



# NATIONAL CITY PUBLIC LIBRARY

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

*Minutes*

*September 4, 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 5:31 p.m. on September 4, 2019.

### **ROLL CALL**

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

STAFF PRESENT: Minh Duong, City Librarian  
Angil Morris-Jones, City Attorney

PUBLIC: Joan Rincon

### **CONSENT CALENDAR**

#### **1. Approval of Agenda**

*Motion to approve the meeting agenda of September 4, 2019.*

Motion: Gogue / Second: Juarez

Vote: Ayes: 5      Nays: 0

Motion carried.

#### **2. Approval of the Minutes of August 7th Meeting**

*Motion to approve the approval of the minutes of August 7, 2019 meeting.*

Motion: Gogue / Second: Juarez

Vote: Ayes: 4      Abstain: MG      Nays: 0

Motion carried.

#### **3. Approval of Library Warrants**

*Motion to approve Library warrants.*

Motion: Bang / Second: Gogue

Vote: Ayes: 5      Nays: 0

Motion carried.

## NEW AND UNFINISHED BUSINESS

1. **Brown Act Presentation** – Angil Morris-Jones, City Attorney. The Brown Act, Transparency, and Technology – Council, Commissions, Committees and Boards Presentation 2019; City Council Policy #116 (see attached).

The new online agenda posting requirements Assembly Bill 2257 added to the Brown Act apply to all meetings of local public agency legislative bodies held on or after January 1, 2019. The Brown Act currently requires meetings of legislative bodies of local public agencies to be open to the public. To assure transparency and provide an opportunity for public participation in such meetings, the Brown Act also imposes agenda posting rules, including requiring those local public agencies that maintain an internet website to post online agendas and documents constituting agenda packet through a direct link 72 hours before the meeting. These rules apply to city councils and commissions/boards.

Some key points:

- The law requires that the Board receive the agenda packet ahead of time so Board Members can review it before the meeting.
  - Agenda and backup documents must be posted online 72 hours before the meeting and made available to the public.
  - The Board can schedule a special meeting within 24 hour notice.
  - When an item is being considered, the Board must allow the public to make comment on the item before making the decision.
  - Review of an item is for discussion. The item then has to come back to make a decision and will become a record. The public can make comments only not ask questions.
  - Public comment made on an item not on the agenda – Board can request to have the item put on the agenda for discussion or it can be something the Board directs the Librarian to bring back as a report or refers to the Librarian to handle.
  - If someone wants to meet with board members alone before the meeting, legally it is fine as long as there is no potential of a serial meeting with the majority of the board and board members need to disclose it for transparency purpose and own protection.
2. **Newspapers Digitization Project Update** on last month board meeting's motion to:
    1. Find out the project turnaround timeline with California Digital Newspaper Project (UC Riverside);
    2. Request the Friends' support of \$60,000 to defray the cost of digitization;
    3. Seek legal advice from the City Attorney's Office as to the government procurement procedure when City funds is not being utilized to defray the cost of the project.
    1. Project turnaround time with California Digital Newspaper Project (UC Riverside): If the work is submitted in October, the project would be completed by late spring 2020.
    2. The Friends of the Library at their meeting on August 21, 2019 has voted to fund for the digitization of the newspapers on microfilm in the amount up to \$60,000.
    3. As per the City Attorney's Office, when an outside agency agrees to pay for a city project, the funding should come as a formal donation to the City and approved by the City Council and Board of Trustees.
  3. **Review of the Library Board of Trustees Regular Meeting Schedule** – Trustee Bang requested a change of the board monthly regular meeting currently scheduled on the first Wednesday of the month to another day due to a conflict with the Kimball Neighborhood Council Meeting which he wants to attend and which is also held the same day at 6:30 p.m.  
Comments from Board Members:  
Trustee Gogue - shared that she was appointed as Board Trustee because at the City Council's interview of boards and commissions, when Councilmember Rios asked if applicants can attend the scheduled meetings, she answered affirmatively. At this time, Trustee Gogue will not be able to do another meeting date.

Alternate Trustee Colmenero expressed that it would probably be easier to change the Kimball Neighborhood Council meeting date than the Library Board's.

Secretary Hernandez agreed to move up the meeting to 5:00 p.m. and indicated that with an alternate trustee on board, there will be a majority of board members at the meeting so Trustee Bang may be able to leave early.

Trustee Bang will talk to the City Manager to see if he can switch the Kimball Neighborhood Council meeting to another date and requested to put the item back on the agenda for an update at the next meeting.

4. **Study Rooms Policy Review.** The current policy allows individuals and small groups to book the rooms for two hours for the purpose of meeting or having a quiet space to study or work. After review of the policy, the Board decided that no change to the rules is warranted at this time.

## CITY LIBRARIAN'S REPORT

1. **Molina Foundation** through the San Diego Council on Literacy donated to the Library 677 brand new books as giveaways to the community.  
Molina Foundation distributed 11,026 books among several San Diego city programs such as Catholic Charities, Children's Initiative, Community Housing Works, Jewish Family Services, Juvenile Court Book Club, San Diego Food Bank, San Ysidro School District, Oceanside Public Library, and National City Public Library.
2. **Children's Librarian Steve Schimminger retiring.** His last day will be September 5, 2019. City Librarian Duong invited the Board to sign a good wish card and say farewell to Steve after the meeting.

## OTHER REPORTS – Friends of the Library

No report.

## PUBLIC COMMENTS AND COMMUNICATION

- Joan Rincon – Preservation Needs Assessment Report - January 2019, listing seven bullet point issues.

## BOARD TRUSTEE COMMENTS/COMMUNICATION

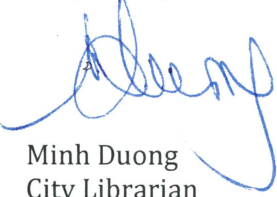
- Trustee Bang:
  - Requested for the Board to have a copy of the Preservation Needs Assessment Report to review and pick out the priorities, if any, at the next board meeting. Motion: BB / RJ - Ayes: 5; Nays: 0.
  - Requested to have at the next meeting a discussion for the Library to develop our own Drag Queen Story Hour.
- President Godshalk requested to have a discussion on the Children's Librarian recruitment process. Motion: MG / DH – Ayes: 5; Nays: 0.

## ADJOURNMENT

Motion to adjourn meeting: Gogue / Bang, 5-0.

Meeting adjourned at 7:45 p.m. The next Board Meeting is scheduled for Wednesday, October 2, 2019 at 5:30 p.m.

Respectfully submitted,



Minh Duong  
City Librarian