



NATIONAL CITY PUBLIC LIBRARY

Regular Meeting of the Library Board of Trustees

Minutes

February 3, 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 5:42 p.m. on February 3, 2021.

ROLL CALL

BOARD OF TRUSTEES PRESENT: Sherry Gogue, President
Bradley Bang, Secretary
Margaret Godshalk, Trustee
Raymond Juarez, Trustee
Coyote Moon, Alternate 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 February 3, 2021

Motion: Bang / Second: Godshalk

Vote: Ayes: 4 Nays: 0

Motion carried.

2. Approval of the Minutes of the Meeting of January 6, 2021

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

Motion: Juarez / Second: Bang

Vote: Ayes: 4 Nays: 0

Motion carried.

3. Approval of January 2021 Library Warrants:

Motion to approve the warrants in the revised amount of \$69.76.

Motion: Godshalk / Second: Juarez

Vote: Ayes: 4 Nays: 0

Motion carried.

NEW AND UNFINISHED BUSINESS

4. Adoption of the Library Board Bylaws.

Motion to adopt the Library Board Bylaws.

Motion: Bang / Second: Godshalk

Vote: Ayes: 4 Nays: 0

Motion carried.

5. **Review of Draft Rules of Conduct for Library Patrons.** The Board requested assistance from city's legal counsel to expand rule #14 to include a policy addressing emotional support animals' presence in the Library as well.

CITY LIBRARIAN AND PRINCIPAL LIBRARIAN'S REPORTS

- **Update on the Neighborhood Reinvestment Program Grant** that funds for a laptop loan program to literacy tutors and learners to conduct distance literacy tutoring sessions. The Library received on January 11, 2021 thirty-six (36) Dell Latitude 3190 laptops. Technical staff is working on setting up the laptops. The next step is to order hotspots.
- **Update on the new 16-Week of Science STEAM program** – See PowerPoint presentation attached.
- **16-Week of STEAM Presentation** – For several months, partners including NSD, SUHI, The Midway, 28th St. Naval Station, Olivewood Gardens, Ocean Connectors, Birch Aquarium, Living Coast, and Fleet Science Center, and National City Public Library have been working together to create the National City 16 Weeks of STEAM (Science, Technology, Engineering, Arts, Mathematics). The program begins February 1 and includes activities for children and families based on the four spheres: biosphere, atmosphere, hydrosphere, and geosphere. The children are awarded prizes for their completion of the modules. The library is awarding books for completion.

OTHER REPORTS – Friends of the Library – Margaret Godshalk

- No report.

PUBLIC COMMENTS AND COMMUNICATION – Via email

- Joan Rincon – comments on library policies and operation.

BOARD TRUSTEE COMMENTS/COMMUNICATION

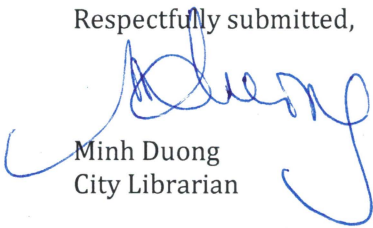
- ❖ Secretary Bang suggested the Board: 1. develop a policy that clearly states the types of programs the Board would like to see the Library conduct; 2. look at the library's fees/fines structure and organizational chart at the March meeting.
Motion to put a new item "Developing a policy for children's programming" on the agenda for discussion at the March meeting.
Motion: Bang / Second: Godshalk
Vote: Ayes: 4 Nays: 0
Motion carried.
- ❖ Trustee Godshalk requested a copy of library policies.
- ❖ Trustee Juarez enquired about a library reopening date.

ADJOURNMENT

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

Meeting adjourned at 7:16 p.m. The next Board Meeting is scheduled for Wednesday, March 3, 2021 at 5:30 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Minh Duong', is written over the typed name.

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