



# NATIONAL CITY PUBLIC LIBRARY

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

*Minutes*

*October 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 5:30 p.m. on October 6, 2021.

### **ROLL CALL**

BOARD OF TRUSTEES PRESENT: Sherry Gogue, President  
Bradley Bang, Secretary  
Margaret Godshalk, Trustee  
Anzueth Zambrano, Trustee  
Coyote Moon, Trustee

STAFF PRESENT: Joyce Ryan, City Librarian  
Anne Defazio, Principal Librarian

### **PUBLIC COMMENTS AND COMMUNICATION – Via email**

- No public Comments.

### **CONSENT CALENDAR**

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

*Motion to approve the agenda of the meeting of October 6, 2021*

Motion: Bang / Second: Godshalk

Vote: Ayes: 5 Nays: 0

Motion carried.

#### **2. Approval of the Minutes of the Meeting of September 1, 2021**

*Motion to approve the minutes of the meeting of September 1, 2021*

Motion: Moon / Second: Bang

Vote: Ayes: 5 Nays: 0

Motion carried.

#### **3. Approval of September 2021 Library Warrants:**

*Motion to approve the warrants in the revised amount of \$9473.41.*

Motion: Godshalk / Second: Bang

Vote: Ayes: 5 Nays: 0

Motion carried.

#### **4. Approval to accept the California Library Literacy Services (CLLS) grant of \$39,141 from California State Library for Library Literacy Services Program for FY2022**

*Motion to approve the California State Library grant for \$39,141*

Motion: Moon / Second: Godshalk

Vote: Ayes: 5 Nays: 0

Motion carried.

## NEW AND UNFINISHED BUSINESS

1. Welcome new Library Trustee, Anzueth Zambrano-Anzueth works at University of San Diego. Anzueth is replacing former Trustee Ray Juarez.
2. Laptop and Hotspot Loan Project for Adult Patrons-Director Ryan gave an overview of the nine new laptops obtained through a grant award from the California State Library with NCPL participating as a sub-recipient. These laptops and hotspots are available to general adult borrowers and will be circulating items to be included in the general library collection that the Library would begin circulating in November. Director Ryan asked the Board to review and approve the Laptop Lending Agreement, which is similar to the one created for adult learners in Literacy services. Director Ryan is including language of fines and lending period modification in this agreement for general library patron usage. The Board wanted some clarification on the fines and asked that the fines be included in the language of the agreement along with the lending period. The Board voted to approve the lending agreement once it included the fine and lending period language.

*Motion to approve the Laptop and Hotspot Lending Agreement*

Motion: Bang / Second: Godshalk

Vote: Ayes: 5 Nays: 0

Motion carried.

## CITY LIBRARIAN REPORTS

**The Director reported on the following and these items are included on the Staff Report that is included with this agenda:**

**Annual Report Presentation to City Council**-presented to NCC on Sept. 21, 2021.

- ❖ **Library Access on the Go Grant**-The NCC approved this grant award. Secretary Bang inquired about what this app can do.
- ❖ **Library Board of Trustee Roles & Responsibilities Training**-Secretary Bang expressed his opinion that he would like more discussion on the next agenda about the roles and responsibilities of the librarians and not just the library board. Director Ryan agreed to put aside for the time being the training for the Board in favor of a discussion about the roles and responsibilities of both the Board and the Library Director.
- ❖ **Little Free Libraries**-Director Ryan is collaborating with ARTS to have the Little Free Libraries painted. She is moving forward on the installation at various exact locations to be determined.
- ❖ **Broken Window**
- ❖ **Staffing and Workflow**

## PRINCIPAL LIBRARIAN REPORT

- ❖ **Principal Defazio gave updates on purchases of children's books**-series *A Kid's Book About* titles recently purchased and on display in the children's room.
- ❖ **Principal Defazio gave an update on library outreach and library programs**-These include hundreds of bags distributed to children and families that include books and library information through December.
- ❖ **Principal Defazio thanked the Friends** for their assistance in creating bags for the upcoming Halloween Booktacular event.

## OTHER REPORTS

**Friends of the Library – Margaret Godshalk-**

- ❖ Trustee Godshalk reported that the Library Bookstore is doing a brisk business and that they are still unable to take any donations at this time.

- ❖ Trustee Godshalk reported that the Friends have changed the hour of their monthly meetings to 1:00 p.m. on the second Wednesday.
- ❖ Trustee Godshalk reported that the Friends of the Library are setting up a blood drive in the library parking lot.

**BOARD TRUSTEE COMMENTS/COMMUNICATION**

- ❖ President Gogue and Secretary Bang expressed concerns about the Laptop-Lending fines and if the late fee is consistent with other libraries. Director Ryan assured the Board that the fine is consistent with other libraries.
- ❖ Secretary Bang expressed concerns about the Laptop-Lending Agreement and if it has been vetted through legal. Director Ryan indicated that the original agreement for Literacy Services had been approved by legal.
- ❖ Secretary Bang asked about the procedure for checking in the laptops once loaned to ensure return of all items. The Board was assured that there is a procedure for check in of the Chromebooks and hotspots.
- ❖ Secretary Bang expressed concerns about security, privacy, and the hard drives.
- ❖ Trustee Zambrano asked if the new Chromebooks available for lending are insured. Director Ryan explained that the units are insured.
- ❖ Trustee Moon asked about the cost of the laptops and Director Ryan explained that they were received through a grant from the California State Library and that they are not revenue generating.
- ❖ President Gogue asked if there is insurance for glass windows in libraries.
- ❖ Trustee Moon asked that the subject of work for fines be added to the next agenda. Trustee Bang asked that the Library explore alternatives to working off fines. Trustee Godshalk asked that we discuss elimination of fines.

*Motion to add Library fine alternatives to the upcoming agenda for November.*

Motion: Bang / Second: Moon

Vote: Ayes: 5 Nays: 0

Motion carried.

**ADJOURNMENT**

*Motion to adjourn meeting*

Motion: Moon / Bang, 5-0.

Vote: Ayes 5: Nays 0

Motion carried.

Meeting adjourned at 6:19 p.m. The next Board Meeting is scheduled for Wednesday, November 3, 2021 at 5:30 p.m.

Respectfully submitted,



Joyce Ryan

Director of Library and Community Services