



**NATIONAL CITY PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING AGENDA**

**ZOOM MEETING
February 3, 2021 - 5:30 PM**

You are invited to a Zoom webinar.
When: Feb 3, 2021 05:30 PM Pacific Time (US and Canada)
Topic: Library Board Meeting – February 3, 2021

Please click the link below to join the webinar:

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International numbers available: <https://zoom.us/j/94664042087>

AGENDA

Call to Order

Roll Call

Consent Agenda

1. Approval of Agenda
2. Approval of the Minutes of January 6, 2021 Meeting
3. Approval of January 2021 Library Warrants

New and Unfinished Business

4. Adoption of the Library Board Bylaws (continued)

5. Final Review and Adoption of the Rules of Conduct for Library Patrons (continued)

City Librarian's Report

6. Library Updates

Other Reports

7. Friends of the Library Report

Public Comments and Communication: The National City Public Library Board of Trustees will receive public comments via e-mail at publiccomments@nationalcitylibrary.org regarding any matters within the jurisdiction of the Library Board of Trustees. Written comments or testimony from the public (limited up to three minutes) must be submitted via e-mail by 3:30 p.m. on the day of the Library Board Meeting. All comments received from the public will be made a part of the record of the meeting.

Board Member Comments

Adjournment: Next meeting March 3, 2021, 5:30 PM.

Upon request, this agenda can be made available in appropriate alternative formats to persons with a disability in compliance with the Americans with Disabilities Act. Please contact Minh Duong, City Librarian at (619) 470-5800 or by email at minh.duong@nationalcitylibrary.org to request a disability-related modification or accommodation. Notification 24 hours prior to the meeting will enable the City to make reasonable arrangement to ensure accessibility to this meeting.



NATIONAL CITY PUBLIC LIBRARY

Regular Meeting of the Library Board of Trustees

Minutes

January 6, 2021

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 5:31 p.m. on January 6, 2021.

ROLL CALL

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

BOARD OF TRUSTEES ABSENT: Coyote Moon, Alternate Trustee

STAFF PRESENT: Minh Duong, City Librarian
Anne Defazio, Principal Librarian
Tony Winney – Assistant City Manager

CONSENT CALENDAR

1. Approval of Agenda

Motion to approve the agenda of the meeting of January 6, 2021

Motion: Bang / Second: Godshalk

Vote: Ayes: 4 Nays: 0

Motion carried.

2. Approval of the Minutes of the Meeting of December 2, 2020

Motion to approve the minutes of the meeting of December 2, 2020

Motion: Bang / Second: Juarez

Vote: Ayes: 4 Nays: 0

Motion carried.

3. Approval of December 2020 Library Warrants:

Motion to approve the warrants in the revised amount of \$4,687.20.

Motion: Godshalk / Second: Bang

Vote: Ayes: 4 Nays: 0

Motion carried.

NEW AND UNFINISHED BUSINESS

4. **Final Review of Draft Library Board Bylaws** (continued) – The Board reviewed and approved the revised draft bylaws. City Librarian will bring back the final and complete version of the bylaws at the next meeting for final adoption.
5. **Review of Draft Rules of Conduct for Library Patrons.** The Board requested legal review by the City Attorney’s Office for adjustments of the draft Rules of Conduct for Library Patrons on the following points:
 - Rule #7 – remove the “or”.
 - Rule #10 – adjust the rule to allow consumption of water, which should be in a bottle or a lid container.
 - Rule #14a, 14b - identify the types of service animals allowed; verify if “or properly licensed guide dogs” is necessary; clarify whether service animals need to have a jacket and tag.

CITY LIBRARIAN AND PRINCIPAL LIBRARIAN’S REPORTS

- **Furlough Closure** – no issues reported during the furlough closure. The Library has resumed business since Monday, January 4, 2021 with curbside pickup and phone reference services Monday to Thursday, 10:00 am – 7:30pm.
- **Trustee Resignation** – Further to Trustee Howrey-Colmenero’s resignation on December 28, 2020, the City Clerk’s Office has posted the vacancy on the city website, social media. It will also be published in the Star News January 8, 2021.
- **Holly Jolly Book Fest** - The Library held the Holly Jolly Book Fest event December 15, 2021 as an online, remote, social distancing event with Santa Claus reading letters sent by kids of National City. 40 kids along with their parents attended the Zoom event, which was recorded to allow other interested attendees to view at a later time. The event also recorded over 90 hits in post-event views by the public. All kids participating received a goodies bag with candy canes, craft activities, and information on library resources and services.

ASSISTANT CITY MANAGER – Tony Winney

Self-Introduction - ACM Winney joined National City in January 2019 and hit the ground running as quickly as he can. National City is a fantastic city to work for. Looking forward to the vaccine the City is rolling out.

Upcoming News - After 14 years of service to National City, City Librarian Duong will be retiring later this year at the end of June 2021. City Librarian Duong has built the Library to what it is today, a jewel for the community. She has helped navigate the Library through budget deficits in 2010 and other changes since then. Her advance notice has given the City enough time to transition and look for some synergy within the organization. As a result, the City will go for a full recruitment but will be changing the title of her position to Director of Library and Community Services as a way of expanding the role and leveling some of the assets within the Community Services Department. The change will not affect the current programs and offerings at the Library. It provides a way to look for some cost savings, assess the way we provide services to the community, and give the staff the opportunity to expand and collaborate with each other.

ACM Winney invited the Board to share with him their thoughts and feedback on the transition process as well as the types of candidates they would like to see filling the position. He can be reached at twinney@nationalcityca.gov; or phone: 619-336-4240.

OTHER REPORTS – Friends of the Library – Margaret Godshalk

- No report.

PUBLIC COMMENTS AND COMMUNICATION – Via email

- Joan Rincon – comments on draft Library Rules of Conduct.
- Joan Rincon – comments on suggestion box.

BOARD TRUSTEE COMMENTS/COMMUNICATION

- ❖ Trustee Godshalk congratulated Principal Defazio on an innovative and successful Holly Jolly Book Fest event that allowed kids to experience an exciting virtual Zoom meeting with Santa; requested an update from the City Clerk’s Office on the recruitment for the current board vacancy.
- ❖ President Gogue wished everyone a Happy New Year; enjoyed and appreciated the opportunity to learn and serve on the Board.
- ❖ Trustee Juarez – wished everyone Happy New Year, stay focused and safe and go forward!

ADJOURNMENT

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

Meeting adjourned at 6:39 p.m. The next Board Meeting is scheduled for Wednesday, January 6, 2021 at 5:30 p.m.

Respectfully submitted,

Minh Duong
City Librarian



NATIONAL CITY PUBLIC LIBRARY

1401 National City Boulevard National City, CA 91950 619-470-5800

NATIONAL CITY PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS

ARTICLE I. NAME AND AUTHORITY

The name of this body shall be the National City Public Library Board of Trustees. Authority for the existence, composition, powers and duties of the National City Public Library Board of Trustees resides in the California Education Code, Title 1, Division 1, Part 11, Chapter 5, Sections 18900 *et seq.*

ARTICLE II. MISSION AND PURPOSE

The primary mission of the National City Public Library Board of Trustees (hereinafter “Library Board of Trustees”) is to be vocal and energetic advocates for the essential services that the National City Public Library provides to our community and to give sound and timely advice and counsel to the City Council for the City of National City and the City Librarian on the development of plans, policies and programs that are responsive to community needs and desires. Areas of focus include:

- Reviewing and approving policies and fees recommended by staff;
- Recommending long-range plans regarding facilities, staff and programs;
- Evaluating community desires and needs for library services;
- Reviewing customer concerns and suggestions;
- Generating public support and participation in library programs; and
- Determining expenditures of library trust funds.

ARTICLE III. BOARD OF TRUSTEES

Section 3.1 Appointment of the Trustees: The National City Public Library shall be overseen by a Library Board of Trustees, consisting of five members, to be appointed by the Mayor of the City of National City, with the confirmation of the City Council, and serving at the pleasure of the Mayor and City Council.

Section 3.2 Residency: Members of the Library Board of Trustees shall be residents of the City of National City, but need not be electors of the City.

Section 3.3 Term of Office: The Members of the Library Board of Trustees shall be appointed for staggered terms of three years.

Section 3.4 Vacancies: If a vacancy occurs other than by the expiration of a term, such vacancy shall be filled by appointment for the unexpired portion of said term in the same manner as original appointments are made. Each Member of the Library Board of Trustees shall serve until his or her successor is appointed and sworn into office.

Section 3.5 Compensation: Each Member of the Library Board of Trustees shall serve without compensation, except that the City Council may, from time to time, pay such expenses of Members of the Library Board of Trustees that are incurred during the conduct of Board business, as the Council deems appropriate.

ARTICLE IV. MEETINGS

Section 4.1 Monthly Meetings: The Library Board of Trustees shall meet on the first Wednesday of each month at 5:30 p.m. in the Conference Room, City Hall, 1243 National City Boulevard, National City, California, or at a time determined by three Members of the Library Board of Trustees. Any regular meeting may be dispensed with by majority vote of the Members of the Library Board of Trustees.

Section 4.2 Special Meetings: Special meetings, as are necessary, may be called by the Chair or a majority of the Members of the Library Board of Trustees after at least twenty-four hours' written notice posted and served upon the Members of the Library Board of Trustees. All meetings shall be conducted in compliance with the Ralph M. Brown Act (the "Open Meeting Law," California Government Code section 54950 *et seq.*).

Section 4.3 Meetings Open to the Public: All meetings, including subcommittees, task force, ad hoc committee, etc., of the Library Board of Trustees shall be open to the public and the agenda noticed a minimum of 72 hours prior to the meeting date, as required by the Ralph M. Brown Act. All Board meetings shall have provision for public input.

Section 4.4 Quorum: A quorum to conduct business consists of three of the Members of the Library Board of Trustees. A majority of a quorum vote is necessary to act upon a matter.

Section 4.5 Chair and Secretary: The Library Board of Trustees shall annually elect its Chair and its Secretary from among the appointed Members of the Library Board of Trustees and, subject to the provisions of law, may create and fill such other offices as it deems necessary. The Chair and Secretary shall serve for one year and until their successors are elected. Election of the two officers shall take place at the January meeting.

Section 4.5.1 Duties of the Chair: The Chair shall preside at meetings and may appoint members to special committees.

Section 4.5.2 Duties of the Secretary: The Secretary shall certify Board minutes and shall preside at meetings in the absence of the Chair.

Section 4.6 Alternate(s): In addition to regular appointments, the City Council may appoint an alternate member or members to the Library Board of Trustees. An applicant for appointment as an alternate member shall be subject to the same application and interview procedures as are applicants for regular appointments. Alternate members so appointed shall attend each meeting of the Library Board of Trustees, but shall participate in a meeting only in the event of the absence of the regular member. At such time as a vacancy occurs on the Library Board of Trustees, an alternate member is automatically eligible for appointment as a regular member, provided the alternate member is in good standing (e.g., good attendance record).

Section 4.7 Staff: The City Council for the City of National City shall provide such staff assistance to the Library Board of Trustees as the City Council deems appropriate.

Section 4.8 Agenda: Any Member may request that an item be placed on the agenda; such requests shall be made to the City Librarian. The City Librarian will review the proposed agenda with the Chair at least one week before the meeting date. The agenda for Board meetings is set by the City Librarian.

Section 4.9 Record of Proceedings: The Board shall keep a record of its resolutions, transactions, findings, and determinations, which record shall be a public record unless the City Attorney deems otherwise.

Section 4.10 Parliamentary Procedure: The current edition of Robert's Rules of Order, when not in conflict with these Bylaws, shall govern the proceedings of the Board.

Section 4.11 Attendance: Each Trustee shall affirm his or her personal appearance at the next upcoming meeting to the City Librarian or his/her designee no later than 72 hours before the time set to start the meeting. The City Librarian shall provide reasonable and convenient means for the Trustee's notice of attendance and, if necessary, make accommodations for a remote appearance by the Trustee pursuant to Government Code section 54953 (b)(1). The City Librarian shall provide notice to the full Board of the expected attendance and/or absence of all Trustees at the upcoming meeting no later than 48 hours before the time set to start the meeting.

Section 4.11.1 Failure to Comply with Section 4.11 or Attend Meetings: A Member shall be deemed to have made a Proposed Resignation from the Board if they (a) fail or refuse to affirm attendance as required; or (b) fail or refuse to attend four (4) regularly-scheduled meetings in a calendar year without prior notice and reasonable excuse for the absences. This attendance rule does not apply to Special Meetings.

The Board shall then place the Member's attendance issue and Proposed Resignation on the agenda for discussion at its next regularly-scheduled meeting.

The Member shall have a full opportunity to explain the circumstances giving rise to the past pattern of attendance and Proposed Resignation and seek an excuse from the attendance requirements set forth in these Bylaws. The Board has discretion to establish relief from the attendance requirements as it deems appropriate.

A vote to accept a Proposed Resignation removing a Member shall only pass with a unanimous vote of the remaining Members. An accepted resignation from the Board will constitute a vacancy, which shall be filled pursuant to Section 3.4 of these Bylaws.

ARTICLE V. POWERS AND DUTIES OF THE BOARD

Section 5.1 Administration of Trusts and Disposal of Property: Board may administer any trust declared or created for the Library, and receive by gift, devise, or bequest and hold in trust or otherwise, property situated in this State or elsewhere, and where not otherwise provided, dispose of the property for the benefit of the library.

Section 5.2 Purchases Made on Behalf of the Board: The Board may purchase necessary books, journals, publications, and other personal property.

Section 5.3 Purchase of Real Property, and Erection of Rental and Equipment of Buildings or Rooms: The Board may purchase real property, and erect or rent and equip such buildings or rooms as may be necessary, when in its judgment a suitable building, or portion thereof, has not been provided.

Section 5.4 Reports, Laws, and Other Publications: The Board may request the appropriate state officials to furnish the library with copies of any and all reports, laws, and other publications of the state not otherwise disposed of by law.

Section 5.5 Interlibrary and Non-Resident Loans: The Board may borrow books from, lend books to, and exchange books with other libraries, and may allow nonresidents to borrow books upon such conditions as the Board may prescribe.

Section 5.6 Annual Report: The Chair of the Board shall, on or before August 31 of each year, report to the City Council and to the State Librarian on the condition of the library for the year ending the previous June 30. The report shall, in addition to other matters deemed expedient by the Board, contain such statistical and other information as is deemed desirable by the State Librarian.

ARTICLE VI. GOVERNANCE OF THE LIBRARY

Section 6.1 Library Free to Inhabitants and Taxpayers: The National City Public Library shall be forever free to the inhabitants and nonresident taxpayers of the state of California, subject always to such rules, regulations, and Bylaws as may be made by the Board. Any person who violates any rule(s), regulation(s), or Bylaw(s) may be fined or excluded from the privileges of the library.

Section 6.2 Contracting with Other Municipalities or County: The Library Board of Trustees and the legislative body of any neighboring municipality or the Board of Supervisors of the county in which the National City Public Library is situated may contract for lending the books of the Library to residents of the county or neighboring municipality, upon a reasonable compensation to be paid by the county or neighboring municipality.

Section 6.3 Title to Property: The title to all property acquired for the purposes of the National City Public Library, when not inconsistent with the terms of its acquisition, or otherwise designated, vests in the municipality in which the Library is situated, and in the name of the municipal corporation may be sued for and defended by action at law or otherwise.

Section 6.4 Rules, Regulations and Bylaws: The Library Board of Trustees may make and enforce all rules, regulations, and Bylaws necessary for the administration, government, and

protection of the National City Public Library and any or all of its branches/extensions under its management, and all property belonging thereto.

ARTICLE VII. AMENDMENTS TO THE BYLAWS

Section 7.1 Amendments to the Bylaws: Amendments to these Bylaws may be made at any meeting of the Board by a majority vote of the total Board membership, or three (3) votes, after notification in writing to each member at least two weeks before the meeting at which the voting is to take place. Amendments may not conflict with state law regarding library governance in general law cities.

Adopted by the National City Public Library Board of Trustees on February 3, 2021.

Sherry Gogue, Chair/President
Library Board of Trustees

RULES OF CONDUCT FOR LIBRARY PATRONS

(Version 3 for review at board meeting 02.03.2021)

In consideration of your fellow library users and staff, the following is prohibited in the National City Public Library:

1. Engaging in any activity prohibited by law.
2. Weapons of any kind, even those licensed or permitted, except those possessed by on-duty law enforcement officers.
3. Disruptive or unsafe behavior, including interfering with library employees in the performance of their duties, obstructing or intimidating library patrons, or entering non-public areas without authorization (California Penal Code Section 602.1 (b)).
4. Activities or behavior that may result in damage to library property, including making any attempts to damage computer equipment or alter software configuration.
5. Sexual misconduct such as exposure, or unwanted, inappropriate, or threatening touching.
6. Leaving a child under the age of eight (8) unattended.
7. Entering the Library without wearing shoes and a shirt.
8. Using restrooms sinks or basins for purposes other than washing hands and face.
9. Patrons with hygiene conditions, including, but not limited to, clothing order, body odor, and lice, that interfere with the use and enjoyment of the Library by other library patrons or with the functioning of library staff.
10. Smoking, vaping, sleeping, eating, drinking, or bringing open containers of food or drink into the building. Water in bottles or in other personal drinking vessels with a properly-fitting lid is permitted.
11. Bringing sleeping bags, bedrolls, or blankets into the building. (Blankets for small children are acceptable.)
12. Bringing any containers, packages, briefcases, parcels, or bundles into the Library which singly or collectively exceed 24" x 18" x 6". All items not prohibited are subject to inspection.
13. Bringing shopping carts or wheeled conveyances into the building, except for wheelchairs and baby strollers/carriages used for the actual transport of a person or child or wheeled backpacks and book carriers not exceeding 24"x 15"x 12" (excluding handles). Wheelchairs, baby strollers/carriages, and wheeled backpacks permitted under this rule must not be left unattended in the Library.

14. Bringing any animals into the building, except for:
 - a. Service animals accompanying a person with a disability in accordance with the Americans with Disabilities Act or properly licensed service animal. A "service animal" is a dog or miniature horse that is individually trained to do work or perform tasks to benefit an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Americans with Disabilities Act, 28 C.F.R. § 36.104; 28 C.F.R. § 35.104; and 28 C.F.R. § 35.136.
 - b. Service dogs in training in accordance with California Civil Code 54.2(b).
 - c. Service animals permitted under this rule must not be left unattended on Library premises.
15. Blocking library entrance areas, aisles, doorways, stairways, or elevators, or interfering with the free flow of pedestrian traffic in such areas.
16. Making loud or unreasonable noise or other disturbances such as use of cell phones and/or similar personal communication or entertainment devices such as tablets, laptops, MP3 players, headphones, radios, or other portable devices at a volume that disturbs others. Cell phone ringer volumes, tablet alerts, mobile device alarms, or other notification sounds must be set to vibrate. When not set to silent mode or when not used with headphones, mobile phones, tablets, MP3 players, radios, laptops, or other portable devices may not be used inside the Library. Phone calls must take place outside of the Library.
17. Soliciting signatures for petitions, distributing flyers, selling merchandise, or other similar activities that may disrupt patrons' use and enjoyment of the Library.

Noncompliance with the Rules of Conduct may result in an individual being required to leave the library premises or in arrest and prosecution.