

**DALY CITY LIBRARY BOARD OF TRUSTEES  
AND RECREATION COMMISSION  
DALY CITY CIVIC CENTER – COUNCIL CHAMBERS  
MINUTES – JUNE 25, 2013**

The meeting was called to order by Recreation Commission Chair Teresa Proaño at 6:00 p.m.

**PLEDGE TO THE FLAG**

**ROLL CALL**

**Recreation Commissioners Present:**

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

**Library Board of Trustees Present:**

President Dorie Paniza, Vice President Bradley Roxas, Trustees Erlinda Galeon, and Arlene Encarnacion

**Excused:** Trustee Michael Maysenhalder

**Staff Present:**

Director Joseph Curran, Recreation Services Manager Denise Brown, Library Services Manager Chela Anderson, Class Development and Cultural Arts Coordinator Leslie Peay, Aquatics Recreation Coordinator Chris Mariano

**APPROVAL OF AGENDA**

**Recreation Commissioners**

Motion made by Commissioner Pastor and seconded by Commissioner Jopanda to approve the June 25, 2013 Agenda. Unanimously approved.

**Library Board of Trustees**

Motion made by Trustee Roxas and seconded by Trustee Galeon to approve June 25, 2013 Agenda. Unanimously approved.

**REPORTS**

1. Director's Report:

a. Technology Plan Update

Director Curran announced that all four branch libraries now have new public computers. The War Memorial Building also has new computers and scanners. The Doelger Senior Center has eleven new computers in their lab as well. Mr. Curran thanked the Information Services Division, Chela Anderson, and Natalie Juhl for installing all the computers. Free WIFI is now available at the Doelger Senior Center.

b. Summer Reading Program

Ms. Chela Anderson presented the 2013 Summer Reading Program with this year's theme "*Reading is Sooooo Delicious.*" Sign-ups started last June 1<sup>st</sup>. There have been 891 youth registrations and the adult program has had 128 registrations. The adult reading Gala will host a demonstration on gelato making. Performers will include jugglers, magicians, traveling bee show, and much more. There will also be a craft day and cultural dance around the world as part of our summer reading program.

c. Summer Recreation Programs and Camp

Ms. Leslie Peay, the Class Development and Cultural Arts Coordinator discussed some of the camps that the Recreation offers:

- Awesome Fun Engineering Camp - This camp is open for boys and girls. This is a hands-on class that allows kids to work together to solve problems while building projects. This class caters to ages 7-12.

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- Soccer camp- This is a half-day class from ages 5-12. The kids work on improving their basic skill of dribbling, passing, shooting etc.
- Theater Fun Camp - This is a whole day camp from ages 5-12. It helps children explore movement, puppetry, etc. in a supportive environment. A performance to be held at JFK School Friday, July 19<sup>th</sup> at 2:00 p.m.

Ms. Denise Brown, Recreation Services Manager, presented the various camps that the Recreation offers.

- Volleyball Camp - This camp is for ages 6-14. The volleyball instructor for the camp is the Westlake High School Varsity Coach.
- All Sports Camp – Various sports that may include badminton, baseball, basketball etc. It caters to children ages 6-14.
- Summer Youth Recreation Program - this is a program for ages 6-12 years old. There are group activities handled by trained staff at each of the 5 sites. Lunch is provided for program participants except at the Gellert site. There is an option to register for an all-day program from 8-4 p.m. or half-day program from 12-4 p.m. as well as an after-care from 4-6 p.m.
- Volunteer Leadership Program – a program for ages 13-18. . There is a fee of \$50.00 for the whole summer. They learn life skills such as team building and leadership roles. They have a responsibility in assisting the staff. There have been 109 volunteers registrations.

Mr. Chris Mariano, Aquatics Recreation Coordinator, presented the Aqua Swim Camp Program at the Giammona Pool.

- Aqua Swim Camp – this program is for ages 6-12. We had a total of 29 aqua swim campers and 3 Junior Lifeguard Swim Aides. They received swim lessons, got to meet new friends, engage in new recreation activities and went on two field trips. Healthy snacks were provided. Overall a rewarding experience for each campers and guards.

d. Department of Library and Recreation Services

Director Curran discussed the strategic plan for the coming years for department.

- Use of Technology:
  - Ensure the availability of current and operable computers for patrons.
  - Online Recreation registration will be updated to a completely web-based system. The goal is to make it user friendly for our patrons.
  - The staff will be trained and equipped with the necessary tools to be successful in their positions.
- Organizational Development:
  - Develop an overall long range staffing plan and strategy.
  - Ensure consistent and effective communication.
  - Ensure a governance structure that supports the needs of City Council, Library Board of Trustees, Recreations Commission, and administration.
- Community Outreach Engagement and Marketing:
  - Strengthen and develop collaborations and partnerships with others, both in the non-profit and corporate realms.
  - Develop an effective marketing program. Implement social media into marketing programs.
  - Strengthen and develop the volunteer program. The City is always looking for new volunteers and welcome new additions to the programs.

- Facilities and Capital Planning:
  - Prepare a facilities inventory to identify the major capital improvement needs of the department.
    - Maintenance at War Memorial
    - Roof at Westlake
  - Identify potential funding sources for capital improvement projects.
- Program Development:
  - Plan and support programming that is consistent with the needs of the community.
  - Better leverage and share resources between the Library and Recreation Divisions. A good example is the Summer Reading Program is offered to patrons. The goal is to maximize the use of the shared facilities between Library and Recreation
- Safety and Emergency Preparedness:
  - Develop a plan to train staff in CPR and First Aid.
  - Explore the acquisition of automated external defibrillator (AED) units at high traffic facilities.
  - In conjunction with the American Red Cross, re-certify facilities that may suitable as emergency shelters.

#### **ANNOUNCEMENTS AND COMMUNICATION**

- July 3<sup>rd</sup> Independence Day Celebration at the Doelger Senior Center
- Ms. Galeon announced that the Daly City Public Library donated prizes for the Summer Reading Program
- There is a brand new Frozen Yogurt machine at our Deli open to the public.
- President Paniza thanked City Mayor and Council in honoring the Philippine Independence Day during the council meeting.
- Trustee Galeon announced FilAm Democratic Club has a picnic at the San Bruno Park on July 4<sup>th</sup>.

#### **PUBLIC COMMENT**

None

#### **AGENDA BUILDING FOR NEXT MEETING**

#### **ADJOURNMENT**

Motion by President Chair Paniza and seconded by Commissioners and Trustees to adjourn the meeting. The meeting was unanimously adjourned at 7:20 p.m.

**Recreation Commissioners – Next Meeting: August 27, 2013; July 23, 2013 Meeting Cancelled  
Library Board of Trustees – Next Meeting: July 16, 2013**