



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

**December 7, 2022 - 5:30 PM
ZOOM Meeting**

You are invited to a Zoom webinar.
When: December 7, 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 December 7, 2022
2. Approval of the Minutes of November 2, 2022 meeting
3. Approval of November 2022 Library Warrants

New and Unfinished Business

1. Request by Board Member Anzueth Zambrano for Excused Absences

City Librarian Report

Principal Librarian Report

Other Reports

2. Friends of the Library Report

Board Member Comments

Adjournment: Next meeting January 4, 2023 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

November 2, 2022

CALL TO ORDER

The regular meeting of the Board of Library Trustees of the National City Public Library was called to order by Chari Godshalk at 5:30 p.m. on November 2, 2022.

ROLL CALL

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

STAFF PRESENT: Joyce Ryan, City Librarian
Anne Defazio, Principal Librarian
Mikki Vidamo, Academic Enrichment Programs
Coordinator
Sarah Ruiz, Administrative Secretary
Myra Martinez, Management Analyst II

PUBLIC COMMENTS AND COMMUNICATION – Via email

- There were no public comments.

CONSENT CALENDAR

1. Approval of Agenda

Motion to approve the agenda of the meeting of November 2, 2022

Motion: Moon/ Second: Zambrano

Vote: Ayes: 4 Nays: 0

Motion carried.

2. Approval of the Minutes of the Meeting of September 7, 2022

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

Motion: Moon/ Second: Zambrano

Vote: Ayes: 4 Nays: 0

Motion carried.

3. Approval of September and October 2022 Library Warrants:

Motion to approve the warrants in the amount of \$62,085.37

Motion: Bang/ Second: Moon

Vote: Ayes: 4 Nays: 0

Motion carried.

NEW AND UNFINISHED BUSINESS

4. **Approval to accept \$19,340 from the California State Library for Memory Lab Grant**

Director Ryan gave an overview of the Memory Lab Grant, how the money will be spent and how patrons will directly benefit from the investment. The grant will replace non-operational equipment, and additionally, buy equipment to help patrons convert old technology to new technology. Staff will get training on operating the equipment. There will be several public training sessions, approximately one per month, as early as February 2023.

The Library is hoping to receive enough pictures from local residents to create an exhibit during the summer months.

Director Ryan thanked Senior Library Technicians Tiffany Roberts and Alexander Neu for their assistance with this grant.

Motion to approve \$19,340 from California State Library for Memory Lab Grant

Motion: Bang/ Second: Moon

Vote: Ayes: 4 Nays: 0

Motion carried.

5. **Literacy Program Presentation- Mikki Vidamo, Academic Enrichment Programs Coordinator, Library.**

Mr. Vidamo gave an overview of the Library's Literacy Services Program- Adult Literacy, English as a Second Language (ESL), and Technology Lending Program. This includes one-on-one tutoring, small group classes, GED High School Diploma preparation, Citizenship Classes, core subjects such as reading, writing, and math, as well as, Excel and computer classes. Literacy Services also provides resume and interview workshops.

ESL classes are a response to the ever-changing needs of our community from residents to immigrants, and refugee learners. There are one-on-one tutoring sessions, Basic English Classes, and Conversation Classes.

Classes are in-person, online and there is a hybrid model, as well, making learning opportunities all-inclusive. Classes and tutoring are available two times per week and Literacy Services has laptops and Wi-Fi hot spots available for checkout.

The Library received funding for two full-time AmeriCorps members who will assist with tutoring, recruitment efforts of learners and volunteers, outreach, and expanding current literacy programs.

Chair Godshalk commended Mr. Vidamo on running a successful program.

CITY LIBRARIAN REPORT

Director Ryan provided a recap on Booktacular held on October 29. The Library gave away 185 books to children and had approximately 400 total attendees. Director Ryan thanked the Friends of the Library for their generous donation and support of the event.

Director Ryan reported on the Parks Pass Program. The excursion to the Tijuana Estuary was a resounding success. As a result, the California State Libraries asked Senior Library Technician, Tiffany Roberts to participate in a webinar panel regarding the Parks Pass Program. The

webinar was held October 11 and had 90 participants. The Library is excited for Ms. Roberts' professional growth.

Café Nights have resumed every Monday night at 6 p.m. Director Ryan invited BOLT members to stop by to listen to wonderful music.

Staff is gearing up for A Kimball Holiday, Saturday, December 10 from 2:00 p.m.-9 p.m. at Kimball Park. This year, the Library will run Whoville with a craft and book giveaway. Director Ryan thanked the Friends for their \$500 donation.

The Library will provide a Winter Reading Program running from December 16, 2022 through January 31, 2023. Children and teens who pre-register from December 1 through December 16 will receive a free book and candy cane.

The Friends generously donated funds for the Library to start a Custom Library Service. This is a shelf-ready service through Baker and Taylor. Baker and Taylor catalogs the books so items get on the shelves much faster for patrons. Launch date is December.

The Library is still developing the capacity for wireless printing. The Senior Library Technician, Alexander Neu and the City's IT Department are working on the project. The launch date is likely December.

Director Ryan announced that the new Self-Checkout machines have been ordered, expected delivery January 2023.

The new Discovery Layer is almost complete with a launch date of January 2023.

PRINCIPAL LIBRARIAN REPORT

The Children's area continues with STEAM, craft carts, and Lego Night. Children's is using upcycled materials and supplies on hand.

Principal Librarian Defazio reported that Hispanic and Filipino Heritage Celebrations welcomed a combined total of 180 participants.

Class visits from the National School District are gaining momentum. Principal Defazio, in collaboration with Dahilia Gil, from National School District, brainstormed and created the Winter Reading Program. Chair Godshalk and Secretary Bang thanked Principal Librarian Defazio on her outreach efforts.

OTHER REPORTS – Friends of the Library – Margaret Godshalk

The Friends will have an Open House on December 2 from 2-4 p.m. at the Library.

BOARD TRUSTEE COMMENTS/COMMUNICATION

Member Zambrano inquired about volunteering in the Friends Bookstore. Chair Godshalk will get her the contact information and put her down for the timeslot she requested.

Director Ryan mentioned having Volunteer Application Forms at Circulation. Chair Godshalk will make applications available.

ADJOURNMENT

Motion to adjourn meeting: Bang/Moon, 4-0. Meeting adjourned at 6:19 p.m. The next Board Meeting is scheduled for Wednesday, December 7, 2022 at 5:30 p.m.

Respectfully submitted,

Joyce Ryan
City Librarian

DRAFT

Library Warrants										
FY22-23										
Board Meeting	Wednesday, December 7, 2022									
						FUNDS				
Vendor Name	Description	Account	Sub-Acct	Check#	Check Date	Gen Fund #104	Capital Outlay #108	Donation #277	Grant #320	Total
4Imprint	Marketing Materials-Classroom Visits	104-431-056	399			563.98				563.98
Allstate Security	July and September Security Guard Services	104-431-056	299			\$8,891.28				\$8,891.28
Amazon										
	Programming and Office Supplies	104-431-056	399			\$454.43				\$454.43
	Computer Equipment	108-431-056	399				\$287.99			\$287.99
Baker and Taylor	Books	104-431-056	304			\$5,951.23				\$5,951.23
Califa	Membership Subscription	320-431-339	222						\$400.00	\$400.00
Literacy Works	AmeriCorps	320-431-339	299						\$10,000.00	\$10,000.00
Midwest Tape	DVDs/Blu-Rays	108-431-056	304			\$994.56				\$994.56
	Audiobooks	104-431-056	304			\$240.80				\$240.80
Mobile Citizen	Hot Spots for Circulation	104-431-056	299			\$2,280.00				\$2,280.00

Smart Source	Business Cards-Myra Martinez	104-431- 056	399			\$44.98			\$44.98
Staples	Office Supplies	104-431- 056	399			\$193.29			\$193.29
T-Mobile	Hot Spots	104-431- 056	299			\$448.50			\$448.50
								TOTAL	\$30,751.04



STAFF REPORT Board of Library Trustees

Prepared by: Joyce Ryan, Library & Community Services Director Meeting Date: 12/7/22

SUBJECT: Request by Board Member Anzueth Zambrano for Excused Absences

RECOMMENDATION: Staff recommends Board of Library Trustees excuse absences of Member Zambrano from January – May 2023.

BOARD/COMMISSION PRIOR ACTION: None.

STATEMENT ON SUBJECT: Member Zambrano recently requested approval to take an extended absence from the Board of Library Trustees due to a business/educational commitment that interferes with her attendance at meetings from January - May 2023. Pre-approval of these absences is needed from the Board, and a vote will also be needed at every meeting at which Member Zambrano is absent in order for these absences to be regarded as excused.

National City City Council Policy #107 is attached for your reference. The section regarding the unexcused absences is under "Section D, 14: Resignations, Attendance, Training and Removals."

Staff are recommending that the Board members excuse the absences.

EXHIBITS:

1. National City City Council Policy 107

CITY COUNCIL POLICY CITY OF NATIONAL CITY

TITLE: Appointments to Boards, Commission and Committees	POLICY # 107
ADOPTED: June 17, 1986	AMENDED: November 16, 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. Park, Recreation, and Senior Citizens Advisory Committee
4. Public Art Committee
5. Sweetwater Authority
6. Traffic Safety Committee
7. Veterans and Military Families Advisory Committee

City Council Appointments:

1. Civil Service Commission
2. Planning Commission
3. Housing Advisory Committee including Ex-Officio Members
4. 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, 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.

Unscheduled vacancy. An unscheduled vacancy shall be filled according to

CITY COUNCIL POLICY CITY OF NATIONAL CITY

TITLE: Appointments to Boards, Commission and Committees	POLICY # 107
---	---------------------

ADOPTED: June 17, 1986	AMENDED: November 16, 2021
-------------------------------	-----------------------------------

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 on 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 a 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.

The end of term for the members of Boards, Commissions, and Committees generally occurs in an annual rotation during the months of March and September. Appointments will be considered at those times unless a vacancy resulting from a resignation results in the lack of a Quorum on the Board, Commission, or Committee, in which case the appointment could occur at the time of the unscheduled vacancy in accordance with the procedure set out above.

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. Planning Commission
 3. Housing Advisory Committee including Ex-Officio Members
 4. 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 term's expiration date, and the position's necessary qualifications. It shall also include a list of all

CITY COUNCIL POLICY CITY OF NATIONAL CITY

TITLE: Appointments to Boards, Commission and Committees	POLICY # 107
ADOPTED: June 17, 1986	AMENDED: November 16, 2021

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. A public notice for vacancies must be placed in the newspaper of general circulation within the City, on the City's website, City Hall Bulletin Boards, and City social media platforms.
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. Applications shall be available on the City website and in the City Clerk's Office. Submissions must be received before the advertised deadline for consideration for the appointment. All applications will be retained in the City Clerk's Office for one year from the date the application was submitted. During the one-year retention period of the application, an applicant shall be considered for other vacancies on Boards, Commissions, and Committees. 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 an applicant applies 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 four (4) Civil Service Commission, Planning Commission, Housing Advisory Committee, and Port Commission 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

CITY COUNCIL POLICY CITY OF NATIONAL CITY

TITLE: Appointments to Boards, Commission and Committees	POLICY # 107
ADOPTED: June 17, 1986	AMENDED: November 16, 2021

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, the Mayor shall either propose an alternative candidate from the current application pool or choose to reopen the application period and return to the City Council at a future City Council Meeting with a different applicant for consideration. If a Mayoral 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, Commission, or Committee(s) with current vacancy (ies). The Mayor will introduce the applicant and 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 time allowed for clarification at the discretion of the City Council, not to exceed 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 City 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 be open to inspection by the public. The ballots are passed to the City Clerk who announces the number of votes for each candidate.

**CITY COUNCIL POLICY
CITY OF NATIONAL CITY**

TITLE: Appointments to Boards, Commission and Committees

POLICY # 107

ADOPTED: June 17, 1986

AMENDED: November 16, 2021

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 the name of each applicant 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 the 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.

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 member of the Board, Commission, or Committee.

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

All applications received for vacancies, whether 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 Government Code Section 6255(a) because the public interest served by not disclosing the applicant's personal, private information and protection of the applicant's right to privacy outweighs the public interest served by disclosing that information.
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 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.

**CITY COUNCIL POLICY
CITY OF NATIONAL CITY**

TITLE: Appointments to Boards, Commission and Committees

POLICY # 107

ADOPTED: June 17, 1986

AMENDED: November 16, 2021

- 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 exists, 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.
14. Resignations, Attendance, Training, and Removals

Resignation:

If a Commissioner or Member of a Board, Committee, or Commission is unable to continue serving because of health, business requirements, or personal reasons, a letter of resignation shall be submitted to the City Clerk, who will present to the City Council.

Attendance:

Regular attendance at meetings is critical to be effective operation of City Boards, Commissions, and Committees. The City Council relies on the advice of the City's Boards, Commissions, and Committees, which is the result of discussions among appointed members. The City Council anticipates that members of Boards, Committees, and Commissions shall make every reasonable effort to attend all regular and special meetings of their respective Boards, Commissions, and Committees, and to be prepared to discuss matters on their respective agendas.

A Commissioner or Member of a Board, Committee, or Commission shall be considered removed from any advisory board under the following conditions:

1. A Commissioner or Member of a Board, Committee, or Commission with unexcused absences from three consecutive regularly scheduled meetings.
2. A Commissioner or Member of a Board, Committee, or Commission misses more than 25% of the advisory body's meetings in a calendar year.

CITY COUNCIL POLICY CITY OF NATIONAL CITY

TITLE: Appointments to Boards, Commission and Committees

POLICY # 107

ADOPTED: June 17, 1986

AMENDED: November 16, 2021

3. A Commissioner or Member of a Board, Committee, or Commission must be present at least one hour, or 50% of the entire meeting, whichever is less, to be counted as present for purposes of attendance.

Excused Absences:

An "excused absence" is only granted when absolutely necessary and pre-approved if at all possible. The City Council encourages Boards, Commissions, and Committees to refrain from scheduling meetings on cultural and religious holidays in order to encourage full participation by all Commissioners, Board Members, and the public. The pre-approval of excused absences will be by the body as a whole and documented in the meeting minutes.

Excused absences are listed as follows:

1. Illness of the Commissioner or Member of the Board, Committee, or Commission, their family member, or their personal friend;
2. Business commitment of the Commissioner or Member of the Board, Committee, or Commission that interferes with the attendance at a meeting;
3. Attendance of the Commissioner or Member of the Board, Committee, or Commission at a funeral, religious service or ceremony, wedding, or other similarly-significant event; or
4. Other reason for which the Commissioner or Member of the Board, Committee, or Commission has given notice to the Chairperson or Secretary of their unavailability fifteen (15) days in advance, as long as the unavailability is not expected to last longer than 30 days.

Removal:

The Secretary or Lead of each Board, Commission, or Committee will report the attendance to the Office of the City Clerk on a monthly basis. If the attendance or absences fall within these guidelines, the Office of the City Clerk will prepare a report to City Council for review and possible removal of the Commissioner, Member, or Alternate sitting on the Board, Committee, or Commission. Any Commissioner, Member, or Alternate sitting on a Board, Committee, or Commission may be removed from office at any time by a simple majority vote of the City Council at a regularly scheduled Council meeting with or without cause.

Mandatory Training and Filing Requirements:

Commissioners and Members of Board, Committee, or Commission, as appointed by the legislative body, are entrusted with certain responsibilities and

CITY COUNCIL POLICY CITY OF NATIONAL CITY

TITLE: Appointments to Boards, Commission and Committees	POLICY # 107
ADOPTED: June 17, 1986	AMENDED: November 16, 2021

concomitant training and reporting. The following are requirements of Commissioners and Members of Boards, Commissions, and Committees. This training is required to be completed within 30 days of appointment or notification.

1. Oath of Office (Article XX of the California Constitution, and California Government Code Section 36507)
2. Fair Political Practices Commission (FPPC) Statement of Economic Interest Form 700 Filing (California Government Code Section 87100 et seq)
3. AB1234 Ethics Training (California Government Code Section 53235.1(b))
4. Sexual Harassment Training
5. Brown Act Training
6. Social Media Training
7. Any training required by State Law, Federal Law, or City Policies.

All training is offered in a variety of formats including in person, via Zoom, training website/software, and pre-recorded video. Currently, these are all requirements of the Mayor and City Council, and City staff.

Removal:

Failure to complete any of these requirements within 30 days of the appointment date or date of notification is cause for automatic removal.

Related Policy References

Government Code Section 40605
Government Code Section 54970, et seq.
Article XX of the California Constitution, and California Government Code Section 36507
California Government Code Section 53235(b)
California Government Code Section 87100 et seq
National City Municipal Code Title 16 (pending)

Prior Policy Amendments:

February 2, 2021 (Resolution No. 2021-08)
May 19, 2020 (Resolution No. 2020-95)
November 9, 1993 (Resolution No. 93-173)
June 11, 2013 (Revised – No Resolution – Refer to Meeting Minutes)
October 8, 2013 (Resolution No. 2013-147)
May 19, 2020 (Resolution No. 2020-20)



STAFF REPORT

Board of Library Trustees

Prepared by: Joyce Ryan, Library & Community Services Director Meeting Date: 12/7/22

SUBJECT: City Librarian Report

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

STATEMENT ON SUBJECT:

Memory Lab Grant

Staff are working on procuring equipment as part of the Memory Lab Grant from the State Library. This equipment will allow patrons to digitally transfer family memories from one physical format to another. Senior Library Technicians Tiffany Roberts and Alexander Neu are working in tandem on this project.

Kimball Holiday

Library staff will be participating in Kimball Holiday on Saturday, December 10, from 2-9 p.m. in Kimball Park. Staff will be creating the “Who-ville” experience for our participants with storytimes, crafts and a book giveaway for all children in attendance. Earlier that day, a Community Breakfast will be held at MLK starting at 10 a.m.

New Self-Checkouts

The new Bibliotheca self-checkouts have been installed. These new units replace the original self-checkouts that are now 17 years old.

Holiday Closure

The Library will be closed from December 17, 2022 to January 1, 2023 and will re-open on January 2, 2023. Library materials will not be due during this time. The book drop will be closed.

Past Year Accomplishments

Over the past year, we’ve made significant strides in improving programs and services to better the lives of our community members. This is a short list of accomplishments from the past year:

- Fine-Free Policy
- Automatic Renewals
- Library Mobile App
- New Self-Checkouts
- Technology Lending Program
- New Books and Collection Development
- New State-Funded ESL Program
- Community Outreach – NC 16 Weeks of STEAM, NSD, Class Visits, Community Connects
- Events and Programs
- Little Free Libraries in 2 new locations
- Parks Pass Program
- Over \$125K in grants awarded

I’d like to express my deep gratitude for the support and guidance of our Board of Library Trustees. On behalf of the Library and all its staff, we value your commitment to our community’s lifelong learning. Thank you so much for all that you do.



STAFF REPORT Board of Library Trustees

Prepared by: Anne Defazio, Principal Librarian Meeting Date: 12/7/22

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

The Children's staff continues to offer regular programming in STEAM (several times a month), crafts, storytimes, and staff-led crafts.

Library Children's Special Programming

The Children's staff has been busy with the preparation for Kimball Holiday. We have been preparing 1000 crafts that we will be hosting as an activity at the event from the Library Whoville location. We've been organizing and selecting 1000 new books (many thanks to the San Diego Council on Literacy) as giveaways during the event.

Outreach

The Children's staff has hosted several class visits recently, with visitors from Kimball and Olivewood Elementary Schools. Staff gives a presentation to the groups and then a Library tour. Children are presented with their library cards during this event. Children are then able to browse the stacks and look for items to check out. Staff are standing by to assist the children in finding their selections. Sometimes teachers will request that we set aside items that the classes are focusing on for their visit, and Children's staff are happy to do this. The teachers are presented with a bag that has the Library logo and that is filled with several new books as a gift from the library to take back to their classrooms.