



NATIONAL CITY PUBLIC LIBRARY

Regular Meeting of the Library Board of Trustees

Minutes

December 11, 2017

CALL TO ORDER

The regular meeting of the Library Board of Trustees of the National City Public Library was called to order by President Hernandez at 5:01 p.m. on December 11, 2017.

ROLL CALL

BOARD OF TRUSTEES PRESENT: Deborah Hernandez, President
Nidya Rivera-Moreno, Vice-President
Raymond Juarez, Trustee

BOARD OF TRUSTEES ABSENT: Gloria Bird

STAFF PRESENT: Minh Duong, City Librarian
Matthew Boatman, Literacy Coordinator

CONSENT CALENDAR

1. Approval of Agenda

Motion to approve the meeting agenda of December 11, 2017 as presented.

Motion: Juarez / Second: Rivera-Moreno

Vote: Ayes: 3 Nays: 0

Motion carried.

2. Approval of the Minutes of October 9, 2017 Meeting

Motion to postpone the approval of the Board Meeting minutes of October 9, 2017 due to a lack of quorum of Board Members who attended the October meeting.

Motion: Rivera-Moreno / Second: Juarez

Vote: Ayes: 3 Nays: 0

Motion carried.

3. Approval of the Minutes of November 13, 2017 Meeting

Motion to approve the minutes of the November 13, 2017 meeting as presented.

Motion: Rivera-Moreno / Second: Hernandez

Vote: Ayes: 3 Nays: 0

Motion carried.

4. Approval of Library Warrants

Motion to approve the Library and Literacy warrants.

Motion: Hernandez / Second: Rivera-Moreno

Vote: Ayes: 3 Nays: 0

Motion carried.

NEW AND UNFINISHED BUSINESS

1. Discussion – Monthly Board Meeting day and time

Item tabled for discussion when a full board attendance is attained.

STAFF REPORT – Matthew Boatman, Literacy Services Coordinator

- Since July 2017, the Literacy program provides
 - 510 hours of one-on-one tutoring to learners through 29 volunteer tutors
 - Two eight-week sessions of Beginner Computer Classes teaching 60 adult learners basic computer skills.
 - A structured Citizenship Class conducted by the Jewish Family Service of San Diego which started October 9th will wrap up on December 14th. Last year, a student from the Literacy program has successfully passed the Citizenship Exam along with the Driver's Test and the GED test.
In addition to the structured class, the Literacy program also offers one-on-one tutoring sessions for the citizenship interview as an ongoing service through our own volunteer tutors.
- Literacy also manages the Volunteer program for the Library. Since the beginning of the fiscal year, we have 28 volunteers who have donated 572 hours of their time through various library opportunities.
- The San Diego Council on Literacy continues to support literacy programs across the County. This year, they provided the Library with a small grant of \$1,600 which goes into purchasing furniture from IKEA (a love seat, two armchairs, two tables, and a bookshelf) to create a comfortable - and thus welcoming - reading nook in the Literacy area for our learners.
- Upcoming, Literacy will launch an ESL (English as a Second Language) program for adults whose primary language is other than English. So far, the Library only offers an Adult Literacy Services (ASL) program designed to help English-speaking adults improve their reading and writing skills. The ESL pilot program is proposed as a stepping stone for learners who want to acquire basic English language comprehension before entering the ASL program that will help them develop better reading, writing, listening and speaking skills.

CITY LIBRARIAN'S REPORT

1. **Furlough Closure** – Wednesday, December 20, 2017 through Tuesday, January 2, 2018.
2. **Foods for Fines Drive, 2nd year**, from November 1st through December 19th. As per the previous year, for every non-perishable or canned food donated, the Library will waive \$1 in overdue fines, to a maximum of \$10 per patron. The program helps the Library get back overdue materials, at the same time allows the patrons to clear up late fines from their account while feeling good about doing something meaningful for their community in the process. All food collected will be donated to local food pantries, churches, or non-profit organizations operating food distribution programs.

OTHER REPORTS

- 1. Friends of the Library Report** – Gloria Bird
No report

PUBLIC COMMUNICATION - None

BOARD MEMBER COMMENTS AND COMMUNICATION

- Trustee Juarez – extended his warm wishes to library staff for a happy holiday season.
- Vice-President Rivera-Moreno - expressed concerns over continued board member’s absence at monthly meetings impacting the quorum needed to conduct business.
- President Hernandez – requested a mid-year update on the library strategic plan at the next meeting.

ADJOURNMENT:

Motion to adjourn meeting: Hernandez / Rivera-Moreno, 3-0.

Meeting adjourned at 5:30 p.m. The next Board Meeting is scheduled for Monday, January 8, 2018 at 5:00 p.m.

Respectfully submitted,



Minh Duong
City Librarian