



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

April 6, 2023 - 5:30 PM

When: April 6, 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

Public Comment

Consent Agenda

1. Approval of Agenda dated April 6, 2023
2. Approval of the Minutes of March 1, 2023 meeting
3. Approval of March 2023 Library Warrants

New and Unfinished Business

4. Approval to accept the grant of \$36,600 from the California State Library for the Parks Pass Program FY23

City Librarian Report**Other Reports**

5. Friends of the Library Report

Board Member Comments

Adjournment: Next meeting May 3, 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

March 1, 2023

CALL TO ORDER

A Regular Meeting of the Board of Library Trustees of the National City Public Library was called to order in the Council Conference Room, located in City Hall, 1243 National City Boulevard, by Chair Godshalk at 5:30 p.m. on March 1, 2023.

ROLL CALL

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

ABSENT: Anzueth Zambrano, Trustee (excused absence)

Motion by Secretary Bang, seconded by Member Moon to approve Member Zambrano's absence.

Motion carried by unanimous vote

STAFF PRESENT: Joyce Ryan, City Librarian
Alex Neu, Senior Library Technician
Myra Martinez, Management Analyst II
Sarah Ruiz, Administrative Secretary

PUBLIC COMMENTS AND COMMUNICATION – Via email

There were no public comments.

CONSENT CALENDAR

ACTION: Motion by Secretary Bang, seconded by Member Moon, to approve the Consent Calendar Items 1 through 2, with Consent Item 3 pulled for discussion by Secretary Bang.

Motion carried by unanimous vote

ACTION: Motion by Secretary Bang, seconded by Member Moon to approve Consent Item 3.

Motion carried by unanimous vote

1. **NEW AND UNFINISHED BUSINESS**

Presentation of New Discovery Layer for Electronic Catalog

Alex Neu, Senior Library Technician, gave a computer-aided presentation of the New Discovery Layer for the Electronic Catalog.

CITY LIBRARIAN REPORT

Director Ryan mentioned several new resources that include Custom Library Service, Overdrive, and Link+. She also discussed National City's 16 Weeks of STEAM and *Faces Behind the Art* Program.

OTHER REPORTS – Friends of the Library

Chair Godshalk announced the Community Breakfast on March 11.

BOARD TRUSTEE COMMENTS/COMMUNICATION

Member Moon inquired about Banned Books and any planned programming for Women's History Month.

The Board thanked Principal Librarian Defazio for her service to the community and for the energy that she brought to the Library. All wished her well in retirement.

ADJOURNMENT

ACTION: Motion by Secretary Bang, seconded by Member Moon to adjourn the meeting.

Motion carried by unanimous vote

Meeting adjourned at 6:13 p.m. The next Board Meeting is scheduled for Wednesday, April 5, 2023 at 5:30 p.m.

Respectfully submitted,

Joyce Ryan
City Librarian

Library Warrants									
FY22-23									
Board Meeting	Thursday April 6, 2023								
						FUNDS			
Vendor Name	Description	Account	Sub-Acct	Check#	Check Date	Gen Fund #104	Capital Outlay #108	Grant #320	Total
4 Imprint	Parks Pass Grant- Tote Bags	320-431-333	299					\$602.37	\$602.37
Allstate	Security Guard Services	104-431-056	299			\$2,862.00			\$2,862.00
Baker & Taylor	Books	104-431-056	304			\$3,008.68			\$3,008.68
Bilingual Dictionaries	ESL Workbooks	320-431-331	399					\$2,413.88	\$2,413.88
Califa	Pronunciator Subscription	320-431-339	222					\$1,995.00	\$1,995.00
Midwest Tape	DVDs, Blu-Rays	108-431-056	304				\$1,028.19		\$1,028.19
Sirsi Dynix	Horizon Interface	104-431-056	299			\$770.00			\$770.00
	Subscription Renewal	104-431-056	299			\$23,809.07			\$23,809.07
Staples	Office Supplies- ESL Grant	320-431-331	399					\$118.06	\$118.06
								TOTAL	\$36,607.25



STAFF REPORT Board of Library Trustees

Prepared by: Joyce Ryan, Library & Community Services Director Meeting Date: 4/6/23

SUBJECT: Consent Agenda: Approval to accept the grant of \$36,600 from the California State Library for the Parks Pass Program FY23

RECOMMENDATION: Staff recommends Library Board of Trustees approve the acceptance of the grant of \$36,600 from the California State Library for the Parks Pass Program for FY23.

BOARD/COMMISSION PRIOR ACTION: None.

STATEMENT ON SUBJECT:

The California State Library is awarding the National City Public Library \$36,600 for the Parks Pass Program to provide six excursions to local State Parks to promote the State of California Parks Pass Program. Each library in the State of California received State Parks Passes to enable patrons to enjoy California State Parks without having to pay admission. The passes are available through our library to check out for ten days at a time. In order to promote the program, the State Library created a grant program to enable libraries to provide excursions and encourage the use of our State Parks.

The Library Parks Pass Grant will fund six excursions and explorer backpacks for participants to Torrey Pines and Old Town State Parks. These programs will highlight the variety of mental and physical benefits of being outdoors, and transportation to the locations will remove barriers to access. In addition, tour guides at the two locations will be able to engage patrons in English and Spanish and all promotional materials will be created in English and Spanish, as well.

The additional funding provided this year allows the Library to provide the excursions to students participating in our adult ESL and digital literacy classes. Our Library has a robust Literacy program that offers ESL classes to assist learners with their English language skills, and computer technology classes to aid them in developing digital literacy. Many of our students have expressed interest in applying their skills in the exploration of San Diego County. Consequently, the grant funds will be used as a way to expand on the existing ESL and digital literacy curriculum, with the students creating the English language text and graphics for a brochure on the state park they visited.

This funding is the second round of Park Pass Grant funding. The National City Public Library received \$4,375 from the State Library in August 2022 to provide two excursions to Tijuana Estuary State Park and Old Town State Park; both excursions were very popular.

EXHIBITS:

1. State Library's Award Letter



March 7, 2023
National City Public Library
1401 National City Blvd.
National City, CA 91950

Subject: Parks Pass Grants, 2023
Title: Parks Pass 2023: Discovering Parks Together (PPP21-2-14)

Dear Ms. Joyce Ryan:

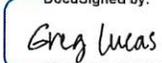
This letter confirms the California State Library's award of \$36,600 to the National City Public Library for the Parks Pass 2023: Discovering Parks Together program. National City Public Library will receive the award upon execution and approval of the grant agreement, certification, and claim forms.

Hard copies of this correspondence will not follow. Please keep the entirety of this correspondence for your files and consider these award materials your original documents.

This grant is governed by the attached Grant Agreement and Certification of Compliance, which includes the project period, reporting requirements, and payment schedule as well as the proposal outlining the project plan and budget. Please sign the claim and certification forms at the back of your award packet using the DocuSign system. Should you have any questions regarding the use of DocuSign please contact your grant monitor.

The State Library grant monitor for this project is Lisa Nowlain. She can be reached at lisa.nowlain@library.ca.gov or at (916) 603-6711. Lisa is available to assist you throughout the project period. Best wishes for a successful project.

Respectfully yours,

DocuSigned by:

BDA50981C41C416...

Greg Lucas
California State Librarian

Enclosures

CC: Lisa Nowlain
Reed Strege
Gina Iwata
Yesenia Castellon
Tiffany Roberts, troberts@nationalcityca.gov

THE BASICS – YOUR GRANT AWARD

The following provides all the basic information about your grant and managing your grant.

Award #:	PPP21-2-14
Library/Organization:	NATIONAL CITY PUBLIC LIBRARY
Project Title:	Parks Pass 2023: Discovering Parks Together
Award Amount:	\$36,600

APPROVED BUDGET

Salaries/Wages/Benefits	\$0
Consultant Fees	\$0
Travel	\$0
Supplies/Materials	\$21,000
Equipment (\$5,000 or more per unit)	\$0
Services (contracted)	\$15,600
Project Total	\$36,600
Indirect Cost	\$0
Grant Total	\$36,600

Start Date:	Upon execution
End Date:	February 29, 2024
Please understand that it can take from six to eight weeks after a completed claim form with no errors has been received before grant funds are delivered. If you have not received your payment after eight weeks, please contact your grant monitor.	

REPORTING

NATIONAL CITY PUBLIC LIBRARY is required to provide a mid-project financial and narrative report as outlined in the Award Agreement and Certificate of Compliance (September 1, 2023); final financial and narrative reports by March 30, 2024; and updates upon request. Reports will be submitted to your grant monitor, Lisa Nowlain, by email at lisa.nowlain@library.ca.gov.

PAYMENTS

Please note this clarification regarding payments. Grant payments will be made based on the payment schedule laid out in the Grant Term and Award Documentation. The grant recipient is responsible for fulfilling all project reporting requirements and expending all funds, or returning all unspent grant funds, by the time specified in the grant terms and conditions.

CONTACT

We want your project to be successful. Please work with the grant monitor in implementing your project:

Grant Monitor:	Lisa Nowlain
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Phone Number:	(916)603-6711
Email Address:	Lisa.nowlain@library.ca.gov



STAFF REPORT

Board of Library Trustees

Prepared by: Joyce Ryan, Library & Community Services Director Meeting Date: 4/6/23

SUBJECT: City Librarian Report

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

STATEMENT ON SUBJECT:

Principal Librarian Recruitment

The recruitment for Principal Librarian has been extended to April 17. Candidate interviews will take place in early May 2023.

Proclamation for National Library Week

National Library Week is celebrated across the country from April 23-29, 2023. This year's theme is "There's More to the Story." The Mayor will be issuing a proclamation for National Library Week at the City Council meeting on April 18. Board members are welcome to attend and accept the proclamation on behalf of the National City Public Library. The Friends of the Library have also been invited.

Park Pass Excursion

The second Park Pass excursion took place on March 18 and treated participants to a trip to Old Town State Park on the Old Town Trolley. While there, participants were given a tour of the park and its buildings and participated in candle-dipping.

Memory Lab Project Update

All equipment for the Memory Lab project has been purchased and staff is working at setting up the equipment.

Security Guard Agreement

The current agreement with Invicta Security California Corporation dba Allstate Security will be ending on June 30, 2023. A new agreement is currently being negotiated. Costs for security staffing have risen and we will be utilizing the same rate as the City of San Diego for security services. The agreement will be presented to the Board of Library Trustees at the meeting on May 3.

Work Study Agreements

Work Study Agreements have been renewed with Southwestern College and Pima Medical Institute. These agreements allow for our Literacy program to be utilized as a site for Federal work study funds through these educational institutions.