



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

**ZOOM MEETING
August 4, 2021 - 5:30 PM**

You are invited to a Zoom webinar.

When: August 4, 2021 05:30 PM Pacific Time (US and Canada)

Topic: Library Board Meeting – August 4, 2021

Please click the link below to join the webinar:

https://zoom.us/webinar/register/WN_ug1GBA1iSeKA9r-XAJXDYQ

Public Comments: There are multiple ways you can make sure your opinions are heard and considered by the Library Board of Trustees:

- 1. Submit your public comment prior to the meeting:** To submit a comment in writing, email, mail to: lbtPubComment@nationalcityca.gov, provide the agenda item and title of the item in the subject line of your email. Public comments or testimony is limited to up to three (3) minutes.
If the comment is not related to a specific agenda item: Indicate General Public Comment in the subject line. All email comments received by 3:30 p.m. on the day of the meeting will be read into the record at the Library Board of Trustees meeting and retained as part of the official record. All comments will be available on the City website within 48 hours following the meeting.
- 2. Register online and participate in live public comment during the meeting:** To provide live public comment during the meeting, you must pre-register at https://zoom.us/webinar/register/WN_ug1GBA1iSeKA9r-XAJXDYQ by 3:30 p.m. on the day of the meeting to join the Library Board of Trustees Meeting.

*****Please note that you do not need to pre-register to watch the meeting online, but you must pre-register if you wish to speak.**

Once registered, you will receive an email with a link from Zoom to join the live meeting. You can participate by phone or by computer. Please allow yourself time to log into Zoom before the start of the meeting to ensure you do not encounter any last-minute technical difficulties.

***** Please note that members of the public will not be shown on video; they will be able to watch and listen and speak when called upon.**

Public microphones will be muted until it is your turn to comment. Each speaker is allowed up to three (3) minutes to address the Library Board of Trustees. Please be aware that the Chair may limit the comments' length due to the number of persons wishing to speak or if comments become repetitious or unrelated. All comments are subject to the same rules as would otherwise govern speaker comments at the meeting. Speakers are asked to be respectful and courteous. Please address your comments to the Library Board of Trustees as a whole and avoid personal attacks against members of the public, Library Trustees, and City staff.

Call to Order

Roll Call

Consent Agenda

1. Approval of Agenda
2. Approval of the Minutes of July 7, 2021 Meeting
3. Approval of July 2021 Library Warrants

New and Unfinished Business

4. Introduction of new Library & Community Services Director Joyce Ryan
5. Report on Library Board of Trustees Term Limits and Selection Process-President Gogue
6. Little Free Libraries location suggestions by Board-Secretary Bang

City Librarian's/Principal's Report

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 September 1, 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 Joyce Ryan, City Librarian at (619) 470-5800 or by email at jryan@nationalcityca.gov 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

July 7, 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 5:30 p.m. on July 7, 2021.

ROLL CALL

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

STAFF PRESENT:
Anne Defazio, Principal Librarian

CONSENT CALENDAR

1. Approval of Agenda

Motion to approve the agenda of the meeting of July 7, 2021

Motion: Bang / Second: Moon

Vote: Ayes: 5 Nays: 0

Motion carried.

2. Approval of the Minutes of the Meeting of June 2, 2021

Motion to approve the minutes of the meeting of June 2, 2021

Motion Moon / Second: Godshalk

Vote: Ayes: 5 Nays: 0

Motion carried.

3. Approval of June 2021 Library Warrants:

Motion to approve the warrants in the revised amount of \$65,317.60.

Motion: Bang / Second: Godshalk

Vote: Ayes: 5 Nays: 0

Motion carried.

NEW AND UNFINISHED BUSINESS

4. **Review of *AKid'sBookAbout.com* published titles-Secretary Bang.** Principal Librarian gave a presentation on this children's publisher and recommended that the Library purchase these specialty children's books to enhance the children's collection at the 40% discount offered to libraries. Principal Defazio said she would recommend the purchase at the upcoming Friends meeting and request funding.
5. **Survey of Pride events at other libraries-Trustee Godshalk.** Principal Defazio presented on other local and California libraries' programming for Pride. Included in library Pride events are

displays and virtual programming with special children's story times. Board members expressed the desire that NCPL have more Pride and LGBTQIA programming.

PRINCIPAL LIBRARIAN'S REPORT

- ❖ Little Free Libraries Update- Principal Librarian presented the suggested location provided by the National City Neighborhood Services Division after they had consulting with other City Departments. There was discussion by Board of locations and adequate access throughout National City.
- ❖ The Principal Librarian described the limited reopening of the Library, including the hours and services and explained the limitations due to loss of staff and recruitment.

OTHER REPORTS

- ❖ Friends of the Library Report: Trustee Godshalk reported that the Friends bookstore opened and is staffed Mondays, Tuesdays, Wednesdays, and Saturdays. Godshalk mentioned that they need an additional volunteer. She also mentioned that they are working on the Friends newsletter.

PUBLIC COMMUNICATION-via email

- ❖ Comments from Library patron Joan Rincon. Library regular patron, Joan Rincon, sent comments about the Library reopening and her observations on improved operations and appeal of the library overall. Special mention was made about the public restrooms being unlocked for ease of use by patrons.

BOARD MEMBER COMMENTS AND COMMUNICATION

- ❖ Little Free Libraries Update-Secretary Bang suggested some locations East of 805 be selected for placement of one or two of the ten Little Free Libraries provided through San Diego County Supervisor, Nora Vargas so that all National City residents can be served by them. He requested further discussion with suggestions by Board be included on the next agenda.
- ❖ Trustee Juarez inquired as to when Library will have in-person programming and Principal Librarian Defazio explained the need for staff recruitment due to the loss of staff during COVID and that the process has begun for recruitment and will be fully underway under the direction of the new Director in July.
- ❖ Trustee Coyote Moon reported on her Freedom Rider Voting Rights bus ride to Washington, D.C. and how she enjoyed the one-week journey each way and the activities on her arrival.

ADJOURNMENT

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

Meeting adjourned at 6:10 p.m. The next Board Meeting is scheduled for Wednesday, August 4, 2021 at 5:30 p.m. at National City Hall, Large Conference Room.

Respectfully submitted,

Anne Defazio

Anne Defazio
Principal Librarian

CITY COUNCIL POLICY

CITY OF NATIONAL CITY

**TITLE: Appointments to Boards, Commissions,
and Committees**

POLICY #107

ADOPTED: June 17, 1986

AMENDED: February 2, 2021

PURPOSE

To establish a procedure to serve as a guide in making appointments to various City Boards, Commissions, and Committees. The City currently has the following Boards, Commissions, and Committees to which this Policy applies:

Mayor's Appointments:

1. Board of Library Trustees
2. Community and Police Relations Commission
3. Housing Advisory Committee
4. Park, Recreation and Senior Citizens Advisory Committee
5. Public Art Committee
6. Sweetwater Authority
7. Traffic Safety Committee
8. Veterans and Military Families Advisory Committee

City Council Appointments:

1. Civil Service Commission
2. Planning Commission
3. Port Commission

POLICY

Appointment Process

- A. Opportunity to apply. All interested individuals shall be given an opportunity to submit applications for vacancies on City Boards, Commissions, and Committees. Incumbent Appointees are not automatically re-appointed but are required to fill out an abbreviated application provided by the City Clerk, indicating their interest in continuing to serve.
- B. Unexpired terms. If an incumbent Appointee was appointed to fill an unexpired term and the Appointee serves for less than one year in that position. In that case, the Council may re-appoint the incumbent without considering other applicants.
- C. Vacancies. When vacancies occur, the following procedure shall be followed:
 1. Schedule vacancy. When a term is expiring or expires, public notice of the vacancy shall be made, inviting interested individuals to submit applications for the vacancy on a form provided by the City Clerk on the City website.

ADOPTED: June 17, 1986**AMENDED: February 2, 2021**

2. **Unscheduled vacancy.** An unscheduled vacancy shall be filled according to Government Code Section 54974, which generally provides as follows: Whenever an unscheduled vacancy occurs, whether due to resignation, death, termination, or other causes, a special vacancy notice shall be posted in the office of the City Clerk, the City website, outside City Hall on the Bulletin Board and City social media platforms.

Not earlier than twenty (20) days before or not later than twenty (20) days after the vacancy occurs. The City Council shall not make final appointment for at least ten (10) working days after posting the notice in designated locations. The notice's posting and application period shall be thirty (30) calendar days. However, if it finds that an emergency exists, the City Council may, fill the unscheduled vacancy immediately. According to this section, a person appointed to fill the vacancy shall serve only on an interim basis until the final appointment.

3. **Government Code Section 40605, and National City Municipal Code Title 16, grants the Mayor, with the City Council's approvals, the authority to make all appointments unless otherwise explicitly provided by statute. The exceptions are:**
 1. Civil Service Commission
 2. Port Commission
 3. Planning Commission

The City Council fills vacancies on these bodies.

- D. **Implementation.** Implementation of Council policy for appointment to Boards, Commissions, and Committees requires the following:
 1. **Per Government Code Section 54972, on or before December 31 of each year, the City Council shall prepare a list of appointments of all regular and ongoing boards, commissions, and committees appointed by the City Council. The City Clerk will prepare the list of all regular and ongoing boards, commissions, and committees appointed by the Mayor or the City Council. The list shall contain, a list of all terms that will expire during the next calendar year, the incumbent appointee's name, the appointment date, the terms expiration date, and the position's necessary qualifications. It shall also include a list of all boards, commissions, and committees whose members serve at the City Council's pleasure, and the qualifications required for each position. This Local Appointments List shall be made available to the public on the City website.**
 2. **Notice.** Placement of a public notice in the adjudicated newspaper the City uses for legal noticing advertising appointive vacancies, the City website, City Hall Bulletin Board, and City social media platforms.

ADOPTED: June 17, 1986**AMENDED: February 2, 2021**

3. Expiration of term. All appointees will receive a letter as their terms expire asking if they would like to re-apply for the position;
4. Applications. Available on the City website and in the City Clerk's Office. Submission must be before the advertised deadline for consideration for the current appointment. All applications will be retained in the City Clerk's Office for one-year from submitting an application to be considered for other vacancies on Boards, Commissions, and Committees as marked on the application. The City Clerk's Office will notify the applicant being considered for an appointment to confirm that they are still interested in volunteering.
5. A member may only serve on one (1) Board, Commission, or Committee at a time. If applying for another position on a different Board, Commission, or Committee that applicant will forfeit the prior seat, and a vacancy will occur per policy.
6. Interviews:
 - a. Mayor Appointments: Interviews for Mayoral appointments will be conducted by the Mayor outside of the public meeting and scheduled by the Mayor's Office.
 - b. City Council Appointments: Interviews for the three (3) Civil Service, Planning and Port Commissions who serve at the City Council's pleasure and are appointed by the City Council as a body will be interviewed in the public forum at a City Council Meeting as described below.
7. Mayoral Appointments:

The Mayor will make the motion to appoint (naming the appointee) and Councilmembers may second the motion. The City Clerk will then take a roll call vote of the City Council. A majority vote of the City Council will be required for the appointment. If, the majority of the City Council choose to deny the proposed appointment, at which point the Mayor would propose an alternative candidate from the current application pool, or could choose to reopen the application period and return to City Councils with a different applicant for consideration. If Mayor Appointment is not approved by the majority of the City Council by confirmation, that applicant is removed from the pool for that seat. The Mayor will return to a future meeting with a substitute Mayoral appointment.
8. For City Council Appointments, the Interview Process is as follows:
 - a. The City Clerk will provide an overview of the Board,

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Commission and Committee (s) with current vacancy, the Mayor will introduce the applicant and the two (2) questions will be asked of each applicant on behalf of the City Council.

- b. Each applicant is given two (2) minutes to make a brief introduction of themselves and their qualifications to the City Council.
 - c. Mayor and City Councilmembers will ask questions of each applicant. All applicants must be asked the same questions.
 - d. Total time per applicant is five (5) timed minutes with a few minutes for clarification. No more than ten (10) minutes total per applicant.
 - e. All appointments and interviews before the City Council will be scheduled as needed to fill unexpected vacancies, with every effort to be made before an individual's term expires. Interviews may take place at one meeting, with appointments made at a subsequent meeting.
9. Vacancies for City Council Appointed Positions. If the vacancy is for a Council appointed position, and there is more than one (1) applicant for a given position, the voting process will proceed as follows: Once the interviews are complete, each Councilmember votes for their choice via a written ballot provided by the City Clerk. Each Councilmember shall print and sign their name on the ballot. All ballots shall be considered a public record and open to inspection by the public. The ballots are passed to the City Clerk who announces the number of votes for each candidate.

If, the appointment process is conducted via a virtual meeting the process is the same except the ballot/vote process. The City Clerk's Office will provide a Vote Sheet (a piece of paper electronically) with each applicants name to be considered. The Mayor will count to three (3) and the Council will hold their vote sheet up in front of their face to make sure it is captured on the camera during live virtual meeting. The City Clerk will tally the votes and will then confirm the votes with a verbal roll call. The applicant with the most votes is appointed.

If meeting is held "in person" no changes to current process will be made for votes.

In the event of a tie, each Councilmember votes again until one (1) candidate has the majority vote, and is declared to be the newly appointed.

10. Re-appointment beyond two terms. Anyone wishing to be re-appointed to any Board, Commission, or Committee, and has served two or more full terms already,

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must be approved by a four-fifths vote of the Council., If all five members of the Council are not present or if one member abstains or recuses their vote, the four-fifths requirement would be changed to require only a simple majority.

11. Report to Council:

All applications received for vacancies no matter Mayoral Appointment or City Council Appointment will be attached to the staff report to Council. All applications will have private personal information redacted (name, street numbers and name of street address, and phone number). This redacted information is in alignment with law, Under Government Code Section 6255(a) personal contact information is exempt, and has been withheld on some documents. Personal information being withheld is in the interest of the applicant and their right to privacy which outweighs the public interest of disclosure.

12. An automatic vacancy upon becoming a Non-Resident. An unscheduled vacancy automatically occurs when a resident holding an appointment position on a City Board, Committee or Commission becomes a non-resident by moving out of National City limits. When an unscheduled vacancy occurs due to a resident becoming a non-resident, the unscheduled vacancy may be filled as follows:

- a. A special vacancy notice shall be posted in the Office of the City Clerk and the National City Library, and in other places as directed by the City Council, not earlier than 20 days before or not later than 20 days after the vacancy occurs. Final Appointment at a City Council Meeting, shall not be made by the Appointing Authority for at least 10 working days after the posting of the notice in the City Clerk's Office.
- b. The Appointing Authority may appoint the former resident to a Non- Residential position if a Non-Residential position is vacant.

However, the Appointing Authority may, if it finds that an emergency exist, fill the unscheduled vacancy immediately. A person appointed to fill the vacancy shall serve only on an acting basis until the final appointment is made pursuant to this section.

13. Only City Residents may be elected to Chair, and Vice-Chair positions. To be eligible to be elected as the Chairperson of a City Board, Committee or Commission, the member must be a resident of the City.

Appointing Authority

Related Policy References

Government Code Section 40605

Government Code section 54970, et seq.

National City Municipal Code Title 16 (pending)

Prior Policy Amendments: May 19, 2020

BOARDS/COMMISSION/COMMITTEES

| BOARDS, COMMISSION AND COMMITTEES (11) TOTAL MEMBERS (51+) | BOARD OF LIBRARY TRUSTEE (5 Members) | CIVIL SERVICE COMMISSION (5 Members) | COMMUNITY AND POLICE RELATIONS COMMISSION (8 Members) | PARK, RECREATION AND SENIOR CITIZENS' ADVISORY COMMITTEE (7 Members) 2 Ex Officio | PLANNING COMMISSION and HOUSING ADVISORY COMMITTEE (7 Members) 2 Ex Officio | PORT COMMISSION (1 Member) | PUBLIC ART COMMITTEE (5 Members) | SWEETWATER AUTHORITY (1 Member) | TRAFFIC SAFETY COMMITTEE (5 Members) | VETERAN'S AND MILITARY FAMILIES ADVISORY COMMITTEE (7 Members) |
|--|--|--|--|---|---|-----------------------------------|---|--|---|---|
| TERM | 3 Years | 5 Years | 3 Years | 3 Years | 4 Years | 3 Years | 3 Years | 1 Year | 3 Years | 4 Years |
| RESIDENCY REQUIREMENT | Yes | Yes | 5 Resident up to 2 Non-Resident (1) Non-Voting Member | Yes | Yes | Yes | No | n/a | Yes | 5 Resident up to 2 Non-Resident |
| VOTER REQUIREMENT | No | No | No | No | No | No | No | No | No | No |
| MAYORAL APPOINTMENT SUBJECT TO CONFIRMATION BY THE CITY COUNCIL | X | | X | X | Compensation set by Council Resolution | | X | X | X | X |
| CITY COUNCIL AS A BODY APPOINTMENT | | X | | | X | X | | | | |
| COMPENSATION | No | No | No | No | No | No | No | No | No | No |
| FORM 700 FILING REQUIREMENT | Yes | Yes | Yes | No | Yes | n/a | No | n/a | No | No |
| MEETINGS | 1 X per month | 1X every other month | 1X every 3 months | 1X every 2 months | 2X per month | n/a | 1X per quarter | n/a | 1X per month | 1X per quarter |
| REQUIRED TO REPORT TO COUNCIL ANNUALLY | Yes, on or before August 31st and to the State Librarian | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| OTHER | | Can not be salaried employee or holds office of the City | | | | | | | | |

CITY COUNCIL POLICY #107 and NCMC TITLE 16

****Effective February 2, 2020 all Chair and Vice-Chairs are required to be NC Residents**