

DALY CITY LIBRARY BOARD OF TRUSTES
DALY CITY CIVIC CENTER – COUNCIL CHAMBERS

MINUTES – MAY 17, 2011

The meeting was called to order by President Maysenhalder at 7:00 p.m.

ROLL CALL:

Members Present: Michael Maysenhalder, William Lex, Erlinda Galeon,

Excused: Arlene Encarnacion

Staff Present: Kerry Burns, Tim Birch, Karen Engle, Sarah Mendoza

APPROVAL OF AGENDA:

Motion was made, seconded (Lex, Galeon) and carried unanimously to approve the Agenda for May 17, 2011.

APPROVAL OF MINUTES:

Motion was made, seconded (Lex, Encarnacion) and carried unanimously to approve the minutes for the Regular Meeting of March 15, 2011.

CONSENT AGENDA:

1. INTRODUCTION OF NEW LIBRARY SERVICES MANAGER

Kerry Burns, our Interim Director, announced the appointment of Karen Engle to the newly created position of Library Services Division Manager effective April 25th. She will be managing the day-to-day operations of the library.

2. UPDATED MEETING AGENDA (MSP: Lex, Encarnacion)

The Library's Agenda was revised to conform with the format established by the City.

3. LIBRARY STATISTICS –March/April 2011

Circulation is down for all branches. A decrease of 19% in March and 18.6% in April is noted from the prior year. One of the possible reasons for the circulation decline is the fact that we are closed on Saturdays at Bayshore and John Daly. It was also a year ago when the Main Library of South San Francisco reopened after being closed for a five month period. Tim Birch, the Assistant to the Director, will submit an analysis to the Board at the next meeting to better understand the decline in circulation.

4. DEPARTMENT TRANSITION UPDATE

A new organization chart was shown to the Board members. Staff shifts are in the process to better serve the community and at the same time to provide staff with opportunity to experience other service venues so that they can make contributions in different ways. To facilitate this, the leadership team met and provided a proposal for shifts in staff assignments to start May 31st.

ANNOUNCEMENTS AND COMMUNICATIONS:

- Joshua Rees' promotion to a Librarian II effective May 16th
- Pacific Library Partnership Breakfast – May 21st, Stanford Park Hotel in Menlo Park

PUBLIC COMMENT: Jack Pastor, Commission Chair for Parks and Recreation was present at the meeting and gave encouraging words to the Library.

AGENDA BUILDING FOR NEXT MEETING:

- Library Associates Update
- Department Transition Update
- Statistics Analysis

ADJOURNMENT:

It was moved by President Maysenhalder, seconded by Trustee Galeon, and carried unanimously to adjourn the meeting at 8:31 p.m.