

City of Daly City
Regular Meeting
LIBRARY BOARD OF TRUSTEES

Tuesday, August 21 – 6:00 p.m.
City Hall Council Chambers – 2nd Floor
333 – 90th Street, Daly City, CA 94015

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 City 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 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

July 17, 2012

(Action)

APPROVAL OF AGENDA

(Action)

REPORTS

1. Director's Report:

a. Serramonte Community Room Rental Program – Anderson

(Presentation)

b. Launch of Discover & Go Program – Anderson

(Presentation)

Reception Immediately Following Hosted by Daly City Public Library Associates

ANNOUNCEMENTS AND COMMUNICATIONS

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.

AGENDA BUILDING FOR NEXT MEETING

ADJOURNMENT

Next Meeting: Library Board of Trustees – September 18, 2012

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 333-90th 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.

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

The meeting was called to order by Library Board of Trustee President Arlene Encarnacion at 6:02pm.

ROLL CALL

Library Board of Trustees

Present: President Arlene Encarnacion, Vice President Dorie Paniza, Trustees Bradley Roxas, Michael Maysenhalder, and Erlinda Galeon.

Staff Present:

Assistant City Manager/Interim Director Kerry Burns, Library Services Manager Chela Anderson, Administrative Assistant Judy Bush

Guest:

Veronica Stevenson-Moudamane, newly hired Librarian II

APPROVAL OF MINUTES

Motion made by Trustee Maysenhalder and seconded by Vice President Paniza to approve the May 21, 2012, Special Meeting minutes. Unanimously approved.

Motion made by Trustee Galeon and seconded by Trustee Roxas to approve the June 19, 2012, Meeting minutes. Unanimously approved.

APPROVAL OF AGENDA

Motion made by Trustee Roxas and seconded by Trustee Maysenhalder to approve the July 17, 2012 Agenda.

REPORTS

1. Director's Report

a. RFID Update:

Ms. Burns introduced Library Services Manager Chela Anderson. Ms. Anderson presented an update of the Radio Frequency Identification (RFID) machines. These self-checkout machines have been installed at the Serramonte Library and are the final piece of our updates. They check out all items, including media. It will allow patrons to renew items and pay fines above \$1 with a credit card. Patrons are using at Serramonte and have been using at our other branch libraries.

President Encarnacion stated it was easy to use; however, she needs a reminder to go to the machines. Ms. Anderson stated that staff will be working on a promotional program to introduce and will be encouraging patrons to use the machines. Ms. Burns noted that the machines are not to replace staff. The objective is to make the quality of staff service higher for patrons and provide more time to assist patrons in other areas.

Trustee Maysenhalder inquired how the self-checkout machines have increased opportunities for staff whether in learning or career development. Ms. Burns responded that it is a work in progress and now that we are right on the precipice of a full staff we can exploit the opportunities.

Ms. Burns advised that RFID technology is evolving and a number of companies are exploring handheld systems. With the handheld systems, staff could walk through the library and check out books, which would be more proactive in serving our patrons. Some libraries have implemented handheld devices; however, the technology is new and expensive. We are looking at this as a future possibility. Ms. Burns stated that instruction cards will be available. Ms. Anderson stated the machines do have instructions and staff will be at the machines to help patrons.

b. Election of Officers:

Ms. Burns informed the Trustees that each year in July the Trustees elect the positions of President and Vice President.

President Encarnacion asked for nominations for President. President Encarnacion nominated Vice President Paniza and Trustee Roxas seconded the nomination. Unanimously approved.

Newly elected President Paniza nominated Trustee Maysenhalder for Vice President. Trustee Maysenhalder was appreciative of the nomination; however, in the past the newest trustee would move to Vice President. Trustee Maysenhalder nominated Trustee Roxas for Vice President and Trustee Galeon seconded the nomination. Unanimously approved.

After the rotation of the newly elected positions, President Paniza presided over the meeting.

ANNOUNCEMENTS AND COMMUNICATION

Ms. Burns introduced newly hired Librarian II Veronica Stevenson-Moudamane and announced that Liz Hickock, Librarian II, will begin July 30. The position of Librarian III has been reopened. It is anticipated that the position will be filled mid-September.

Library promotions are Sierra Gribble from Library Assistant II to Library Assistant III and Circulation Coordinator and Jessica Diaz from Library Assistant II to Library Assistant III and responsible for Marketing, Programs and Outreach. Additional changes include Joshua Rees will assume responsibility of Technical Processing and Karen Engle will assume the role of Branch Manager at the Bayshore Library. Due to the two distinct technological systems with the PLS system and the City network, Natalie Juhl will assume the responsibility of the Library technology as Library Assistant III. Sue Von Hagel will be moving to Westlake Library beginning Monday. Charles Yim will be moving from Bayshore to Serramonte Library.

Ms. Burns thanked the Library Staff for their flexibility and patience through the changes these past months.

Trustee Galeon asked when they could meet the Marketing trio. Ms. Burns stated that by November (and at the latest January) the Library and Recreation Services webpage will be fully redesigned and launched. The Trustees will have the opportunity to review the webpage at the November meeting. The Department is also working on a social media policy in order to explore more social media opportunities.

Ms. Stevenson-Moudamane was introduced by Ms. Burns and shared her background of experiences and is excited to assume her responsibilities at Westlake Library in about two weeks. The Board of Trustees welcomed her and Trustee Maysenhalder stated that they are happy she has joined the City.

Ms. Burns shared the upcoming Summer Reading parties as follows:

Bayshore Branch Tuesday, August 7 6:00pm – 9:00pm
Westlake Branch Wednesday, August 8 6:00pm – 9:00pm
Serramonte Library Thursday, August 9 6:00pm
John Daly Branch Friday, August 10

Trustee Erlinda Galeon announced the Daly City Public Library Associates Book Sale event beginning Saturday, September 15, 10:00am – 5:00pm at the Gellert Clubhouse. On Friday, September 14, 5:00pm there will be a Kickoff Party for Founding Members and Donors. Any volunteers that wish to help sort books, volunteers can help on Thursday July 19 and Friday July 20, 10:00am – 1:00pm at the Serramonte Community Room, Serramonte Library. Book donations are still being accepted and can be delivered to the Gellert Clubhouse. President Paniza suggested flyers be available.

Vice President Roxas announced that the Daly City Host Lions/Bay Area Knights of Columbus Foundation will be hosting a Fun Day at Classic Bowl on August 1 at 10:00am. Proceeds benefit the mentally challenged.

President Paniza announced that the Quezon Sister City and San Luis Friendship City will be holding a Filipino Fashion Show with Dinner and Dancing on Saturday, August 18 at 6:30pm at the War Memorial Community Center. Vice President Roxas and Trustee Galeon will be models. Trustee Maysenhalder asked that a flyer be sent to the Trustees.

Interim Director/Assistant City Manager Burns shared that the City and County of San Francisco and Filipino American community hold an event each October to celebrate Filipino Heritage Month. The event is held at the San Francisco Library and showcases films and history celebrating Filipino culture. The City was asked to partner with this event and have scheduled Friday, October 26, 5:30pm – 9:00pm and Saturday, October 27, 10:00am – 3:00pm at the War Memorial Community Center to provide a film series. The City will work closely with the Trustees and Library Associates on this event and more information will follow.

PUBLIC COMMENT

None.

AGENDA BUILDING FOR NEXT MEETING

- Daly City Public Library Associates – Discover & Go Presentation – Presentation will explain access and benefits. A small reception will immediately follow in the City Hall Rotunda.

ADJOURNMENT

President Dorie Paniza adjourned the meeting at 6:45pm.



CITY OF DALY CITY
DEPARTMENT OF LIBRARY AND RECREATION SERVICES
MEMORANDUM

To: Library Board of Trustees
From: Chela Anderson, Library Services Manager
Date: August 21, 2012
Subject: Serramonte Library Community Meeting Room

Recommended Action

Staff requests the Library Board of Trustees review and provide input on the proposed changes to the Library Community Meeting Room Policy.

Background/Discussion

The Serramonte Main Library has a meeting space accommodating up to 49 people equipped with tables, chairs, a podium, and a white board available for hosting library programs as well as for the use of the public.

In the past, the Community Meeting Room has been rented out with a two-tier fee structure:

- Non-Profit Groups: \$40.00 for the first 4 hours of use and \$10.00 per hour thereafter
- For-Profit Groups: \$80.00 for the first 4 hours of use and \$20.00 per hour thereafter

Staff are proposing that the Community Meeting Room be made available to civic and school groups as well as local not-for-profit organizations engaged in educational, cultural, intellectual, charitable or community activities at no charge. For-Profit groups and others that do not meet these criteria may rent one of 14 rental facilities provided by the Department.

Conclusion

Staff is available to provide any additional information requested by the Library Board of Trustees.

Respectfully submitted,

Chela Anderson
Library Services Manager

Attachments:

Draft revised Library Community Meeting Room Policy
Draft Library Community Meeting Room Reservation Request Form

DALY CITY PUBLIC LIBRARY
POLICY 6: LIBRARY COMMUNITY MEETING ROOM

The Daly City Public Library is pleased to provide a Library Community Meeting Room for public use at the Serramonte Main Library, 40 Wembley Drive. Library Community Meeting Room use is intended to enhance the Library's educational, informational, recreational and cultural mission.

Priorities of Use

The Department of Library and Recreation Services schedules the Library Community Meeting Room for use by groups in the following priority:

- a. Library and Library-related or sponsored activities and programs,
- b. City of Daly City official business,
- c. Civic and school groups,
- d. Local not-for-profit organizations engaged in educational, cultural, intellectual, charitable or community activities.

1. Reservations

Applications for first-time use of the Library Community Meeting Room must be submitted in writing to the Department of Library and Recreation Services Administration, 111 Lake Merced Boulevard, Daly City. Thereafter, groups may reserve the room by telephoning (650) 991-8001. Reservations must be made no later than 7 calendar days prior to date of use.

All Library Community Meeting Room use by the public is subject to Library Community Meeting Room availability and must be scheduled through Department of Library and Recreation Services administrative staff. Reservations are made on a first-come, first-served basis. Unforeseen need to use the Library Community Meeting Room by the Library or City of Daly City departments may preempt a group's reservation.

2. Rules for Public Use

The following rules apply when the Library Community Meeting Room is used:

- a. Groups may not charge admission fees for any Library Community Meeting Room event.
- b. All meetings and activities must be open to the public. Staff will post a schedule of weekly meetings in the Library.
- c. The Library Community Meeting Room is available only during Library public service hours. All groups must vacate the Library Community Meeting Room at least 15 minutes prior to the Library's closing time.
- d. Groups may reserve the Library Community Meeting Room for a maximum of two meetings per month and up to six months in advance.
- e. Groups may not use the Library's name, address or telephone as the official address of the group using the Library Community Meeting Room.
- f. Groups may not publicize their activities in such a way as to imply Library sponsorship, except when authorized by the Director of the Department of Library and Recreation Services.

- g. Individuals may not smoke, consume alcoholic beverages, or cook in the Library Community Meeting Room.
- h. Groups may serve non-alcoholic beverages and light refreshments. The Library does not provide utensils or other supplies.
- i. Groups may hang signs, posters, displays or other decorations in the Library Community Meeting Room with prior permission and are responsible for their removal.
- j. Library Community Meeting Room users are confined to use of the Library Community Meeting Room and public restrooms. Attendees may not enter other non-public areas of the Library, nor shall they use outdoor areas of the Library as part of their Library Community Meeting Room use.
- k. Use of the Library Community Meeting Room shall not conflict with normal Library operation or with Library sponsored meetings, programs or activities. Groups will adhere to standard norms of conduct and keep noise levels consistent with the proper atmosphere of the Library at all times.
- l. Groups requiring disabled access to the Library Community Meeting Room must provide at least 24 hours' notice to administrative staff.
- m. The Library may deny future use of the meeting room by groups that violate meeting room rules.

3. Amenities

We are happy to make the following available for group meetings:

- Seating for up to 49 people,
- Folding tables,
- Podium,
- White board, and
- Sink and counter that may be used for preparation of light refreshments.

Setup of tables and chairs is the responsibility of the Library Community Meeting Room user.

Endorsed by the Daly City Public Library Board of Trustees: 6/15/10

Revised: 11/5/98; 8/21/01; 11/20/01; 8/26/08; 6/14/10 per City Council Ordinance;
10/19/10



CITY OF DALY CITY
LIBRARY AND RECREATION SERVICES DEPARTMENT

**APPLICATION FOR USE OF THE
LIBRARY COMMUNITY MEETING ROOM**

Please complete this application and deliver it in person, my mail, or by fax to:
**Department of Library and Recreation Services Administration, 111 Lake Merced Boulevard,
Daly City, CA 94015. Telephone: 650-991-8001, Fax: 650-991-0303. Office hours are 8:30
a.m. to 4:30 p.m. Monday through Friday, except Wednesday 8:30 a.m. to
6:00 p.m.**

Organization Name	
Organization Address	
Purpose of Organization	
Purpose/Subject of Meeting	Date(s) and Time(s) Requested
Name of Responsible Person	Daytime Telephone Number

The applicant hereby agrees to hold the City of Daly City, its City Council, Library Board of Trustees, the individual members thereof, and all officers, agents, and employees free and harmless from any loss, damage, liability, and cost of defense that may arise in any way from applicant's use or occupancy of Library facilities.

I hereby certify that I have received, read, and understood the Policy for Public Use of Community Meeting Room, that the group I represent is a qualified group as described in the Policy, and that we will adhere to the rules for use of the meeting room. Further, I realize that the Daly City Public Library reserves the right to deny any application or to revoke permission previously granted. It is my responsibility to notify the Library of any cancellations on my part.

I, the undersigned, hereby certify that I will be personally responsible on behalf of the organization for any damages sustained by the Library's buildings, furnishings, or equipment through the occupancy or use of said facilities by the applicant for this and all subsequent meetings.

Signature

Date

Approved: Yes <input type="checkbox"/> No <input type="checkbox"/> By: _____ <i>Staff</i>	_____ <i>Date</i>
--	----------------------