

DALY CITY LIBRARY BOARD OF TRUSTEES
DALY CITY CIVIC CENTER – COUNCIL CHAMBERS
MINUTES – NOVEMBER 15, 2011

The meeting was called to order by Library Board of Trustee President Arlene Encarnacion at 7:02pm.

ROLL CALL

Library Board of Trustees Present:

President Arlene Encarnacion, Vice President William Lex, Trustees Erlinda Galeon, Michael Maysenhalder and Dorie Paniza

Staff Present:

Assistant City Manager/Interim Director Kerry Burns, Assistant to the Director Tim Birch, City Manager Pat Martel, Administrative Assistant Judy Bush

APPROVAL OF MINUTES

Library Board of Trustees:

Motion made by Vice President Lex and seconded by Trustee Galeon to approve the October 25, 2011, minutes of the Joint Special Meeting of the Library Board of Trustees and Parks and Recreation Commission. Unanimously approved.

APPROVAL OF AGENDA

Library Board of Trustees:

Motion made by Vice President William Lex and seconded by Trustee Paniza to approve the November 15, 2011, Agenda of the Library Board of Trustees. Unanimously approved.

REPORTS

1. Director's Report:

a. Winter 2011/2012 Library Closure:

Ms. Burns reviewed the Winter Holiday Closure Dates of December 23, 2011, through January 2, 2012, at all four (4) Library Branches: Serramonte (Main), Westlake, John Daly and Bayshore. City Hall will also be closed; except for all essential services will continue to deliver services through the Winter Closure dates. Ms. Burns stated there will be a limited number of staff at the branches available to process returns of collection materials. Winter Closure information will be made available after Thanksgiving via various means of outreach and media to the community.

b. State Library Report:

Tim Birch, Assistant to the Director, provided a PowerPoint presentation that summarized the data submitted to the State of California. Mr. Birch reviewed attendance and circulation comparisons of similar libraries in California. Trustees discussed the data presented and other types of measurement tools that reflect the performance of the libraries compared.

Trustees also discussed input into the 2012/2013 budget. City Manager Pat Martel explained the budget process begins with the priorities and goals stated by the City Council. Those goals and priorities are then reflected in the Department's budget as Council has determined.

c. Library Statistics for September and October 2011

Mr. Birch presented statistics of gate count and circulation for September and October 2011. Mr. Birch noted two (2) very successful events at the Serramonte Library were the PBRC author event and the Project Read ongoing financial literacy workshops. Trustees discussed the trends as reflected in the statistics.

ANNOUNCEMENTS AND COMMUNICATION

- Thurs. November, 17 – John Daly Library – Author and Daly City Employee Jessica Diaz will have a book signing of her book “Once Upon A Time In Daly City”.
- Project Read Trivia Challenge – A team of Daly City members won, with one of the members being the husband of Sue Von Hagel, who is a Library Assistant II and coordinates Story Time at the Serramonte Library.

PUBLIC COMMENT

Trustee Lex thanked everyone for their support as a Trivia Challenge participant.

AGENDA BUILDING FOR NEXT MEETING

- Radio Frequency Identification Implementation Update
- Input for 2012/2013 Strategic Plan
- Trustee Annual Report

ADJOURNMENT

Library Board of Trustees

Trustee Maysenhalder expressed condolences to City Manager Pat Martel for the loss of her father. Motion made by Trustee Maysenhalder, seconded by Dorie Paniza and unanimously approved to adjourn the meeting at 7:53pm.