

DALY CITY LIBRARY BOARD OF TRUSTEES
DALY CITY VIRTUAL MEETING
MINUTES – SEPTEMBER 21, 2021

The meeting was called to order by Acting/Vice President Theresa Faapuaa.

ROLL CALL

Trustees Present:

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

Daly City Public Library Associates: Victoria Magbilang

Staff Present: Library Services Manager Chela Anderson, Assistant City Manager Stephen Stolte, Librarian II Sarah Spence, Library Assistant II Celina Tirona, Library Assistant II Allison Green, Administrative Assistant II Edgardo Bolanos

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Motion made by Acting/Vice President Theresa Faapuaa to approve the minutes for July 20, 2021. First by Trustee Daus and Second by Trustee Santos. The motion carried unanimously.

DIRECTOR'S REPORT: Library Services Manager Chela Anderson introduced the CREI Team: Library Assistant II Allison Green, Librarian II Sarah Spence, and Library Assistant II Celina Tirona, who did a presentation recommending the elimination of fines. "Fines" are defined as daily charges on late items. Right now, Daly City is the only library in San Mateo County that still charges late fees. DCPL's Equity Journey: 2016 & 2018 fine free for children, teens, and young adults, in 2019 implemented auto renewal and in 2020 proposed no fines during the COVID pandemic. Changes that will occur when becoming fine free: Equitable access to library materials, improved patron relationships with the library, improved staff morale, and a loss of 0.3% of revenue from the library's budget. Proposed Fee changes: eliminate the information about fines, rename the "Collection Agency Fee" to "Recovery Service Fee", add in the "Low-Cost Reprocessing Fee", clarifying that "Lost/Damaged Items" have a replacement fee, remove the "ILL fee" since this service is no longer offered and eliminating the "Library Card Replacement Fee". Proposed behavior policy changes/additions: Food & Drink change to "Eating; beverages permitted if in a closed container.", clarification of Staff Only Areas – "Entering restricted areas without permission.", Obstruction change to "Obstructing aisles, furnishings and equipment with personal belongings that may create an obstacle or hazard for others.", modification of Photography and Filming – "Photography and filming that interferes with library operations or infringes on the right of library patrons to access knowledge and information freely and confidentially.", update Smoking policy to "Smoking and Vaping".

Trustee's Report: Acting/Vice President Theresa Faapuaa asked Assistant City Manager Steven Stolte if he had anything to report regarding any appointments to the board. He had nothing to report. Trustees and Staff have been trying to recruit people to fill Board vacancies by talking to community members, using social media and will post flyers.

DCPLA: Executive Director Victoria Magbilang shared that at the next City Council meeting on September 27, 2021 they will present the next grant they will be awarding, going directly to the Bayshore branch by an anonymous DCPLA member donating in honor of Gordon L. King. The \$6,000 grant will go toward outdoor WiFi and more Playaway Launchpads. They are about to launch their search for next years' Daly City Poet Laureate in October. The judging will happen in February and the winner will be announced in April. They are looking for teenagers 13-18 years old, living or attending school in Daly City. On 10/25-11/12 they are having their annual Used Book Sale at the Westlake Shopping Center. They are looking for volunteers to help setup, sort, sales & breakdown.

COMMUNICATIONS/ANNOUNCEMENTS: Acting/Vice President Theresa Faapuaa announced that Bayshore is having a community cleanup day on September 25, 2021 from 8:30 – 11:30 AM. Also, on October 16, 2021 is the Bayshore Block Party. October 23, 2021 is the annual Make a Difference Day at City Hall; they will be having a free recycling event, volunteer events to coordinate or host a cleanup (the City provides materials), a used tire take back, and a barbecue lunch afterward. Next meeting will most likely be virtual.

AGENDA BUILDING: The Board will revisit the Bayshore Library branch hours, the Computer Use and Collection Development policies, and following up on any leads on Board vacancies. They will also plan their Make A Difference Day volunteer cleanup project.

PUBLIC COMMENT: Jerald Lim, a Senior at Sacred Hearts Cathedral participated in American Heart Association's Youth Health Equity Council's internship program. One issue covered was vaping in high schools and middle schools. He sees many instances of vaping at his school in classrooms and bathrooms during school. He's bringing it up because he feels that his classmates don't realize how much nicotine and other chemicals vaping has and the effects of this. He reached out to the FDA for posters advertising these facts directed toward teens and posted them at his school library, classrooms, cafeteria, gym and other high foot traffic areas. He's distributed some to the Daly City School Board and is asking if the Daly City libraries are willing to do the same.

ADJOURNMENT: The meeting was adjourned at 6:58 PM by Acting/Vice President Theresa Faapuaa.

**Next Meeting:
October 19, 2021
Daly City Virtual Meeting**