

City of Daly City

SPECIAL MEETING – CHANGE OF MEETING LOCATION

**LIBRARY BOARD OF TRUSTEES**

Tuesday, February 21, 2012 – 7:00 p.m.

**BAYSHORE BRANCH LIBRARY**

**460 MARTIN STREET, DALY CITY, CA 94014**

For those wishing to address the Library Board of Trustees on any item on the Agenda or under Public Appearances/Oral Communications, please complete a Speaker Card located at the entrance to the Bayshore Library 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 Library and Recreation Services Department as soon as possible prior to the meeting.

CALL TO ORDER

PLEDGE TO THE FLAG

ROLL CALL

APPROVAL OF MINUTES

Meeting of January 17, 2012

(Action)

APPROVAL OF AGENDA

(Action)

PRESENTATION

Westmoor High School Future Business Leaders Association

(Presentation)

REPORTS

1. Director's Report:

a. City Cultural Affairs Programs – Burns

(Presentation)

b. Women's History Month Programs and Displays – Anderson

(Presentation)

c. Library Division Staffing Plan Update – Burns/Anderson

(Presentation)

d. Municipal Code Update – Burns

(Presentation)

ANNOUNCEMENTS AND COMMUNICATIONS

PUBLIC COMMENT

Speakers are limited to two minutes, unless modified by the President. The Board cannot take action on any matter raised under this item.

AGENDA BUILDING FOR NEXT MEETING

ADJOURNMENT

Next Library Board of Trustee meeting on March 20, 2012 – 7:00 p.m. at City Council Chambers

**AVAILABILITY OF PUBLIC RECORDS:**

*All public records relating 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 333-90<sup>th</sup> 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.*

**DALY CITY LIBRARY BOARD OF TRUSTEES**  
**DALY CITY CIVIC CENTER – COUNCIL CHAMBERS**  
**MINUTES – JANUARY 17, 2012**

The meeting was called to order by Library Board of Trustee President Arlene Encarnacion at 7:05pm.

**SWEARING IN CEREMONY**

Newly appointed Library Board of Trustee Bradley Roxas was sworn in by Councilmember Carol Klatt.

**ROLL CALL**

**Library Board of Trustees Present:**

President Arlene Encarnacion, Trustees Bradley Roxas, Dorie Paniza, Michael Maysenhalder. Absent: Trustee Erlinda Galeon

**Staff Present:**

Councilmember Carol Klatt, Assistant City Manager/Interim Director Kerry Burns, Assistant to the Director Tim Birch, Interim Library Services Manager Chela Anderson, Administrative Assistant Judy Bush

**APPROVAL OF MINUTES**

Motion made by Trustee Maysenhalder and seconded by Trustee Paniza to approve the November 15, 2011, minutes. Majority approved; Trustee Roxas abstained.

**APPROVAL OF AGENDA**

Motion made by Trustee Maysenhalder and seconded by Trustee Paniza to approve the January 17, 2012, Agenda of the Library Board of Trustees. Unanimously approved.

**REPORTS**

**1. Reorganization – Appointment of Vice President**

President Encarnacion motioned to nominate Dorie Paniza for Vice President. Trustee Michael Maysenhalder seconded. Unanimously approved.

**2. Director's Report:**

**a. Library Statistics for November and December 2011:**

Assistant to the Director Tim Birch presented the November and December 2011 statistics that reflects the gate count and circulation amounts at all the Daly City Libraries.

Recent events which attracted large attendance were a class entitled Financial Literacy in conjunction with Project Read and a book signing. Interim Library Services Manager Chela Anderson expanded on the success of the book signing event for Once Upon A Time in Daly City written by Daly City employee, Jessica Diaz.

**b. New Statistics Report Format:**

Assistant City Manager and Interim Director Kerry Burns advised the Board of Trustees that the Statistics Report format will be changing in order to provide more meaningful information that reflects resource allocation, patron usage and library services. The new format will be presented in July 2012. Staff will continue to report as we currently do; however, it will be presented on a quarterly basis.

**c. Input for 2012/2013 Strategic Plan:**

Assistant City Manager/Interim Director Kerry Burns reviewed the 2011/2012 Strategic Plan as presented at the October 25, 2011, Joint Special Meeting with the Parks and Recreation Commission. As the Department begins developing the proposed budget for 2012/2013, input is being requested of the Library Board of Trustees. Ms. Burns reviewed items from the 2011/2012 Strategic Plan that will move to the 2012/2013 Strategic Plan. At the April 2012 Joint Meeting with Parks and Recreation Commission, a consolidated proposed budget will be presented to the Board for review.

Trustees provided suggestions/recommendations on ideas and topics and community outreach ideas. Staff requested ideas on program areas to focus and will be working with Library Associates to assist with funding of programs. Ideas can be submitted, via email, to Ms. Burns even after the meeting. Information received will be incorporated into future year's strategic plan and budget proposal that will be submitted for the City Manager's review and then back to the Board of Trustees for final review.

**ANNOUNCEMENTS AND COMMUNICATION**

Trustee Dorie Paniza will be in the Philippines until February 2.

President Arlene Encarnacion will not be able to attend the next Board of Trustee meeting.

Bradley Roxas stated it is an honor and a privilege and will contribute his marketing/public relations and business experience.

On Monday, January 23, Library Associates will be presenting, to the Daly City Council, two sources of donations: \$2,000 donation on behalf of San Mateo County Board of Supervisor Adrienne Tissier's mother and \$1,000 grant award from Gellert Foundation.

**PUBLIC COMMENT**

None.

**AGENDA BUILDING FOR NEXT MEETING**

- February 21, 2012, meeting will be held at the Bayshore Library and will not be televised
- Engage Bayshore Library patrons to express their needs and interests
- Presentation by Westmoor High School Future Business Leaders Association

**ADJOURNMENT**

**Library Board of Trustees**

Motion made by President Encarnacion, seconded by Trustee Roxas and unanimously approved to adjourn the meeting at 7:55pm.



## CITY OF DALY CITY INTER-OFFICE MEMORANDUM

To: Library Board of Trustees  
From: Kerry E. Burns, Assistant City Manager and  
Interim Director – Department of Library and Recreation Services  
Date: February 21, 2012  
Subject: Public Library Municipal Code – Chapter 2.26

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### Recommended Action

Staff recommends the Library Board of Trustees review and provide input to staff on the attached Public Library Municipal Code Chapter 2.26. Attached to this report is the current and proposed Municipal Code language.

### Background

Since the consolidation of the Library Department and the Department of Parks and Recreation on July 1, 2011, a comprehensive review was performed of the respective governing sections of the City's Municipal Code. The proposed amendments to Chapter 2.26 ensure the City's Municipal Code now accurately reflects the Department's consolidation.

At the February 13, 2012, the City Council scheduled a Public Hearing for March 26, 2012, to Amend (and Adopt) Municipal Code Sections Relating to Public Library and Parks and Recreation Commission.

### Summary/Conclusion

Staff is available to provide any additional information.

Respectfully submitted,

Kerry E. Burns  
Assistant City Manager and  
Interim Director – Department of Library and Recreation Services

**MUNICIPAL CODE**  
**PUBLIC LIBRARY**

**EXISITING**

## Chapter 2.26 - PUBLIC LIBRARY

### Sections:

2.26.010 - Established—Statutory authority.

2.26.020 - Board of library trustees.

2.26.030 - Maintenance and purchase tax levy.

### **2.26.010 - Established—Statutory authority.**

The public interest, necessity, convenience and general welfare of the city require, and the city council hereby authorizes, orders and directs the establishment in the city of a public library in accordance with the provisions of sections 18900 to 18964 of the state Education Code.

(Prior code § 2-29)

### **2.26.020 - Board of library trustees.**

The mayor is directed by and with the consent of the city council to appoint a board of library trustees, consisting of five members, which shall have such powers, duties and authority as are set out in sections 18910 to 18927 of the state Education Code.

(Prior code § 2-30)

### **2.26.030 - Maintenance and purchase tax levy.**

The city council may, in making the annual tax levy, and as a part thereof, levy a tax for the purpose of maintaining the public library and purchasing property necessary therefor. Such tax shall be in addition to other taxes, the levy of which is permitted in the city.

(Prior code § 2-31)

**MUNICIPAL CODE**  
**PUBLIC LIBRARY**

**PROPOSED**

## Chapter 2.26 - PUBLIC LIBRARY

### Sections:

- 2.26.010 - Established—Statutory Authority
- 2.26.020 - Board of library trustee - Created.
- 2.26.030 – Membership – Appointment - Compensation
- 2.26.040 – Membership – Term
- 2.26.050 – Membership – Vacancy or Removal
- 2.26.060 – Chair – Vice-Chair – Term
- 2.26.070 – Relation with the press.
- 2.26.080 – Relation to the City Council
- 2.26.090 – Recordkeeping
- 2.26.100 – Powers and Duties
- 2.26.110 – Effect.
- 2.26.120 – Relation to staff
- 2.26.130 – Meetings
- 2.26.140 – Maintenance and Purchase Tax Levy

### **2.26.010 - Established—Statutory Authority.**

The public interest, necessity, convenience and general welfare of the city require, and the city council hereby authorizes, orders and directs the establishment in the city of a public library in accordance with the provisions of sections 18900 to 18964 of the state Education Code.

### **2.26.020 - Board of library trustees - Created**

The mayor is directed by and with the consent of the City Council to appoint a Board of Library Trustees, consisting of five members, which shall have such powers, duties and authority as are set out in sections 18910 to 18927 of the state Education Code.

### **2.26.030 – Membership – Appointment – Compensation.**

The City Library Board of Trustees shall consist of five members, to be appointed by the mayor subject to the confirmation of the City Council. Such members shall serve without compensation.

### **2.26.040 – Membership – Term.**

Trustees serve in an advisory capacity at the pleasure of the City Council. Initially, the terms of two members of the Library Board of Trustees shall be for two years. The remaining three members shall serve for three years. Thereafter, the terms of all members shall be for three years.

### **2.26.050 – Membership – Vacancy or Removal.**

Any member may be removed, with or without cause, by a majority vote of the city council. If a vacancy occurs other than by expiration of a term, it shall be filled by the Mayor's appointment and confirmation by the City Council for the unexpired portion of the term.

**2.26.060 – Chair – Vice-Chair – Term.**

Upon appointment and organization of the Library Board of Trustees, the members shall select from among themselves a chair and a vice-chair, whose terms of office shall extend for a period of one year.

**2.26.070 – Relation with the press.**

Trustees shall refer all requests for information made by the press to the director of library and recreation services and shall not endeavor to interpret any action of the board.

**2.26.080 – Relation with the city council.**

The position of the board on all matters which the board wishes brought before the city council will be done by either the chair, vice-chair, or other designated trustees or staff members.

**2.26.090 – Recordkeeping.**

The Director of Library and Recreation Services or designee shall act as a secretary of the Library Board of Trustees and shall keep a record of all proceedings, determinations and transactions of the board. Such record shall be a public record, and a copy of such record shall be filed with the city clerk.

**2.26.100 – Powers and Duties.**

The powers and duties of the Library Board of Trustees shall be as follows:

- A. Act in an advisory capacity to the City Council on all matters pertaining to the public library, including key budget items, capital improvements, facility issues affecting the community, recommendations for user fees, service levels in relation to core and discretionary programs, fund raising initiatives, and legislative issues affecting the Department of Library and Recreation Services while addressing the diverse elements of the Daly City community.
- B. Consider the annual budget of the Department of Library and Recreation Services prior to its submission by the City Manager to the city council and provide advice with respect thereto to the City Manager and to the city council.
- C. Provide advice and community perspectives regarding library services and programming for the inhabitants of the city, promote and stimulate public interest therein and to the fullest possible extent the cooperation of special authorities and other public and private agencies interested therein.
- D. To gather community opinions, needs and perceptions regarding library opportunities and needs and to advise the Director of Library and Recreation Services of this information. Further, to provide information to the community regarding available programs and facilities and encourage their participation and use.

**2.26.110 – Effect.**

Nothing in this chapter shall be construed as restricting or curtailing any of the powers of the City Council or city officers, or the delegation to the Library Board of Trustees of any authority or discretionary powers imposed by law in such council or officers. The City Council declares that the

public interest and convenience requires the appointment of a Library Board to act in a purely advisory capacity to the City Council.

**2.26.120 – Relations to Staff.**

The City Manager shall appoint a staff liaison to the Board of Trustees who will coordinate and provide all staff support. The staff liaison will attend all board meetings and act as secretary to the board. She/he will bring department related policy matters for consideration to the Board as well as respond to policy related inquiries.

**2.26.130 – Meetings.**

- A. Regular meetings shall be held on the fourth Tuesday of each month at 7:00 p.m. in the Daly City Council Chambers located at 333 90<sup>th</sup> Street, Daly City, California. The board may approve an alternate meeting date.
- B. All meetings shall be open to the public and shall be held in accordance with the Ralph M. Brown Act. Public participation shall be encouraged prior to the board taking an action on any item.
- C. Agenda for meetings will 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. The agenda shall appropriately provide a section for public comment on matters not on the agenda.
- D. Minutes of all meetings shall be kept and filed with the city clerk.

**2.26.140 - Maintenance and purchase tax levy.**

The City Council may, in making the annual tax levy, and as a part thereof, levy a tax for the purpose of maintaining the public library and purchasing property necessary therefor. Such tax shall be in addition to other taxes, the levy of which is permitted in the city.