

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

MINUTES – July 27, 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, Arlene Encarnacion, Dori Paniza

Staff Present: Kerry Burns, Tim Birch, Karen Engle, Patricia Martel, Rose Zimmerman, Sarah Mendoza

APPROVAL OF AGENDA:

Motion was made, seconded (Lex, Paniza) and carried unanimously to approve the Agenda for July 27, 2011.

APPROVAL OF MINUTES:

Trustee Willam Lex requested the minutes of June 21, 2011, be amended to incorporate his objection to the new Daly City Library and Recreation Services' mission statement because it was developed by staff without input or advice from the Daly City Board of Trustees prior to being submitted to and approved by the Daly City Council.

Motion was made, seconded (Lex, Encarnacion) and carried unanimously to approve the minutes for the Regular Meeting of June 21, 2011.

CONSENT AGENDA:

TRUSTEE TRAINING: Ms. Pat Martel, City Manager and Ms. Rose Zimmerman, City Attorney, offered the training pertaining to the roles and functions of the Board, and the powers and duties of the Library Board and staff.

Library Board Establishment and Function: The Board is established under the authority of the State Education Code. It was formed in 1951, formation for the establishment and maintenance of public libraries in Daly City. The Board acts as an advisory board to the City Manager and City Council concerning the overall services and programs of the library.

Appointment of Trustees and Terms: The Board consists of (5) members appointed by the Mayor with the concurrence of the City Council. Terms are (3) years. Trustees may be reappointed by the Mayor with the concurrence of the City Council.

Officers: The Board shall select a Chair and a Vice-Chair. The Key role of the Chair is to preside at Board meetings.

Board Meetings: The Board shall adhere to all requirements of the Brown Act (State's "Open Public Meeting" law). Board meetings shall be conducted at 7:00 p.m. on the Third (3rd) Tuesday of the month in the City Council Chambers. With proper notice, the Board may conduct special meetings or regular meetings at different locations with the City of Daly City. The Board shall have a proper record of its proceedings.

Other Duties as Prescribed: Annual Report to the State Librarian before August 31 (mandatory) – state of the library and condition of the library. Make and establish by-laws. Administer a Trust declared or created in trust for the library for the benefit of the library. Other duties as proscribed by the City Council.

The Powers and Duties of the Library Board are to Act in an Advisory Role the City Manager and City Council.

Key Areas of Policy Advise: Needs of diverse elements of the Daly City community. Key budget items. Significant capital expenditures. Facility issues affecting the community. Appropriate fees for user programs. Service levels and core vs. discretionary programs. Fund-raising initiatives. Legislative issues affecting library.

Role of Staff: The City Manager, as the City's Personnel Officer, makes all staffing appointments and is responsible for preparing and submitting for City Council consideration and action, the Biennial Operating Capital Budgets. The City Manager appoints the Staff Liaison to the Board. The Director of the Library and Recreation Services Department or his/her designee shall serve as the Staff Liaison to the

Board and shall have the following additional functions: Serve as the chief staff liaison to the Board and shall provide any necessary staff support. Attend all Board meetings and serve as the Secretary to the Board. Bring Department-related policy issues to the Board. Pose questions for Board to address. Provide information for the Board consideration. Respond to policy related questions.

Preparation of Meeting Agenda: The agenda shall be prepared by the Staff Liaison in consultation with the Chair. The Board may suggest agenda items to the Chair for inclusion on an agenda.

Agenda Format: The agenda shall consist of reports, announcements and communications, and agenda building. In accordance with the Brown Act, the agenda shall appropriately provide a section for public comment on matters not on the agenda. The public shall be encouraged to speak on any agenda item before the Board talks any action on the item.

Record-Keeping: Action minutes of the meeting shall be taken by the Staff Liaison or his/her designee. Action minutes of the meeting shall be submitted to the Board for approval and then, to the City Clerk. Board recommendations to the City Council shall be forwarded by the Staff Liaison to the City Manager for consideration by the City Council.

ANNOUNCEMENTS AND COMMUNICATIONS:

- Ms. Martel announced the upcoming civic engagement meeting at the Serramonte Library Community Room, September 8, 2011 from 6:30 p.m. – 9:00 p.m.

PUBLIC COMMENT: None

AGENDA BUILDING FOR NEXT MEETING:

- Library Associates Update
- Strategic Plan Update
- Director’s Report
- Library Statistics for June and July
- Election of Officers
- Annual Report
- Meetings to be held in different libraries every 3 months

ADJOURNMENT:

It was moved by President Maysenhalder, seconded by Trustee Paniza, and carried unanimously to adjourn the meeting at 8:45 p.m.