



# NATIONAL CITY PUBLIC LIBRARY

## *Regular Meeting of the Library Board of Trustees*

*Minutes*

*July 3, 2019*

### CALL TO ORDER

The regular meeting of the Library Board of Trustees of the National City Public Library was called to order by President Godshalk at 5:30 p.m. on July 3, 2019.

### ROLL CALL

BOARD OF TRUSTEES PRESENT: Margaret Godshalk, President  
Ray Juarez, Vice-President  
Deborah Hernandez, Secretary  
Sherry Gogue, Trustee  
Bradley Bang, Trustee

BOARD OF TRUSTEES ABSENT: Cheryl Howrey-Colmenero, Alternate Trustee

STAFF PRESENT: Minh Duong, City Librarian

PUBLIC: Barbara Zaragoza, South Bay Historical Society  
Kevan Malone, Ph.D. Candidate, UCSD-Department of History  
Joan Rincon

### CONSENT CALENDAR

#### 1. Approval of Agenda

*Motion to approve the meeting agenda of July 3, 2019.*

Motion: Hernandez / Second: Juarez

Vote: Ayes: 5            Nays: 0

Motion carried.

#### 2. Approval of the Minutes of June 5, 2019 Meeting

*Motion to approve the approval of the minutes of June 5, 2019 meeting.*

Motion: Gogue / Second: Bang

Vote: Ayes: 5            Nays: 0

Motion carried.

#### 3. Approval of Library Warrants

*Motion to approve FY2018-19 Library warrants.* Motion: Bang / Second: Gogue

*Motion to approve FY2019-20 Library warrants.* Motion: Hernandez / Second: Gogue

Vote: Ayes: 5            Nays: 0

Motion carried.

## NEW AND UNFINISHED BUSINESS

### 1. Security Guard Service Report.

- **New contract with Allstate Security Services, Inc.** On Tuesday, June 18, 2019, the City Council approved the security guard service contract with Allstate Security Services, Inc. The duration of the agreement is for one year, from July 1, 2019 through June 30, 2020. The agreement may be renewed upon the same terms and conditions for four additional one-year terms. Service schedule is Monday to Thursday from 1:15 - 8:15pm; Saturday and Sunday from 12:45 - 5:15pm. Compensation will be \$19.49 an hour.
- **Able Patrol and Guard Security Guard Reporting System Demo.** As requested by the Board of Trustees at the last meeting, City Librarian Duong walked the Board through an online demonstration of the MACH1- Rapid Dynamic Reporting System used by the previous security guard company, Able Patrol and Guard, to login and record every activity performed and every incident encountered and/or handled by the guard while on duty at the Library.  
The reporting database is a real-time data exchanger that automatically records the exact time and date the guard logs in his activity reports with the options of saving audio, video, and photographic attachments. The data is then sent directly to a Client Portal platform through which the Library as a client can access the data at any time to review issues and guard activities.

### 2. Newspapers Digitization Project - Report.

NCPL newspapers on microfilm collection - 209 reels

<i>National City Record</i>	1882 - 1903	10 reels
<i>National City News</i>	1903 - 1995	33 reels
<i>National City Star News</i>	1995 - 1998	142 reels
<i>The Star News</i>	1999 - 2008	24 reels

**April 2014** - the Library contacted BMI Imaging Systems, Inc. to enquire about the cost of digitizing its newspapers collection on microfilm. BMI uses Digital Reel application and hosts via ProQuest. BMI just completed similar conversion projects for San Bruno Public Library, Yuba County Library System, Contra Costa County Library System, and Tulare County Library System. They were also in the process of beginning digitization for Napa County Library System, Sonoma County Library System and Los Angeles County Library Systems.

Price quote: \$75/reel + 1 year hosted services + \$750 project management fee => for a total of \$16,350 for 208 reels of microfilm. Transportation extra. Hosting fee after year 1: \$550. Additional lab services will be billed at \$55/hour. Page-level metadata.

Funding: Friends of the Library voted to provide funding for the digitization in the amount of \$18,000.

**October 2014** - City Librarian attended a webinar hosted by the California Digital Newspaper Project, led by Mr. Brian Geiger, Director of the Center for Bibliographic Studies and Research (CBSR) at the University of California, Riverside. The purpose of California Digital Newspaper Project is to help guide public libraries through the complexities of digitization, standards, access, preservation, and copyright; inform libraries about commercial entities trying to secure costly contracts to digitize newspapers with long-term embargos restricting the ability to make resources easily available to users. Libraries can collaborate with CBSR to have their newspaper collections digitized and made publicly available through the California Digital Newspaper Collection (CDNC).

Price quote: \$0.40/page x 150,000 pages = \$60,000. Article-level metadata.

April 2015. The Library contacted BMI again for a renewed quote => \$16,850 with same specs as the previous quote.

**July 2015.** The Library finally received authorization from Mr. John Moreno, Group Publisher of *San Diego Neighborhood Newspapers, Inc./The Star News, the East County Californian, The Alpine Sun, SD Prime and Living East* to digitize our newspapers on microfilm collection. However, permission for the post-1923 National City News, which was still copyrighted, was not granted.

**February 2016.** The State Library, in partnership with Califa Group and California Revealed, launched a multi-year funding initiative to help public libraries preserve the local history of their communities and make the images publicly available online.

**June 2016.** The Library submitted an application to have its newspapers on microfilm collection and photograph collection digitized through California Revealed.

- Project proposal was accepted June 30.
- Library worked on inventorying its photo collection and creating metadata

**2017.** California Revealed completed the digitization of seven hundred photos of the Library's photograph collection. Due to the overwhelming number of projects they undertook, the newspaper microfilm collection will be placed on the queue for the following year funding.

**Through 2017 and 2018,** the Library continued to submit two more applications to California Revealed for the digitization of its Yearbook collection and Kimball Diaries.

**February 2019.** The Library received instruction from the City Manager's Office to move forward the newspaper digitization project through Newspapers.com. The deal will have Newspapers.com digitize the collection without cost to the Library in exchange for three-year exclusive embargo during which time the newspapers will only be available on Newspapers.com with required membership subscription online access or free access only at the Library. After the 3-year embargo, the collection can be hosted at UC Riverside with free access for everyone.

**April 8, 2019,** the Library finally got granted copyright permission from Ms. Linda Rosas of the Star News for digitization of its entire newspaper collection.

**May 28, 2019.** Upon finding out that the microfilm collection the Library owns is not negatives - which output better images in the scanning process - Newspapers.com managed to obtain the master negatives from one of their business partners and rescinded its digitization offer extended earlier to the Library.

**Currently,** the Library is exploring other options to move the newspapers digitization plan forward and has been reaching out to other libraries and/or digitization contractors to get feedback and price quotes:

- May 28, 2019. City Librarian Duong reached out to the California Room - City of San Diego Main Library, which houses an extensive California History Collection to enquire about their digitization plan. Mr. Crawford, the Librarian-in-charge, stated that since there is no rush or pressure on their end, they are applying for state grant funding and awaiting their turn in the funding process.
- May 31 to June 27. The Library has scheduled conference calls with various contractors offering digitization services. City Librarian is awaiting formal price quotes from them and will update the Board at its next meeting.
- July 17, 2019. City Librarian will be attending the Friends monthly meeting to present the project for funding again.

## **CITY LIBRARIAN'S REPORT**

- 1. Little Library Lending Box** installed beyond the north side patio and facing the park seems to receive good attention from the public. The Children's Librarian stocked it with 40 books; the next day, it was down to only 15.

**OTHER REPORTS** – Friends of the Library – Margaret Godshalk  
Bookstore sale moving along well.

### **PUBLIC COMMENTS AND COMMUNICATION**

Ms. Barbara Zaragoza, local historian and M. Kevan Malone, UCSD, currently doing a dissertation on history of environmental diplomacy - advocated for the benefits of digitizing the newspapers collection for research purposes.

### **BOARD TRUSTEE COMMENTS/COMMUNICATION**

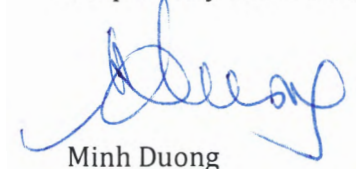
- Trustee Juarez: thanked Ms. Zaragoza, Mr. Malone, and City Librarian Duong for the information on digitization. It is important to provide the public access at the national level.
- Trustee Hernandez: thanked Ms. Zaragoza and Mr. Malone for joining the board meeting; expressed her desire to put the digitization of the newspapers collection on the priority list.
- Trustee Bang: concurred with Trustee Hernandez.
- Trustee Gogue: listening to the discussion of the history collection digitization is an eye opening experience.
- Trustee Godshalk: several meetings in the next few weeks: Neighborhood Art Festival July 13 at 2:00 pm; Park Life, last community input session meeting at 1:30pm

### **ADJOURNMENT**

Motion to adjourn meeting: Gogue / Bang, 4-0.

Meeting adjourned at 7:09 p.m. The next Board Meeting is scheduled for Wednesday, August 7, 2019 at 5:30 p.m.

Respectfully submitted,



Minh Duong  
City Librarian