



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

February 1, 2023 - 5:30 PM

When: February 1, 2023 05:30 PM Pacific Time (US and Canada)

Topic: Board of Library Trustees Meeting

National City City Hall – Second Floor Large Conference Room

1243 National City Blvd., National City CA 91950

Public Comments: There are two 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. **Participate in live public comment during the meeting:** 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

1. Approval of Excused Absence of Member Zambrano

Public Comment

Consent Agenda

1. Approval of Agenda dated February 1, 2023
2. Approval of the Minutes of January 4, 2023 meeting
3. Approval of January 2023 Library Warrants

New and Unfinished Business**City Librarian Report****Other Reports**

1. Friends of the Library Report

Board Member Comments

Adjournment: Next meeting March 1, 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

January 4, 2023

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 5:39 p.m. on January 4, 2023.

ROLL CALL

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

ABSENT: Anzueth Zambrano, Trustee (excused absence)

Motion to approved Member Zambrano's absence

Motion: Bang/ Second: Moon
Vote: Ayes: 3 Nays: 0
Motion carried.

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

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 January 4, 2023

Motion: Bang/ Second: Moon
Vote: Ayes: 3 Nays: 0
Motion carried.

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

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

Motion: Bang/ Second: Moon
Vote: Ayes: 3 Nays: 0

3. Approval of December 2022 Library Warrants:

Motion to approve the warrants in the amount of \$4,463.56

Motion: Bang/ Second: Moon
Vote: Ayes: 3 Nays: 0
Motion carried.

NEW AND UNFINISHED BUSINESS

4. Election of Officers- Chair and Secretary

Secretary Bang nominated Chair Godshalk to continue to serve as Chair. Chair Godshalk accepted the nomination.

Motion to re-elect Chair Godshalk to serve as Chair.

Motion: Bang/ Second: Moon

Vote: Ayes: 3 Nays: 0

Motion carried.

Member Moon nominated Secretary Bang to continue to serve as Secretary. Secretary Bang accepted the nomination.

Motion to re-elect Secretary Bang to serve as Secretary.

Motion: Moon/ Second: Godshalk

Vote: Ayes: 3 Nays: 0

Motion carried.

CITY LIBRARIAN REPORT

Director Ryan gave a recap of A Kimball Holiday. Library staff held its first ever Who-Ville. Approximately 2,500 people attended the event and staff gave away 1,000 books donated by the San Diego Council on Literacy.

Director Ryan noted that laptops are available for checkout at Circulation for three weeks at a time.

Director Ryan noted several new programs that the Library will provide. There will be a Family Literacy Program starting in August or September.

Director Ryan spoke about the Tech To Go program, a technology-lending program that provides laptops with built-in Wi-Fi, at no cost to patrons. Circulation has 25 new Chromebooks available to patrons.

PRINCIPAL LIBRARIAN REPORT

Director Ryan provided the Principal Librarian's Report. The Children's Section has a Craft Cart that is hugely popular, tracking upwards of 400 visitors per month. The idea behind the cart is to create solid library habits- visit the library, do a craft, and check out books.

The Winter Program is in full swing. So far, 29 children and nine (9) adults have participated. The program runs through January 31. The parameters for prizes are to read at least five hours and/or complete five books.

OTHER REPORTS – Friends of the Library

Chair Godshalk gave recap of the Community Breakfast held in December. The Friends sold raffle tickets and raised \$275. They gave away books and other items. It was well attended and an upbeat event.

BOARD TRUSTEE COMMENTS/COMMUNICATION

Chair Godshalk commented that Who-Ville was fantastic. Member Moon seconded the comment and said that her grandson had a wonderful time. Chair Godshalk is proud of the Library for providing so many opportunities to families. Secretary Bang asked when the Board

would be able to meet in person. Director Ryan responded that in person meetings are up to the City Council and will let the Board know. Member Moon inquired about how many vacancies the Board has. The Board of Library Trustees has one member and an alternate position available. Director Ryan noted that the trustees are advocates for the Board and can be helpful in recruitment.

ADJOURNMENT

Meeting adjourned at 5:52 p.m. The next Board Meeting is scheduled for Wednesday, January February 1 at 5:30 p.m.

Respectfully submitted,

Joyce Ryan
City Librarian

DRAFT

Library Warrants										
FY22-23										
Board Meeting	Wednesday, February 1, 2023									
						FUNDS				
Vendor Name	Description	Account	Sub-Acct	Check#	Check Date	Gen Fund #104	Capital Outlay #108	Donation #277	Grant #320	Total
Amazon	Materials and Supplies	104-431- 056	399			\$625.03				\$625.03
	Computer Center Supplies	108-431- 056	502				\$2,109.17			\$2,109.17
Baker and Taylor	Books	104-431- 056	304			\$3,006.26				\$3,006.26
bibliotheca	Maintenance and Operations- RFID tag system	108-431- 056	299				\$11,316.32			\$11,316.32
Demco	Labels	108-431- 056	399				\$347.31			\$347.31
Midwest Tape	DVDs/Blu-Rays	108-431- 056	304				\$967.65			\$967.65
T's and Signs	Canopy Walls	320-431- 339	399						\$511.13	\$511.13
								TOTAL		\$18,882.87



STAFF REPORT

Board of Library Trustees

Prepared by: Joyce Ryan, Library & Community Services Director Meeting Date: 2/1/23

SUBJECT: City Librarian Report

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

STATEMENT ON SUBJECT:

Custom Library Service

Library staff are working with Baker & Taylor, our print materials vendor, to have them process and catalog new adult titles that are ordered. This would enable all new adult materials to be received, checked in and shelved quickly, as opposed to being cataloged and processed on site. Although this saves a minimal amount of funds, it allows our patrons to have access to materials more quickly. Custom Library will launch March 2023. The Friends of the Library are funding this project for FY23.

Staffing Update

Tiffany Roberts, Senior Library Technician will be working in the Local History Room during its open hours on Tuesdays and Thursdays from 11 a.m. to 1 p.m. Ms. Roberts holds a Master's in Library and Information Science and is a veteran of cataloging and researching historical information.

National City 16 Weeks of STEAM

FLEET Science Center is administering a grant from the US Department of the Navy for STEM education. As part of the National City 16 Weeks of STEAM partnership, the Library is a sub-grantee and will be hosting four events per year based on STEM subjects. Future proposed events include STEM Fairs, coding classes and robotics exhibitions.

Face Behind the Art Program

Staff will be working towards bringing the *Face Behind the Art* program back during July 2023. This popular program highlights local artists (authors, filmmakers, poets, musicians, etc.) who exhibit and/or discuss their work. This month-long celebration features lectures, book readings and performances.