

CITY OF DALY CITY

Regular Meeting - LIBRARY BOARD OF TRUSTEES

AGENDA

Tuesday, April 15, 2025 - 6:00 PM

City Hall Council Chambers – 2nd Floor
City Hall 333 – 90th Street
Daly City, CA 94015

To watch the live telecast:

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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.

APPROVAL OF AGENDA:

1. Regular meeting of April 15, 2025

APPROVAL OF MINUTES:

2. Regular meeting of February 18, 2025

PRESENTATIONS:

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

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. Arts programming for teens
5. Revised 3D Printer Policy

TRUSTEES' REPORT

6. DCPLA/Library Board Collaboration on Community-Driven Giving
7. Advocacy with State Representatives

ANNOUNCEMENTS AND COMMUNICATIONS

AGENDA BUILDING FOR NEXT MEETING

ADJOURNMENT:

DALY CITY LIBRARY BOARD OF TRUSTEES
DALY CITY - CIVIC CENTER COUNCIL CHAMBERS
REGULAR MEETING MINUTES – FEBRUARY 18, 2025

The meeting was called to order by President Tronco at 6:03 PM.

ROLL CALL:

Trustees Present:

President Deodor Tronco, Vice President Rachel Goodman, Trustee Dr. William Lex, Trustee Angella Logarta

Trustees Absent: Trustee Gary Pacheco

Daly City Public Library Associates: DCPLA Board Member Monica Devincenzi

Staff Present: Library Director Chela Anderson

PRESENTATIONS:

Report from the DCPLA:

DCPLA Board member Monica Devincenzi announced:

- Trustees who are members should have received invitations to the St. Patrick's Day luncheon on March 13, 2025.
- The deadline to apply for the Daly City Youth Poet Laureate has closed and they have received many submissions. Judging will take place over the next month. Save the date for the Commencement event on Wednesday, April 30, 2025 6:30 PM - 7:00 PM at Daly City City Hall. The finalists will perform, and the winner will be announced. There will be a cake reception after.

APPROVAL OF AGENDA:

Motion requested by President Tronco to approve the agenda for the February 18, 2025 meeting. Motion made by Trustee Lex and seconded by Vice President Goodman. The motion carried unanimously.

APPROVAL OF MINUTES:

Motion requested by President Tronco to approve the amended minutes of the November 19, 2024 meeting. Motion made by Trustee Lex and seconded by Trustee Logarta. The motion carried unanimously.

PUBLIC COMMENT

None

DIRECTOR'S REPORT

3D Printer Policy Update:

Library Director Chela Anderson shared that the staff requested to make a small adjustment to the 3D Printer Policy. Under the section "Use" the addition of "3D printing is available to individual library patrons for personal non-commercial use." The change is being requested because they have been receiving requests from businesses and it's beyond their capacity to accommodate that kind of request, and want to continue to focus on

the educational purpose behind having the program. Trustee Lex proposed some additional changes to the policy: 1) under Policy, Item 1 b, remove the word “immediate” to read “poses a threat”. 2) under Policy, Item 2, add “or discarded” after “7 days may become the property of the library” and add the word “their” before designee. Trustee Logarta brought up eliminating the subjectiveness of what is “inappropriate”, Chela suggested changing the word “view” to “review” under Use, Item 6. Motion requested by President Tronco to approve the Policy changes. Motion made by Trustee Lex and seconded by Trustee Logarta. The proposed changes to the Policy were approved by the Board.

Serramonte Construction Update:

Library Director Chela Anderson shared that the project is now in motion and there will have to be a short two-week closure for safe removal of building materials from the 70’s. The closure will be from February 24 to March 7. The book drop and ballot drop boxes will remain open. A small part of the park parking lot will be cordoned off for use by the construction company for the duration of the project. During the project, there will be a small area where the elevator is going in that will be closed off, otherwise they don’t anticipate any other closures. The lighting will also be replaced and temporary lighting will be available while that’s being done. The project is expected to be completed in September. While they are closed for the 2 weeks, staff will be working at other locations. Thursday’s book club will be temporarily moved to the Doelger Senior Center. Community rooms will not be accessible during construction.

TRUSTEES’ REPORT

Public Workshop Offerings:

Library Director Chela Anderson shared public workshop offerings for youth, adults and seniors that the library offers in partnership with third party organizations. Trustee Logarta proposed offering a workshop on fraud protection again like they previously did during the pandemic. President Tronco suggested workshops such as workers’ rights, tax help, navigating City & County systems and documenting personal history.

COMMUNICATIONS/ANNOUNCEMENTS

Library Director Chela Anderson shared that their youth art library cards have been printed and are available now at all locations. Trustee Lex shared that he, President Tronco and Chela will be meeting on Friday, February 21, 2025 at 10:00 AM with a representative from DCPLA at the Westlake library branch about patron directed grants, as a collaboration between DCPLA and the Library Board of Trustees.

AGENDA BUILDING

- Update on the collaboration with DCPLA for patron directed grants.
- Review the approved 3D Printer Policy changes.
- Youth services team to do a presentation if they are available.

ADJOURNMENT

The meeting was adjourned at 6:44 PM by President Tronco.

**Next Meeting:
March 18, 2025 6:00PM
Daly City Council Chambers**

DALY CITY PUBLIC LIBRARY

3D PRINTER POLICY

PURPOSE

The Library offers community access to technology to generate 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 only be used 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 a threat to the well-being of others.
 - c) Obscene or inappropriate for the Library environment as determined by library staff.
 - 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 or be discarded. Items must be picked up by the individual who printed them or their 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.
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 library 3D printers.
3. Total estimated print time, materials use, and 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.
4. The 3D printer may only be used during designated times when Library staff are available.
5. The Library reserves the right to limit the number of print requests per week per person.
6. 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.
7. The Library will review all files before printing.

Endorsed by the Library Board of Trustees: 10/20/15; Revised 11/16/2021; 02/18/2025