

DALY CITY LIBRARY BOARD OF TRUSTEES
DALY CITY CIVIC CENTER – COUNCIL CHAMBERS
MINUTES – APRIL 16, 2013

The meeting is called to order by President Dorie Paniza at 6:00 p.m.

ROLL CALL

Library Board of Trustees:

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

Staff Present:

Acting Director Joseph Curran, Library Services Manager Chela Anderson, Serramonte Library Branch Manager Ben Gomberg

APPROVAL OF AGENDA

Library Board of Trustees

President Paniza requests a motion to approve the agenda. Trustee Encarnacion motions to approve and Trustee Roxas seconds. Unanimously approved.

APPROVAL OF MINUTES

Library Board of Trustees

President Paniza requests a motion to approve the March 19, 2013 Minutes. Trustee Encarnacion motions to approve the minutes and Trustee Maysenhalder seconds. Unanimously approved.

PRESENTATIONS

Proclamation for *National Library Week* – Mayor Raymond Buenaventura

REPORTS

1. Director's Report:
 - a. Library website content reorganization – Gomberg
 - b. Technology Plan Update – Anderson
 - c. Peninsula Library System Wi-Fi Usage Policy – Anderson
 - d. Proposed Joint Meeting with the Recreation Commission followed by screening of *Daly City: Growing Up In America* – Curran

Serramonte Library Branch Manager Ben Gomberg introduces a virtual tour of the City of Daly City's updated Library web pages, as well as introduces a sneak peak of the Peninsula Library System new Online Library Catalog interface (specific launch date forthcoming). Mr. Gomberg explains that in an effort to consolidate and simplify web navigation for patrons, information from the Library's research site is incorporated into the city's main library web pages for ease of use. Individual branch library location information has not changed and remains on the left-hand side of the home page. The categories have been reorganized significantly to illustrate a variety of information. For example, an "Events" section highlights upcoming events and activities in a drop down and calendar format. Also, a "Services" menu covers some of the most popular services offered directly by staff, available technology, children's resources, and the popular "Discover & Go" program which provides free museum passes for individuals and families. Other items included in the menu are meeting room information, test proctoring, and the Project Read program.

A significant amount of restructuring has been done to make the “Research” page a more robust offering of online resources around the clock. The information highlighted on this page focusses on services that are provided by subscription by the library such as eBooks and Downloadable Audiobooks, for example. The “Homework” portal is also made available around the clock online so that school-age children may access these resources at home, when necessary.

The “Frequently Asked Questions” resource page is still available and an “About the Library” page has been dedicated to cover important information about the Library, including a page about the Board of Trustees, where the public may access the Library Board of Trustees Meeting Agendas.

Trustee Maysenhalder draws attention to the translation function of the website, which makes computer translated information available in most languages through the Google Translate search engine. A discussion of the use of the translation function as a data point illustrates what types of resources are being used online by patrons and in which languages. Trustee Maysenhalder adds that the online Customer Service Survey is another important data point which can be examined to determine trends in customer service delivery.

Mr. Gomberg also highlights a sneak peak of the Peninsula Library System’s “BiblioCommons” portal (specific public launch date forthcoming). “BiblioCommons” is working with hundreds of public library systems across the nation. For example, New York Public Library, Seattle, and Santa Clara County have already implemented the use of the portal. The “BiblioCommons” interface is much more social, visual, and streamlined than traditional online catalogs. For example, our current catalog is based on a “search and find” model and the new “BiblioCommons” portal will offer a more discovery-oriented approach, including the opportunity for patrons to make comments and see reviews made by other patrons on particular books, films, and other items. The “BiblioCommons” portal will be available in English, Spanish, and Chinese languages when it is implemented for use by Daly City patrons.

b. Technology Plan Update:

Ms. Chela Anderson, Library Services Manager, presents an overview of the Library Technology Plan and accompanying Staff Report. Ms. Anderson explains that in coordination with the Information Services Division, a staggered deployment of new computers will occur in the course of approximately six weeks. Extra equipment will be on hand and available to ensure a smooth transition so that all computers will be functional during the replacement project. Serramonte will be the first library to experience the replacement as a pilot because a technology support and training coordinator is available at the site for any troubleshooting that may arise. Bayshore Library is scheduled the week of May 24th. There will be a slight reduction in the number of computers to be replaced at Bayshore in order to make room for the installation of a color printing station. The John Daly Library replacement project is scheduled to be completed by June 7th and will see an increase to (2) two new 15-minute visitor stations. Space will be made by reducing the number of catalogue PCs, which have not been heavily utilized. The final library to see replacement of computers will be Westlake, and there are no significant changes to the existing technology plan. Once the replacement is completed, Library staff will adhere to a funded four-year replacement schedule. Overall, the replacement project will be completed, as promised, by the end of this fiscal year.

Vice Chair Roxas reviews the need for a contingency plan in the event that one of the printers goes offline and Ms. Anderson explains that there are options available to keep the printers in working order.

Trustee Galeon implores about the number of computers available at the Doelger Senior Center and Mr. Curran explains that there are approximately (12) twelve.

c. Peninsula Library System Wi-Fi Usage Policy:

Ms. Chela Anderson, Library Services Manager, provides the Board an update of the City's Wi-Fi Usage Policy. Ms. Anderson explains the replacement of the existing wireless nodes to provide for more balanced bandwidth and explains further that the project rollout is midway through project completion. Serramonte has already begun providing Wi-Fi in the meeting rooms as well as the library. John Daly will also be expanding its wireless to the second floor of the War Memorial. Westlake will be the third library to get additional connectivity. And lastly, Bayshore will be completed later in the summer.

As part of the upgrade, the Wi-Fi Usage Policy will be implemented per the Peninsula Library System (PLS) guidelines. The Peninsula Library System has created the policy with the intention that it be used throughout all of the libraries within the PLS system. The policy is more specific than the City of Daly City's current Internet Usage Policy and acceptance will be required by all wireless users prior to accessing the network.

Trustee Maysenhalder inquires whether the Wi-Fi Usage Policy will require the review and approval of the City Attorney. Ms. Chela Anderson reminds the Board that the policy protects staff by giving them an additional enforcement tool. For example, if a patron is found to be using the wireless connection inappropriately, a staff member has every right to remind the patron that they had accepted the policy in order to gain access to the internet and further, if they cannot abide by the policy, then they may be asked to cease their usage and inappropriate activity.

Vice Chair Bradley Roxas motions to accept the Wi-Fi Usage Policy and it is seconded by Arlene Encarnacion. The motion is unanimously approved.

d. Proposed Joint Meeting with the Recreation Commission followed by screening of *Daly City: Growing Up In America*:

Mr. Curran explains that filmmaker Bryan Kingston will be available to attend, and further, that the Recreation Commission has unanimously accepted the proposal for a joint meeting with the Library Board of Trustees.

President Paniza requests a motion to approve the Proposed Joint Meeting with the Recreation Commission on June 18th. Vice Chair Roxas motions to approve the joint meeting and Trustee Encarnacion seconds. The motion is unanimously approved.

ANNOUNCEMENTS AND COMMUNICATION

- Author Stephanie O'Dea will be speaking at Peninsula Del Rey on April 20 at 300 p.m.

- Alliance for Community Empowerment Seminar: “Caring for Elders & Building Healthier Family Relationships” will be held at Mater de la Rosa on Saturday, April 27.
- Seton Medical Center presents Caring for Our Community Event on Saturday, May 4 between 11:00 a.m. to 2:00 p.m. at Seton Medical Center as part of the “Streets Alive, Parks Alive Event” hosted by San Mateo County.
- As of Earth Day on April 22, the Daly City plastic bag ban goes into effect. Also, the Daly City Community Emergency Response Team Volunteers will be giving away approximately 1200 reusable bags as a kickoff to the Earth Day Festivities.
- At Mussel Rock Transfer Station on Saturday, April 20, Allied Waste will be taking bulky waste items for free and they will be distributing reusable bags as well.

PUBLIC COMMENT

None.

AGENDA BUILDING

ADJOURNMENT

President Paniza motions to adjourn the meeting. The meeting is unanimously adjourned at 7:03 p.m.

Next Meeting: 6:00 p.m., Tuesday, May 21, 2013