

DALY CITY LIBRARY BOARD OF TRUSTEES
DALY CITY VIRTUAL MEETING
MINUTES – NOVEMBER 16, 2021

The meeting was called to order by Acting/Vice President Theresa Faapuaa at 6:02 PM.

ROLL CALL

Trustees Present:

Acting/Vice President Theresa Faapuaa, Trustee Lauren Daus, Trustee Justine Santos

Trustees Absent:

Daly City Public Library Associates: Victoria Magbilang, Amie Haiz

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

APPROVAL OF AGENDA

Motion made by Acting/Vice President Theresa Faapuaa to approve the agenda for November 16, 2021. First by Trustee Daus and Second by Trustee Santos. The motion carried unanimously.

APPROVAL OF MINUTES

Motion made by Acting/Vice President Theresa Faapuaa to approve the minutes for September 21, 2021. First by Trustee Daus and Second by Trustee Santos. The motion carried unanimously.

DIRECTOR'S REPORT: Library Services Manager Chela Anderson presented on two Public Policies for review. Discussed with the library managers who suggested revisions. First policy: Computer, Device and Internet Use Policy – Propose to consolidate internet and computer use policies, expand the policy to include new technology services like hotspots, wireless printing and the laptop kiosk, more concise wording and removal of procedural details to allow for flexibility of time limits and procedures, and lastly would like to add a section with safety precautions addressing cyber security, liability issues, and the importance of supervising children when they are using computers. Second policy: 3D Printer Policy – Now that each branch has their own 3D printer, would like the section on procedures removed because the printers are not the same models and instead focus on rules and general guidelines. Would like to eliminate the mention of potential future fees and would like to add information on limitations such as one print per week, limits on print size & duration depending on demand and equipment. Lastly, they would like to take out the mention of a time or filament limit. Library Services Manager Chela Anderson talked about the expansion of the Library hours for the Bayshore and John Daly branches. They are in the process of onboarding new hires. They all have different start dates so after training, they should be able to expand the hours later in the month of January or early February. Both branches will then be open 5 days a week.

Trustee's Report: Trustee Santos shared that she volunteered at the book sale and had a good time shopping too. Trustee Daus also volunteered and noted that it was a great experience to see the community come together and enjoy books that they love. Acting/Vice President Theresa Faapuaa thanked Victoria Magbilang and the DCPLA for putting on the book sale and the Daly City Youth Poet Laureate who attended the Bayshore Block Party to read a poem to the community. Also suggested an outdoor pop-up library with tea & pastries as a community event. Assistant City Manager Stephen Stolte had no leads to report regarding board vacancies however Library Services Manager Chela Anderson and her team have been posting to social media about the vacancies to encourage applications.

DCPLA: Spokesperson Victoria Magbilang shared that the Book Sale made a little money but more valuable was the community coming together. She introduced Amie Haiz who is the DCPLA Board of Directors' CFO. They had a retreat on the weekend of the 13th and decided they would have the Board more involved with the Trustees by taking turns attending the Board Meetings. Finally, at the City Council meeting on November 22, 2021 Board Member Theresa Proano will be presenting a grant for \$5,220.00 to the City of Daly City to update the collection of U.S. State Books. The money was given by the Town of Colma and will be the last grant awarded this year.

COMMUNICATIONS/ANNOUNCEMENTS: Assistant City Manager Stephen Stolte shared that the week of November 14, 2021 is "United Against Hate" week in the Bay Area which Daly City has been participating in for several years now. Library Services Manager Chela Anderson will be displaying posters at the Libraries and if anyone else is interested in a poster they may contact the City Manager's office for one. Trustee Santos shared that she is excited about the expanded hours for the John Daly & Bayshore branches and is curious if there are any offerings to let the public know about the plans of the upcoming expanded hours. Acting/Vice President Theresa Faapuaa offered to put flyers advertising the new hours in the gift bags at the holiday event put on by the Pacific Islanders Together on December 18, 2021 at Bayshore. Trustee Santos also offered to hand out flyers around the area of the John Daly branch.

AGENDA BUILDING: The Board will follow up on any leads regarding Board vacancies, continue to find ways to advertise new hours for the John Daly & Bayshore branches, and voting for Board Reorganization will be happening at the January meeting.

PUBLIC COMMENT: None

ADJOURNMENT: The meeting was adjourned at 6:35 PM by Acting/Vice President Theresa Faapuaa.

**Next Meeting:
January 18, 2022
Daly City Virtual Meeting**