

City of Daly City
Joint Special Meeting
LIBRARY BOARD OF TRUSTEES
RECREATION COMMISSION

Tuesday, December 11, 2012 – 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 and/or the Recreation Commission 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

Library Board of Trustees	(Action)
Recreation Commission	(Action)

PLEDGE TO THE FLAG

ROLL CALL

Library Board of Trustees	(Action)
Recreation Commission	(Action)

APPROVAL OF MINUTES

Library Board of Trustees (November 20, 2012)	(Action)
Recreation Commission (November 27, 2012)	(Action)

APPROVAL OF AGENDA

Library Board of Trustees	(Action)
Recreation Commission	(Action)

REPORTS

1. Director's Report:
 - a. FY 2011/2012 Annual Report – Curran/Anderson/Brown (Presentation)
 - b. FY 2012/2013 Work Initiatives – Curran/Anderson/Brown (Presentation)
 - c. 2013 Schedule of Joint Trustee and Commissioner Visits – Curran/Anderson/Brown (Presentation)

ANNOUNCEMENTS AND COMMUNICATIONS

PUBLIC COMMENT

Speakers are limited to two minutes, unless modified by the Library Board President and/or the Recreation Commission Chair. The Board and/or Commission cannot take action on any matter raised under this item.

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AGENDA BUILDING FOR NEXT MEETING

Library Board of Trustees – Technology Plan

Recreation Commission –

ADJOURNMENT

- Library Board of Trustees – Next Meeting: January 15, 2013
- Recreation Commission – Next Meeting: January 22, 2013

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 NOVEMBER 20, 2012

The meeting was called to order by Library Board of Trustee President Dorie Paniza at 6:01pm.

ROLL CALL

Library Board of Trustees

Present: President Dorie Paniza, Vice President Bradley Roxas, and Trustee Erlinda Galeon

Absent: Trustees Arlene Encarnacion and Michael Maysenhalder

Staff Present:

Acting Director Joseph Curran, Library Services Manager Chela Anderson, and Administrative Assistant Judy Bush

APPROVAL OF MINUTES

Motion made by Trustee Galeon and seconded by Vice President Bradley Roxas to approve the September 18, 2012, Meeting minutes. Unanimously approved.

APPROVAL OF AGENDA

Motion made by Vice President Roxas and seconded by Trustee Galeon to approve the November 20, 2012, Agenda. Unanimously approved.

REPORTS

1. Director's Report

a. "Draft" Work Initiatives:

Library Services Manager Chela Anderson provided the **DRAFT** Work Initiatives for Trustees' review prior to the joint meeting of the Library Board of Trustees and Recreation Commission next month. Ms. Anderson pointed out that the **DRAFT** Work Initiatives reflect a two-year period. Ms. Anderson asked for input at the next meeting.

b. "Draft" Annual Report:

Library Services Manager Chela Anderson distributed a copy of the **DRAFT** Annual Report and reviewed the highlights of the Department's first year of consolidation. The Trustees were asked to review the **DRAFT** Annual Report and provide feedback at the next meeting.

Trustee Galeon asked if a "newsletter" type Annual Report would be made available and commented the **DRAFT** Annual Report was more detailed than prior Reports. Acting Director Joseph Curran stated this is a new direction for the Annual Report and it may be appropriate to have a concise and approachable Annual Report. This can be discussed at the next meeting.

c. Self-Check Update:

Ms. Anderson provided a progress report on the Self-Check usage rates at each of the Libraries. Ms. Anderson noted the steady increase in usage. The target is 50% self-check as indicated in the 2012-2014 Biennial Budget Outcomes Measures. Ms. Anderson asked for in-pu from the Trustees on the service model and cited the success of Westlake Library's service model that includes staff assistance. Ms. Anderson also reviewed other Libraries within the County and their service models as it relates to self-service checkout.

Trustee Galeon inquired as to the type of signage available to inform the public. Ms. Anderson responded that review of the signage is being done to notify the public.

President Paniza asked for the reason why Bayshore's self-check rate is the highest among the Libraries. Ms. Anderson cited the location of the self-check unit and the relatively low volume at that library. Staff are reviewing the statistics as it relates to each Library and its usage to determine best practices.

Vice President Roxas reminded Staff, as was discussed at the last Trustee meeting, of the idea of having two Trustees visit each Library in 2013. Ms. Anderson responded that was an item discussed and the opportunity to also have two Commissioners attend. This item can be discussed at a future meeting.

ANNOUNCEMENTS AND COMMUNICATION

- December 1 Yuletide Celebration and Talent Show at Westlake Park as announced by Trustee Galeon.
- Library Services Manager Chela Anderson introduced new employees Liz Hickock, Librarian II at managing the Westlake Branch Library, and Ben Gomberg, Librarian III, is the manager of the Serramonte Main Library. Ms. Hickock and Mr. Gomberg shared their experience with the Trustees. Ms. Anderson also announced Ramses Escobedo will begin November 26 at the John Daly Library.

PUBLIC COMMENT

None.

AGENDA BUILDING FOR NEXT MEETING

Reminder that the next meeting, Tuesday, December 11, is a Joint Special Meeting of the Library Board of Trustees and Recreation Commission. The agenda items will be the discussion of:

- FY2011/2012 Annual Report
- FY2012/2014 Work Initiative
- 2013 Schedule of Joint Trustee and Commissioner Library Visits

ADJOURNMENT

Vice President Roxas motioned and Trustee Galeon seconded to adjourn the meeting at 6:22pm.

DALY CITY RECREATION COMMISSION
DALY CITY CIVIC CENTER – COUNCIL CHAMBERS
MINUTES – NOVEMBER 27, 2012

The meeting was called to order by Recreation Commission Chair Teresa Proaño at 6:05pm.

ROLL CALL

Recreation Commission:

Present: Chair Teresa Proaño, Vice Chair Thomas Ledda, Commissioners Genevieve Jopanda, Gerardo Murillo and Jack Pastor.

Staff Present:

City Manager Pat Martel, Acting Director Joseph Curran, Recreation Services Manager Denise Brown, Recreation Supervisor Romeo Benson, and Administrative Assistant Judy Bush.

APPROVAL OF AGENDA

Motion made by Vice Chair Thomas Ledda and seconded by Commissioner Genevieve Jopanda to approve the November 27, 2012, Agenda of the Recreation Commission. Unanimously approved.

APPROVAL OF MINUTES

Motion made by Commissioner Jack Pastor and seconded by Commissioner Gerardo Murillo to approve the minutes of the September 25, 2012, Recreation Commission Meeting. Unanimously approved.

REPORTS

City Manager Pat Martel introduced Joseph Curran as the Acting Director of the Department of Library and Recreation Services. Mr. Curran will be located at the Department's Administration Offices and will be responsible for the day-to-day management of the Department. Ms. Martel also introduced Matt Fulton, formerly a City Manager, who will work with Joseph to develop a plan and prioritize issues; as well as assist in developing a profile of the Department Head position.

1. Director's Report:

a. "Draft" Work Initiatives:

Recreation Services Manager Denise Brown introduced the DRAFT Work Initiatives and noted they reflected the areas of Department-Wide, Library and Recreation. Ms. Brown asked the Commission to review and provide feedback at the Special Joint Meeting on December 11.

b. "Draft" Annual Report Review:

Recreation Services Manager Denise Brown briefly reviewed the DRAFT Annual Report stating the accomplishments, performance measurements, and strategic plan. Ms. Brown asked the Commission to bring their questions and comments to the Special Joint Meeting on December 11.

c. Update on Aquatics Program

Recreation Services Manager Denise Brown introduced Recreation Supervisor Romeo Benson who provided a PowerPoint presentation update of the new and expanded Aquatics Program. Mr. Benson reviewed statistics and comparative data on the Aquatics Programs. Mr. Benson stated the Staff will continue obtaining customer feedback to improve programming. Mr. Benson also updated the Commission on the continued communication with Daly City Dolphins on the scheduling of swim lanes, facility classroom reservations and hosting of swim meets.

Commissioners appreciated the presentation and congratulated Mr. Benson and the Aquatics Staff for their success. Commissioners commented on the participation statistics and fees of the programs. Chair Proaño asked if Recreation knew how much more income had been generated from the new and expanded Programs. Recreation Services Manager stated no information is available at this time; however, anticipated providing this information at a later date.

ANNOUNCEMENTS AND COMMUNICATION

Recreation Services Manager Denise Brown noted the following:

- December 1 Yuletide Celebration and Talent Show at Westlake Park. The free event will have games and crafts and will be held from 4:00pm to 6:30pm.

Commissioner Murillo attended the showing of the Daly City movie and thought it was great. Acting Director Joseph Curran stated there are plans to have the movie available for public screening and DVDs at all Libraries and schools in 2013.

PUBLIC COMMENT

None.

AGENDA BUILDING

Chair Teresa Proaño reviewed the following and asked Commissioners to provide feedback:

- Discussion of FY2011/2012 Annual Report
- Discussion of 2012/2014 Work Initiatives

ADJOURNMENT

Motion by Vice Chair Thomas Ledda and seconded by Commissioner Genevieve Jopanda to adjourn the meeting. The meeting was unanimously adjourned at 6:42p.m.