary art gallery with hands on art activities led by the Daly City Library and Daly City Recreation divisions. They would like to invite the Trustees on stage at the end of events; along with Supervisor Canepa, the Daly City Arts and Culture Commission, the Board of Directors of the DCPLA and the Daly City City Council to thank all participants and attendees. He asked permission to list the Library Trustees on their advertising as a partner and if they would be able to volunteer for various roles at the Festival. The Board unanimously agreed to be advertised as a partner and volunteer as well. Director Villalobos also gave an update on the grant proposal for the Bee

Project; the Grant was submitted and is currently under consideration. They don't have a date for the final decision yet.

COMMUNICATIONS/ANNOUNCEMENTS:

President Faapuaa announced that San Mateo County Libraries are proudly participating in storytime themes of inclusion. (President Faapuaa's phone connection was lost in the middle of her announcement; the Board was going to get the info from her later.)

AGENDA BUILDING:

- Report on the Summer Learning Challenge
- Community engagement: Library branch visitations by Board members
- Subcommittee report
- Board vacancy
- DCPLA Report

PUBLIC COMMENT: None

ADJOURNMENT: The meeting was adjourned at 7:00 PM by Vice President Lex.

Next Meeting:
October 18, 2022 6:00PM
Daly City Council Chambers