

**DALY CITY LIBRARY BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**DALY CITY CIVIC CENTER – COUNCIL CHAMBERS**  
**MINUTES – MAY 20, 2014**

The meeting was called to order by Vice President Erlinda Galeon at 6:00 p.m.

**PLEDGE TO THE FLAG**

**ROLL CALL**

**Library Board of Trustees Present:**

Vice President Erlinda Galeon, Trustees Michael Maysenhalder, and Arlene Encarnacion

**Excused:**

President Bradley Roxas, Trustee Dorie Paniza

**Staff Present:**

Director Joseph Curran and Library Services Manager Chela Anderson

**APPROVAL OF AGENDA**

Agenda for the May 20, 2014 regular meeting unanimously approved.

(MSP:Maysenhalder/Encarnacion)

**APPROVAL OF MINUTES**

There were 2 corrections from Trustee Encarnacion: 1. a) May 5<sup>th</sup> and 1. d) April 30, 2014

Minutes of the April 15, 2014 Regular meeting unanimously approved.

(MSP: /Encarnacion/Maysenhalder)

**REPORTS**

1. Director's Report:

- a. Hold Fee - Ms. Anderson gave an overview of the Library's proposal to eliminate the fee of 75¢ for holds effective July 1, 2014. The libraries in the Peninsula Library System have charged a fee for holds since the 1970's. The rationale for the fee was to support the interlibrary loaning of materials between PLS libraries and to mitigate delivery costs. As a practice, most PLS libraries, including Daly City, waive the fee for children's and teen materials; some libraries also waive for teachers or waive all hold fees. A Holds Task-Force was established to explore the feasibility of eliminating the hold fee. A majority of jurisdictions in the system supported eliminating the fee for both customer service and philosophical reasons. PLS libraries share common values for service and access. The hold fee affects those patrons who continue to rely on the physical collection, who do not have e-readers or other devices, as there is no hold fee for electronic materials. Eliminating the hold fee ensures that people have access to the resources they need regardless of their financial means.

In the context of the operating budgets of PLS libraries, the revenue that is generated by the hold fee represents only a fraction of one percent in each of the respective budgets. In fiscal year 2012-2013, Daly City's collected hold fees amounted to \$17,782. Ms. Anderson anticipates that the loss of the hold fee revenue will be sufficiently offset by other benefits, such as the valuable staff time that will be freed up by not having staff handle numerous small monetary transactions. Additionally, the current inconsistency among PLS libraries forces manual waiving of fees, the current work-around related to waiving hold fees consumes valuable staff time and attention.

Trustee Maysenhalder requested that a data/study be submitted to support this proposal.

- b. Revised Fines and Fees Policy – Ms. Anderson presented the Revised Fines and Fees Policy to the Trustees. She mentioned that other fees were added or amended, i.e. Collection Agency Service Fee, Lost Items Processing Fee and RFID tag, missing or damaged. Community

Room rental and Hold fees were removed. Trustees requested that a side-by-side document against the old Fines and Fees to be submitted for comparison at the next Board meeting.

- c. Summer Learning Program - The County has taken a lead role in revamping the Summer Reading Program into Summer Learning. The huge component of that is the Measure A funding from which the Daly City Library has benefitted. We have received 2 pallets of paperback books which will be used for outreach and promotion of our programs. The library is also receiving a professional printed reading log to be given to each child for tracking reading along with their active, hands-on learning experiences. The kids will follow along with their reading log to complete the program by reading 5 books and doing 6 activities. There is also a calendar of events for families to enjoy. The library is encouraging adults to participate by writing reviews of the books they read during the summer and handing them in to be part of the drawing.

#### **ANNOUNCEMENTS AND COMMUNICATION**

- Vice-President Galeon announced Daly City Public Library Associates invite everyone to the screening of Mona Lisa Yuchengco's endearing documentary tribute to her friend, Marilou Diaz-Abaya, the "first lady" of Philippine cinema on Saturday, June 21<sup>st</sup> from 2-4 p.m. at Serramonte Library, 40 Wembley Drive. The cost is \$5/person
- Ms. Anderson announced that the Daly City Public Library received the Books 4U grant of \$5,000 to purchase new print materials for the library's collections.
- Daly City's Public Library Pen Pal Project with Jessica Diaz now meets every other week at Serramonte Library.
- Rob Keil's new film "*Little Boxes: Legacy of Henry Doelger*", will be screened Tuesday, June 17<sup>th</sup> at 7:00 p.m. at Westlake Library

#### **PUBLIC COMMENT**

#### **ADJOURNMENT**

The meeting was unanimously adjourned at 6:49 p.m.

**Next Meeting:  
Tuesday, June 17, 2014  
Daly City Council Chambers**