



# NATIONAL CITY PUBLIC LIBRARY

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

*Minutes*

*November 4, 2020*

### **CALL TO ORDER**

The regular meeting of the Library Board of Trustees of the National City Public Library was called to order by President Gogue at 5:34 p.m. on November 4, 2020.

### **ROLL CALL**

BOARD OF TRUSTEES PRESENT: Sherry Gogue, President  
Bradley Bang, Vice-President  
Margaret Godshalk, Trustee  
Raymond Juarez, Trustee  
Coyote Moon, Alternate Trustee

BOARD OF TRUSTEES ABSENT: Cheryl Howrey-Colmenero, Trustee

STAFF PRESENT: Minh Duong, City Librarian  
Anne Defazio, Principal Librarian

### **CONSENT CALENDAR**

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

*Motion to approve the agenda of the meeting of November 4, 2020*

Motion: Bang / Second: Godshalk

Vote: Ayes: 4      Nays: 0

Motion carried.

#### **2. Approval of the Minutes of the Meeting of October 7, 2020**

*Motion to approve the minutes of the meeting of October 7, 2020*

Motion: Godshalk / Second: Bang

Vote: Ayes: 4      Nays: 0

Motion carried.

#### **3. Approval of October 2020 Library Warrants:**

*Motion to approve the warrants in the revised amount of \$6,557.73 with 4Imprint invoice of \$2,697.41 for literacy incentives and Library Pass invoice for one-year subscription (up to December 2021) to digital comic books to be included in the minutes.*

Motion: Bang / Second: Juarez

Vote: Ayes: 4      Nays: 0

Motion carried.

## NEW AND UNFINISHED BUSINESS

### 4. Review of Draft Annual Report to City Council Draft (continued)

*Motion to accept the draft annual report to City Council.*

Motion: Bang / Second: Juarez

Vote: Ayes: 4 Nays: 0

Motion carried.

### 5. Review of Draft Library Board Bylaws (continued) –

*Motion to approve the draft annual report Article 1 through 4 as to form with the following options and/or additions:*

Section 4.1 Monthly Meetings – Add the option to change the meeting date and time with appropriate notification and if approved by majority of the Board.

Section 4.5 Chair – Include duties of the Vice-Chair. In addition, question from the Vice-President on which bylaws have been used as basis to draft the National City Library Bylaws.

## CITY LIBRARIAN'S REPORT

### 6. Introduction of Principal Librarian Anne Defazio

Ms. Defazio came from the San Diego Public Library: she started her career as a Library Assistant in 2001, quickly moved up to a professional Librarian II in 2007, then got promoted to Branch Manager of the Mountainview/Beckwourth branch in 2012.

While holding a full-time position with the City of San Diego, Ms. Defazio also joined National City Public Library in 2014 as a weekend librarian-in-charge.

In joining National City Public Library, Ms. Defazio brings with her 19 years of experience providing library services and managing the daily operation of a library. Not only does she know the business inside out, she also has the institutional knowledge of National City, having worked for our Library the last six years. In her new role as Principal Librarian, Ms. Defazio will oversee youth services and participate actively in library management.

### 7. Library Updates

- Neighborhood Reinvestment Program (NRP) Grant – The Library received an NRP grant in the amount of \$35,000 from the County of San Diego to fund a laptop loan program to literacy tutors and learners. This award will fund the purchase of approximately 35 laptops and hotspots (including one year of unlimited data plan) to put adequate technology into the hands of learners, allowing them to continue and pursue their learning goals via distance learning. The Library will keep the Board updated on the progress of the laptop loan program.
- Halloween Booktacular Drive-Thru Event – On Thursday November 29<sup>th</sup> from 3:00 – 6:00pm, the Library held a Halloween drive-thru, social distancing event in the library parking lot. About 260 families/cars attended the drive-thru event with kids dressed up in Halloween costumes and thrilled to receive goodies bags. The Library gave out over 580 goodies bags containing Halloween a brand new book (donation from the Molina foundation), activities, and Halloween treats. Each book was accompanied by a National City Library's bookmark promoting library services and e-resources.
- Sanitation and Social Distancing Protocols –

Twice a day, Computer Center staff cleans each computer station thoroughly, regardless if the stations have been used or not, with disinfectant wipes or solutions. This includes cleaning computer touch points (keyboard, mouse, and minitower) along with the surrounding tabletop and chair; and network printer/copier touchpoints, tabletop, high-touch surfaces, and surrounding areas. Staff also give the computer station a wipe down after each user.

Signage has also been posted at each computer station as public notification of the library's sanitation routine.

Computer stations and library furniture have been spaced out to observe the social distancing requirements.

At this time, seating accommodation in the library is reduced to only 75 seats; building capacity is not allowed to exceed 100 visitors at a time.

Circulating library materials are quarantined for a week after return and wiped down on the outside before re-shelving. Staff also wear gloves when handling materials or preparing activity kits.

Staff and visitors are required to wear face masks at all times.

**OTHER REPORTS – Friends of the Library – Margaret Godshalk**

- No report.

**PUBLIC COMMENTS AND COMMUNICATION – Via email**

- Joan Rincon – requested clarification on two warrant invoices.

**BOARD TRUSTEE COMMENTS/COMMUNICATION**

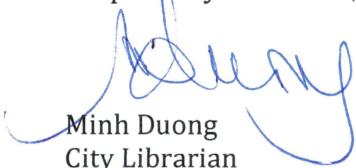
- ❖ Trustees – welcomed Principal Librarian Defazio.

**ADJOURNMENT**

Motion to adjourn meeting: Godshalk / Juarez, 4-0.

Meeting adjourned at 6:52 p.m. The next Board Meeting is scheduled for Wednesday, December 2, 2020 at 5:30 p.m.

Respectfully submitted,



Minh Duong  
City Librarian