

Peninsula Library System Information Services Committee

July 21, 2026

10:00 AM

ZOOM LINK: sanbruno.ca.gov/infoservices

Meeting ID: 810 0122 6891

Passcode: 264676

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Find your local number: us06web.zoom.us/j/kdF571Nrx4

Peninsula Library System Information Services Committee

Fiona Potter, Redwood City Public Library

Jason Yap, Burlingame Public Libraries

Zack Whitley, Daly City Public Library

Rose Walden, Menlo Park Libraries

Heriberto Madrigal, Redwood City Public Library

Wilma Lee, San Bruno Public Library

Justin Pham, San Mateo County Libraries

Mary Torres Volken, San Mateo County Community Colleges

Paul Vaughn, San Mateo Public Library

Stacy Lein, South San Francisco Public Library

I. Introductions and Roll-Call

Wilma

II. Approval of Consent Items

Wilma

a. Approval of Agenda (Action Item)

b. Approval of Minutes (Action Item)

III. Old Business

a. Updates to Website

Zack

b. Measure K Programming Updates

Stacy

c. New Ad Hoc Committees

Wilma

d. Vendors (In General)

Everyone

IV. New Business

a. Info Services Vice Chair (Action Item)

Wilma

b. Info Services Meeting Format

Wilma

V. Reports

a. Ebook

b. Bib Standards

c. Children/Teen

d. Circ Managers

e. Directors

f. Marketing

VI. Public Comment – (Individuals are allowed three minutes, groups in attendance five minutes.)

It is system policy to refer matters raised in this forum to staff for further investigation or

action if appropriate. The Brown Act prohibits the Administrative Council from discussing or acting on any matter not agendaized pursuant to state law).

VII. Review of Draft Agenda Calendar, Agenda Wilma

VIII. Announcements

IX. Adjournment

X. Recorder: South San Francisco (Burlingame next in rotation for August)

Brown Act: This meeting abides by Cal. Gov't Code § 54953.

Cal. Gov't Code § 54953(b)(1) "Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all otherwise applicable requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding."

Cal. Gov't Code § 54953(j)(6) A "teleconference" is "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both."

Gov't Code § 54953 (b)(2) "Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. If the legislative body of a local agency elects to use teleconferencing, the legislative body of a local agency shall comply with all of the following:

(A) All votes taken during a teleconferenced meeting shall be by rollcall.

(B) The teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency.

(C) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.

(D) The legislative body shall allow members of the public to access the meeting, and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3."

Gov't Code § 54953 (b)(3) "If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivisions (d) and (e)."

In accordance with 54953.8(b)(8), please contact info@plsinfo.org for requesting a reasonable accommodation for individuals with disabilities, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132),

Meeting Locations

Burlingame Public Library, 480 Primrose Road, Burlingame, CA 94010

Daly City Public Library, 134 Hillside Blvd, Daly City, CA 94014

Menlo Park Public Library, 800 Alma Street, Menlo Park, CA 94025

Redwood City Public Library, 1044 Middlefield Road, Redwood City, CA 94063

San Bruno Public Library, 701 Angus Avenue West, San Bruno, CA 94066

San Mateo County Community College District, 3401 CSM Drive, San Mateo, CA 94402

San Mateo County Library, 125 Lessingia Court, San Mateo, CA 94402

San Mateo Public Library, 55 West 3rd Avenue, San Mateo, CA 94402

South San Francisco Public Library, 901 Civic Campus Way, South San Francisco, CA 94080

Peninsula Library System Information Services Committee

June 16, 2026

MINUTES

Meeting Held Via ZOOM

Attendees:

Fiona Potter, Redwood City Public Library
Jason Yap, Burlingame Public Libraries
Rose Walden, Menlo Park Libraries
Wilma Lee, San Bruno Public Library
Vanessa Walden PLAN/PLS

Justin Wasterlain: PLS
Justin Pham, San Mateo County Libraries
Paul Vaughn, San Mateo Public Library
Stacy Lein, South San Francisco Public Library

I. Introductions and Roll-Call.

The meeting was called to order at 10:03 am.

II. Approval of Consent Items

Lein {SSF} put forth a motion to approve the minutes as submitted. The motion was seconded by Vaughn {SMPL}. The minutes were, without corrections, unanimously approved by roll call.

III. Old Business

a. Website

The Committee reviewed the PLS e-services page and made suggestions for possible changes.

b. Measure K Programming Updates:

An update regarding Measure K programming was provided. All programming has been completed. Over 20 programs were conducted. Wasterlain (PLS) stated that June 16th would be the last day to submit any reimbursements.

IV. New Business

a. New ad hoc committees

The ad hoc committees for 2026/27 are currently pending. Individuals who are interested in serving on potential committees related to system-wide shared programming or the Empower Card should let Wasterlain {PLS} know as soon as possible.

b. Vendors (in general)

Pham {SMCL} shared that SMCL is currently seeking RFPs for print vendors as well as world languages. Submission information may be found on SMCL's website.

V. Reports

There were no reports from committees or workgroups.

VI. Public Comment: None

VII. Future Agenda items

Website updates

VIII. Announcements

- a. Chairperson responsibilities will pass from RWC to SBL for FY 26/27.
- b. Redwood City has an hourly position available in youth services.
- c. Burlingame and Redwood City have altered their Hoopla checkouts to 5 per month.

IX. Adjournment: The meeting was adjourned at 10:35 am

X. Recorder: San Mateo Public Library

XI. Next Meeting: July 21: South San Francisco (Recorder)