



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

**October 5, 2022 - 5:30 PM
ZOOM Meeting**

You are invited to a Zoom webinar.
When: October 5, 2022 05:30 PM Pacific Time (US and Canada)
Topic: Board of Library Trustees Meeting

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 Board of Library 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 Board of Library 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 Board of Library 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 Board of Library 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 Comment

Consent Agenda

1. Approval of Agenda dated October 5, 2022
2. Approval of the Minutes of September 7, 2022 meeting
3. Approval of September 2022 Library Warrants

New and Unfinished Business

4. Literacy Program Presentation – Mikki Vidamo

City Librarian Report

Principal Librarian Report

Other Reports

5. Friends of the Library Report

Board Member Comments

Adjournment: Next meeting November 2, 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

September 7, 2022

CALL TO ORDER

The regular meeting of the Board of Library Trustees of the National City Public Library was called to order by Chair Godshalk at 5:32 p.m. on September 7, 2022 at the National City Public Library in the Large Public Meeting Room.

ROLL CALL

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

BOARD OF TRUSTEES ABSENT:

STAFF PRESENT: Joyce Ryan, City Librarian
Anne Defazio, Principal Librarian
Myra Martinez, Management Analyst II
Sarah Ruiz, Administrative Secretary

PUBLIC COMMENTS AND COMMUNICATION - None

CONSENT CALENDAR

1. Approval of Agenda

Motion to approve the agenda of the meeting of September 7, 2022

Motion: Bang/Second: Gogue

Vote: Ayes: 5 Nays: 0

Motion carried.

2. Approval of the Minutes of the Meeting of August 3, 2022

Motion to approve the minutes of the meeting of August 3, 2022

Motion: Bang/ Second: Gogue

Vote: Ayes: 5 Nays: 0

Motion carried.

3. Approval of Library Warrants for August

Motion to approve the Library Warrants for August

Motion: Gogue/ Second: Bang

Vote: Ayes: 5 Nays: 0

Motion carried.

NEW AND UNFINISHED BUSINESS

4. Recommendation to Approve the AmeriCorps Site Member Agreement and Memorandum of Understanding for the National City Public Library Literacy Program

- Director Ryan gave an overview of AmeriCorps and explained that members receive a livable wage and educational stipend in return for their community service.
- Currently, the AmeriCorps Site Member Agreement and MOU agreement is for one year and can be extended for up to three years total. It provides two Full Time AmeriCorps members to teach literacy at the Library.

Motion to approve the AmeriCorps Site Member Agreement and Memorandum of Understanding for the National City Public Library Literacy Program

Motion: Bang/ Second: Zambrano

Vote: Ayes: 5 Nays: 0

Motion carried.

5. Approval to accept the California Library Literacy Services (CLLS) grant of \$45,755 from the California State Library for Library Literacy Services Program for FY2022

- Director Ryan explained that the California Library Literacy Services grant is an annual award. This year's award of \$45,755 is higher than last year's amount.

Motion to approve the California Library Literacy Services (CLLS) grant of \$45,755 from the California State Library for Library Literacy

Motion: Bang/ Second: Gogue

Vote: Ayes: 5 Nays: 0

Motion carried.

6. Approval to accept the California Library Literacy Services grant of \$20,000 from California State Library for the English as a Second Language (ESL) Program for FY2023.

- Director Ryan explained that last year the Library created a pilot program for ESL services and received \$9,750 from California State Library to develop its ESL program. This award is \$20,000 from CLLS.

Motion to approve the California Library Literacy Services (CLLS) grant of \$20,000 from California State Library for the English as a Second Language (ESL) Program for FY2023

Motion: Bang/ Second: Gogue

Vote: Ayes: 5 Nays: 0

Motion carried.

7. Large Meeting Room Policy Review

- Director Ryan informed the Board that the Large Meeting Policy had most recently been reviewed in 2014, but that the policy had never gone to City Council to be ratified. Director Ryan wanted to introduce the item to the Board to answer general questions, bring it back to a subsequent meeting to have a lengthier discussion, and then have the Board vote on it at a future meeting. Director Ryan offered to provide other meeting room policies through San Diego and Los Angeles Counties so that the Board has sense of what cities are doing, both in terms of policy and fee management. Board Members made several suggestions about what should be included. Director Ryan will incorporate the Board's suggestions, mark-up the current policy, and bring it back to the Board for a lengthier discussion. Director Ryan will also provide additional information about 501(c) (3) and 501 (c) (4) non-profit entities at a subsequent meeting.

CITY LIBRARIAN'S REPORT

- Director Ryan announced that the City Guide is available on the City and Library's websites and hard copies are available in the Library and at the Nutrition Center.
- Director Ryan reported to the Board that the excursion to the Tijuana Estuary had been hugely successful and that the feedback from participants was overwhelmingly positive. Director Ryan is working to provide future outings through Recreation Services, at a minimal cost to participants.
- The SD Registrar of Voters (SDROV) will set-up a temporary ballot drop-box inside the main entrance. Following the November election, SDROV and Public Works will create a permanent ballot drop-box outside of the Library. For more information on ballot drop boxes, please visit sdvote.com.
- This is Member Trustee Gogue's last meeting. Director Ryan thanked Member Trustee Sherry Gogue for her time and dedication.

PRINCIPAL LIBRARIAN'S REPORT

- Principal Librarian Anne Defazio reported that the Children's Room is creating new After-School Programs and weekend STEAM activities. The Children's Room also has ongoing Story Times, Sensory Story Time, and other activities. The Library's calendar has the full listing of upcoming events and activities. On September 16, the Library will host its Hispanic Heritage Celebration.

OTHER REPORTS – Friends of the Library – Margaret Godshalk

- The Friends of the Library will host a get together in December.

BOARD TRUSTEE COMMENTS/COMMUNICATION

- Chair Godshalk thanked the Library staff for all of their hard work and noted how great it is to see the Library so vibrant and full of activities.
- Trustee Member Moon asked if one of her friends could get an application to use the Community Room.

ADJOURNMENT

Motion to adjourn the meeting.

Motion: Bang/ Second: Moon

Vote: Ayes: 4 Nays: 0

Motion carried.

Meeting adjourned at 6:39 p.m. The next Board Meeting is scheduled for Wednesday, October 5, 2022.

Respectfully submitted,

Joyce Ryan
City Librarian

Library Warrants										
FY22-23										
Board Meeting	October 5, 2022									
						FUNDS				
Vendor Name	Description	Account	Sub-Acct	Check#	Check Date	Gen Fund #104	Capital Outlay #108	Donation #277	Grant #320	Total
Allstate Security	Aug. Security Guard Services	104-431-056	399			\$5,335.51				\$5,335.51
Amazon	Books	104-431-056	304			\$695.42				\$695.42
	Programming and Office Supplies	104-431-056	399			\$720.66				\$720.66
	Literacy Grant	320-431-339	399						\$108.72	\$108.72
Baker and Taylor	Books	104-431-056	304			\$2,920.04				\$2,920.04
Demco	Label Protectors	108-431-056	399			\$117.34				\$117.34
Midwest Tape	DVDs/Blu-Rays	108-431-056	304			\$1,102.92				\$1,102.92
OCLC	Cataloging Records Service	104-431-056	299			\$12,287.18				\$12,287.18
Sirsi Dynix	SMS Service	104-431-056	299			\$610.00				\$610.00
Staples	Office Supplies	104-431-056	399			\$53.85				\$53.85
								TOTAL		\$23,951.64



STAFF REPORT Board of Library Trustees

Prepared by: Joyce Ryan, Library & Community Services Director Meeting Date: 10/5/22

SUBJECT: Literacy Programs Presentation

RECOMMENDATION: Staff recommends Board of Library Trustees receive and file presentation.

BOARD/COMMISSION PRIOR ACTION: None.

STATEMENT ON SUBJECT:

At the September 7, 2022 meeting of the Board of Library Trustees, members approved the State Library grants for the NCPL Literacy program for adult literacy and English as a Second Language (ESL) programs. Members also approved the site agreement and MOU with AmeriCorps to provide the program with two AmeriCorps members.

Mikki Vidamo, Academic Enrichment Programs Coordinator, will give a short presentation on the NCPL Literacy programs.



STAFF REPORT

Board of Library Trustees

Prepared by: Joyce Ryan, Library & Community Services Director Meeting Date: 10/5/22

SUBJECT: City Librarian Report

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

STATEMENT ON SUBJECT:

Halloween Booktacular

Library staff are gearing up for the Halloween Booktacular on Saturday, October 29. The event will feature a Live Animal Show, trick-or-treat stations, crafts, and a book giveaway. Participants are encouraged to come in costume. This event was generously sponsored by the Friends of the Library.

Parks Pass Program

The Parks Pass Program excursion to the Tijuana Estuary on August 20 was a resounding success. As a result, the State Library has requested that our Senior Library Technician Tiffany Roberts, who wrote the grant and is administering the programs, participate in a webinar regarding successful Parks Pass Programs to be held in October. Congratulations, Tiffany!

Café Nights

Café Nights have resumed every Monday night at 6 p.m. in the Large Meeting Room. These events feature live music or dance. Performers are volunteers and must audition in order to perform.



STAFF REPORT Board of Library Trustees

Prepared by: Anne Defazio, Principal Librarian Meeting Date: 10/5/22

SUBJECT: Principal Librarian Report

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

BOARD/COMMISSION PRIOR ACTION: None.

STATEMENT ON SUBJECT:

Library Children's Regular Programming

During the recent reporting period of August 24-September 26, the Children's Room reports 281 attendees on the Craft Cart, 19 attendees for Saturday STEAM (10 adults and 9 children), 48 attendees for weekly Lego Club, and 19 for Wednesday night STEAM programming. Please consult the Library calendar for days and times. We are also offering storytimes. The craft cart activities predominantly incorporate materials from our existing craft supplies and other recycled materials.

Library Children's Special Programming

The National City Public Library celebrated Hispanic Heritage Month on Friday, Sept. 16, from 3:30-5:30 p.m. There were approximately 180 attendees including 40 adults and about 140 children. Families enjoyed the Bilingual Storytime, two crafts, Loteria, book giveaway, and the Mexican candy bags.

Please mark your calendar for the upcoming Filipino Heritage celebration on Saturday, October 15, from 1-3 p.m. This event will also feature a bilingual storytime, presented by author, Jocelyn Francisco, and traditional Filipino crafts.