



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

**ZOOM MEETING
May 4, 2022 - 5:30 PM**

You are invited to a Zoom webinar.
When: May 4, 2022 05:30 PM Pacific Time (US and Canada)
Topic: Library Board Meeting – May 4, 2022

Please click the link below to join the webinar:

https://us06web.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 or 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://us06web.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.

AGENDA

Call to Order

Roll Call

Public Comments and Communication

Consent Agenda

1. Approval of Agenda dated May 4, 2022
2. Approval of the Minutes of April 6, 2022 meeting
3. Approval of April 2022 Library Warrants

New and Unfinished Business

4. Library Security Discussion

City Librarian Report

Principal Librarian Report

Other Reports

5. Friends of the Library Report

Board Member Comments

Adjournment: Next meeting June 1, 2022 at 5:30 p.m.

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

April 6, 2022

CALL TO ORDER

President Godshalk called the regular meeting of the Library Board of Trustees of the National City Public Library to order at 5:30 p.m.

ROLL CALL

BOARD OF TRUSTEES PRESENT:

Margaret Godshalk, President
Sherry Gogue, Trustee
Bradley Bang, Secretary
Anzueth Zambrano, Trustee
Coyote Moon, Trustee

STAFF PRESENT:

Joyce Ryan, City Librarian
Anne Defazio, Principal Librarian
Sarah Ruiz, Administrative Secretary
Tiffany Roberts, Senior Library Technician
Maria Marmolejo, Senior Library Technician

CONSENT CALENDAR

Items 1 and 2: Approval of the consent Agenda including the Minutes of the Meeting of the April 6, 2022.

Motion to approve the consent agenda without the warrants

Motion: Bang / Second: Gogue

Vote: Ayes: 5 Nays: 0

Motion carried.

Item 3: Approval of March 2022 Library Warrants:

Motion to approve the warrants for \$12,355.53.

Motion: Bang / Second: Zambrano

Vote: Ayes: 5 Nays: 0

Motion carried.

NEW AND UNFINISHED BUSINESS

1. Presentation of New Senior Library Technician Tiffany Roberts

Director Ryan introduced Tiffany Roberts who gave a quick overview of her background and education. She recently earned her MLIS with a specialization in cataloging of original and historical items. President Godshalk welcomed Ms. Roberts.

2. Approval of Fine-Free Policy

Director Ryan reminded the Board that on February 2, 2022 they approved the staff's recommendation regarding Fine Free Libraries. Director Ryan gave a presentation on Fine-Free Libraries which included background on revenue generated by fines and fees, the loan and automated renewal policy and explained that patrons can still access computer services while they have outstanding items to return or pay for. She reminded the Board that they approve policy and the Library handles the procedural element of the policy. This item will be on the City Council's May 3, 2022 Agenda under Non-Consent Resolution for review and approval. Director Ryan encouraged President Godshalk, Secretary Bang and other Board members to attend.

Motion to approve the Fine-Free Library Policy.

Motion: Bang / Second: Moon

Vote: Ayes: 5 Nays: 0

Motion carried.

3. Little Free Libraries Update

Director Ryan reported that the County recently provided two little free libraries. ARTS presented two designs to the Public Arts Committee for approval on March 15, motion passed. The first design includes a mosaic tile on the side. The second design is a colorful mural. Artwork should be completed by the end of the month with an installation date in May or June.

CITY LIBRARIAN AND PRINCIPAL LIBRARIAN'S REPORTS

City Librarian

- **National School District-** Will celebrate its 150th Anniversary. The Library will hold a small by invitation-only event on 5/19. The theme is *Then and Now* with artwork by local students accompanied by a video with readings describing the images.
- **Technical Services-** Technical Services is improving its workflow, and creating collection and location codes for new books. This will help track statistics on new books, mysteries, and science fiction checkouts.
- **Text Messaging-** With our ILS renewal, we can now send patrons text messages for courtesy notices.
- **Hours Survey-** the Hours Survey is available online and at the Circulation Desk and the Library hopes to bring information to the Board in May or June.
- **Parks Pass Program-** We have a Parks Pass Program that allows people to check out one pass for seven days. It's a day pass for State Parks and one pass allows up to nine people in a vehicle to take advantage of park services throughout the state. The Library will have initially have three passes, but can request more, if there is demand.

Principal Librarian

- **Patron Programming-** the Library continues to provide online and in-person programs to include stocked craft carts, STEAM, and Dial-A-Story. We continue to distribute information and kits during Miracle Babies and often see upwards of 500 people per month.
- **April 30- Día de Los Niños-** Event will include Ballet Folklórico, a craft, and bilingual activities. Refreshments will be provided by Friends of the Library. Event made possible by grant from State Library. This event is for children 5-11 years old, preregistration is required, limited to 50 participants. Event will be from 2-3:30 p.m.
- **Summer Reading Program-** June 1-July 31. There will be performers, courtesy of Friends of the Library. There will be prizes. The theme is *Read beyond the Beaten Path*.
- **National City 16 weeks of STEAM-** Engineering is the theme. Staff is being trained by the National City STEAM Collaborative. Events will include: Drones, Legos, CubeWorks

- **April 23rd**- Demonstration with ARTS on various STEAM activities. There are 100 Free Lego Kits available for distribution. Trustee Moon made a suggestion about a possible STEAM idea available through SDGE. Staff will follow-up.

OTHER REPORTS – Friends of the Library – Margaret Godshalk

- Friends is continuing to operate the bookstore, good number of volunteers. Director Ryan mentioned that a Community Breakfast is scheduled for 6/11 at MLK and that the City is working on NC Gets Active that will include a Scavenger Hunt, with the Library included in the activity.

PUBLIC COMMENTS AND COMMUNICATION – None

BOARD TRUSTEE COMMENTS/COMMUNICATION

Secretary Bang wants to hold a discussion about the Security Guard in the Library. President Godshalk will add the item to a future agenda.

President Godshalk mentioned someone wanting to have flyers available regarding free tree donations. She will have the individual contact Maria Marmolejo.

ADJOURNMENT

Meeting adjourned at 6:22 p.m. The next Board Meeting is scheduled for Wednesday, May 4, 2022 at 5:30 p.m.

Respectfully submitted,

Joyce Ryan
City Librarian

Library Warrants

FY2021-22

Board Meeting

Wednesday, May 4, 2022

						FUNDS				
Vendor Name	Description	Account	Sub-Acct	Check#	Check Date	Gen Fund #104	Capital Outlay #108	Donation #277	Grant #320	Total
California Library Association	Annual Conference	320-431-339	222						220.00	220.00
Mango Languages	Annual Subscription	320-431-399	222						4,218.90	4,218.90
Midwest Tape	DVDs	104-431-056	304			589.72				589.72
Minitex	Tags for Cataloging	104-431-056	399			1,895.00				
Minitex	Tags for Cataloging	108-431-056	399				1,200.00			
Newsbank	Subscriptions	108-431-056	302				5,533.00			
Staples	Office Supplies	104-431-056	399			1,349.93				
									Total	\$ 5,028.62



STAFF REPORT Board of Library Trustees

Prepared by: Joyce Ryan, Library & Community Services Director Meeting Date: 5/4/22

SUBJECT: Library Security Guard Discussion

RECOMMENDATION: Staff recommends Library Board of Trustees discuss issue.

BOARD/COMMISSION PRIOR ACTION:

STATEMENT ON SUBJECT: At the April 6, 2022 Board of Library Trustees meeting, Secretary Bang requested that a discussion item be placed on the agenda regarding the efficacy of the library security guard. Allstate Security has provided a security guard for our library since 2019. Allstate Security provides security support for staff in the public library and its immediate perimeter. City Council has already approved the original agreement with the ability to provide four one-year extensions of service. An amendment will go to Council in June 2022 for a one-year extension of service. Staff are not obligated to receive Board approval for this amendment as Council has already approved the ability for staff to extend the agreement through an amendment.

Libraries are open to all members of the public and, consequently, deal with unique security challenges. Librarians and library staff nationwide consistently deal with situations regarding sexual harassment, animals in the library, aggressive or angry patrons, patrons under the influence of drugs or alcohol, theft of library materials and equipment, inappropriate computer use, and many more issues. The library security guard assists staff with these issues and also acts as a deterrent against inappropriate behavior.

Staff members Maria Marmolejo and Mervin Jensen are attending the Board of Library Trustees meeting to provide staff comments regarding the efficacy of the security guard.



STAFF REPORT

Board of Library Trustees

Prepared by: Joyce Ryan, Library & Community Services Director Meeting Date: 5/4/22

SUBJECT: City Librarian Report

RECOMMENDATION: Staff recommends Library Board of Trustees receive and file the City Librarian report.

STATEMENT ON SUBJECT:

Fine-Free Policy Update

Library staff will give an update to the Board regarding the NCPL Fine-Free Policy, which is scheduled to be presented to the City Council on May 3 for review and approval.

Library App Update

Staff will be launching the new library app in May 2022 and will give an overview of the product to the Library Board at the June 2022 meeting.

Text Messaging and Email Notifications

With the renewal of our ILS, SirsiDynix, we have included a service which allows us to send notices via text message to our patrons. Library staff will be actively encouraging our patrons to move towards email and text message notifications for courtesy and overdue notices.

Hours Survey

The hours survey is available to the public online and at the Circulation Desk. Staff will have a report on the results of this survey at the next meeting.



STAFF REPORT

Library Board of Trustees

Prepared by: Anne Defazio, Principal Librarian Meeting Date: 5/4/22

SUBJECT: Principal Librarian Report

RECOMMENDATION: Staff recommends Library Board of Trustees receive and file the Principal Librarian report.

BOARD/COMMISSION PRIOR ACTION: None.

STATEMENT ON SUBJECT:

Summer Reading Program:

The Library staff is booking children's performers and ordering prizes for the annual Summer Reading Program. The theme this year is *Reading Beyond the Beaten Path*. Children's staff is preparing a *Camp Scary* theme to tie into the outdoors and nature. Staff will also take the opportunity to offer STEAM programming. Staff continues to be committed to supporting our students with STEAM activities to promote year-round learning for the community. Recently, Children's staff have taken training on CoDrones and will offer CoDrone programs during the summer that includes coding.

Children's Collection:

Staff is focusing on the Children's collection of library materials. The Children's staff will fill gaps and add current items on popular topics.

Live Programming!

Children's staff is preparing for live programming and planning story times, performers, and other in-person programs for the Summer Reading Program.