

CITY OF DALY CITY

Regular Meeting - LIBRARY BOARD OF TRUSTEES

AGENDA

Tuesday, February 17, 2026 - 6:00 PM

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

To watch the live telecast:

<https://www.youtube.com/@DalyCityGov/streams>, <https://www.dalycity.org/agendas>, or Comcast Channel 27

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 February 17, 2026

APPROVAL OF MINUTES:

2. Regular meeting of October 21, 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. Updated Behavior Policy
5. Library Card Policy draft revisions

TRUSTEES' REPORT

6. DCPLA/Library Board Collaboration on Community-Driven Giving
7. Library funding
8. Project Read Trivia Challenge
9. Library field trips

ANNOUNCEMENTS AND COMMUNICATIONS

AGENDA BUILDING FOR NEXT MEETING

ADJOURNMENT:

DALY CITY LIBRARY BOARD OF TRUSTEES
DALY CITY - CIVIC CENTER COUNCIL CHAMBERS
REGULAR MEETING MINUTES – OCTOBER 21, 2025

The meeting was called to order by President Goodman at 6:00 PM.

PLEDGE TO THE FLAG

ROLL CALL:

Trustees Present: President Rachel Goodman, Vice President Dr. William Lex, Trustee Deodor Tronco

Trustees Absent: Trustee Angella Powell, Trustee Gary Pacheco

Daly City Public Library Associates: DCPLA Vice President Bernie Vidales

Staff Present: Library Director Chela Anderson

APPROVAL OF AGENDA:

Motion requested by President Goodman to approve the agenda for the October 21, 2025 meeting. Motion made by Vice President Lex and seconded by Trustee Tronco. The motion carried unanimously.

APPROVAL OF MINUTES:

Motion requested by President Goodman to approve the minutes of the July 15, 2025 meeting. Motion made by Vice President Lex and seconded by Trustee Tronco. The motion carried unanimously.

PRESENTATIONS:

Report from the DCPLA:

DCPLA Director Bernie Vidales shared:

- DCPLA recently received a grant of \$15,000.00 from Genentech to fund the Library's project revitalizing the library children's room at the Serramonte branch.
- The Art and Lit Fest at Serramonte Center in September was a success; it raised \$9,500 for the libraries.
- DCPLA Board members will be attending the Daly City Department of Recreation Services Trunk or Treat on October 26, 2025.

PUBLIC COMMENT

None

DIRECTOR'S REPORT

Behavior Policy Draft Revisions:

Library Director Chela Anderson shared that branch managers requested small revisions to the policy that hadn't been updated in a while. The main change was about bringing in bicycles, skateboards and other wheeled items. The subject of pets was also expanded on clarifying that this is about the Americans with Disabilities Act. Other changes made were: exceptions to the eating rule because sometimes there are programs involving food, unattended child policy, no rearranging of furniture, refusal to leave at closing, things that happen in the restroom that are not appropriate, and verbal/non-verbal attention that's experienced as harassment. Having these policies allow the managers to address the behaviors, that it's not about the individual, it's about the behavior and applies

to everyone. Trustee Lex moved to accept the revised policy as presented with the revised approved copy to be brought back at the next meeting, President Goodman seconded, the motion carried unanimously.

TRUSTEES' REPORT

DCPLA/Library Board Collaboration on Community Driven Giving:

Library Director Chela Anderson shared copies of the printed survey that was launched. It's been a gradual start. So far they've received one online submission and a few paper submissions. They will also put it out through social media. Submissions will be accepted through the end of the calendar year.

Library Funding:

Library Director Chela Anderson shared that the committee working on library funding met a couple weeks back and Vice President Lex made a special guest visit at the DCPLA Board meeting. They talked about the concept of a parcel tax for Daly City to support the libraries in the future. There was some good input and questions. Nathan Bassett of the DCPLA also joined the sub committee. Their target is to put it on the ballot for November 2026.

COMMUNICATIONS/ANNOUNCEMENTS

Library Director Chela Anderson announced:

- The Serramonte branch is open and operating at regular hours. They are still under construction; currently solar panels are being put on the roof.
- The 32nd annual Project Read Trivia Challenge is coming up on November 7, 2025 and the planning committee is still looking for teams to compete.

AGENDA BUILDING

- DCPLA/Library Board collaboration on community driven giving
- Library funding
- Approved Behavior Policy

ADJOURNMENT

The meeting was adjourned at 6:42 PM by President Goodman.

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

DALY CITY PUBLIC LIBRARY

BEHAVIOR POLICY

The Daly City Public Library strives to provide services and materials to the public in an environment conducive to their use. Visitor-initiated activities, behaviors and conditions that interfere with the basic functions of the Library will be considered grounds for action by Library staff. Staff action may include cautions, warnings or requests for offending visitors to leave the building. Staff will call the police if needed for assistance in restoring order. Any staff action may be appealed to the Library Director for reconsideration.

Prohibited activities, behaviors & conditions include but are not limited to:

- Activities not permitted by law
- Altering the functions of library computers for undesignated purposes
- Blocking entrances, exits or access to library materials
- Bringing bicycles, skates, skateboards, hover boards, or other large, wheeled conveyances that can't be carried and would potentially block walkways into the building
- Bringing pets into the building (except for service animals that are trained to do work or perform tasks for an individual with a disability in compliance with Americans with Disabilities Act (ADA) regulations or animals that are part of a library program)
- Displaying graphic content, specifically content that is obscene or harmful to minors, from a computer, phone, or mobile device that is visible in any public area
- Disruptive conduct
- Eating, except as part of a Library-sponsored program; beverages permitted if in a closed container; alcoholic beverages are not permitted in the Library
- Entering restricted areas without permission
- Harassing, following or threatening others
- Leaving children under 10 or people of any age requiring caregiver supervision unattended
- Monopolizing library space, furniture, electrical outlets or equipment to the exclusion of other patrons or staff
- Moving or rearranging furniture or equipment
- Obstructing aisles, furnishings and equipment with personal belongings that may create an obstacle or hazard for others
- Odors, scents and bodily hygiene so offensive as to constitute a nuisance to others (Shirts and shoes required in Library)
- Photography and filming that interferes with Library operations or infringes on the right of library patrons to access knowledge and information freely and confidentially.
- Putting feet on tables or chairs

- Refusing to leave building at closing time, when directed to do so by library staff, or during an emergency evacuation
- Running
- Sleeping
- Smoking or vaping
- Soliciting
- Talking loudly or making excessive noise that interferes with the use of the library by others (mobile phones are permitted in the Library if they are muted and any conversation takes place in a library appropriate speaking voice.)
- Using Library restrooms for purposes other than handwashing and toilet use including bathing, laundry, clogging plumbing, and any other activity that interferes with other library users' ability to use the restroom
- Verbal communication or non-verbal attention that is willful, unwelcome, or repeated harassment

Endorsed by the Library Board of Trustees: 11/17/98; Revised: 11/19/02, 1/21/03, 1/16/07, 6/18/08, 10/19/10, 05/21/13, 07/16/13, 07/21/21, 10/21/25

DALY CITY PUBLIC LIBRARY

LIBRARY CARD POLICY

The Daly City Public Library issues library cards to residents of the State of California free of charge. Library card applicants may apply for, receive a card, and use it immediately if they present acceptable identification and verification of current residential address.

Cardholders must present their library card to check out items from the library and must notify the library immediately if their library card is lost or stolen. There is ~~a~~no fee to replace lost or damaged library cards.

In accordance with the Daly City Public Library's Right of Privacy Policy, the library will not disclose library circulation records kept for the purpose of identifying the borrower of library items. We will, however, disclose records of ~~fin~~es~~-fees~~ imposed at the request of the cardholder, parent or guardian of a minor cardholder, ~~debt collection agency~~, legal authority or authorized library personnel.

To obtain information about his/her library account from library staff, the cardholder must present his/her library card or acceptable identification. Parents and guardians, if listed in the library account, may request information regarding their child's account in order to pay ~~fin~~es~~fees~~, identify lost items, etc. provided that the child and/or library card is present.

To obtain a card, the following requirements must be met:

Children under age 14

- There is no age requirement to obtain a library card.
- Both child and parent/guardian must be present when the application is submitted to obtain a library card. The signature of a parent or guardian is required on applications for library cards for children under age 14.
- Parents or guardians of minor children must present acceptable identification and verification of current residential address for the child to receive a library card.
- The parent or guardian is responsible for all materials charged to his/her child's library card.

Teens age 14 -17

- Teens may present high school photo ID and verification of their current residential address as outlined below to obtain a library card.
- Alternately, a teen may register with a parent/guardian. The parent/guardian must present acceptable identification and verification of their current residential address as outlined below.

- If the parent or guardian has signed the registration form, he/she is responsible for all materials charged to his/her child's library card. If the teen has registered on his/her own, he or she assumes responsibility for all materials charged to their library card.

Adults 18 and over

- Adults must present one acceptable identification and verification of their current residential address as outlined below.
- Adult borrowers assume responsibility for all materials charged to their library cards.

Acceptable Identification

The Library requires government-issued, school, or employer identification with the applicant's photo on it, such as, but not limited to:

- CA driver's license, OR
- CA Department of Motor Vehicles identification card, OR
- Government-issued digital ID stored in an app or mobile phone wallet (photocopies or photographs of ID not accepted)

Address Verification

Verification of current residential address is required for full borrowing privileges. Acceptable address verification must have the full name of the applicant. If current residential address is printed on presented CA driver's license or DMV identification card, no further verification is required. Other acceptable address verification includes:

- Utility bill/telephone bill/bank statement/credit card statement (printed or online)
- First-class mail postmarked within the past 30 days (bulk mail including credit card offers not acceptable)
- Imprinted bank check or deposit slip
- Current rent receipt or rental agreement (dated within last 30 days)
- Medi-Cal card
- Vehicle registration
- Voter registration card
- Pay Stub

A P.O. Box or General Delivery address are not acceptable as address verification, but may be listed as a *mailing address*.

Limited borrowing privileges will be granted to those unable to provide acceptable verification of current residential address.

Adopted by the Daly City Public Library Board of Trustees: 4/20/99

Revised: 2/20/08, 05/21/13, 04/19/2016