



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

**March 6, 2024 - 5:30 PM**

When: March 6, 2024 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](mailto: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 March 6, 2024
2. Approval of February 7, 2024 Minutes
3. Approval of February Warrants

## **New and Unfinished Business**

## **City Librarian Report**

## **Other Reports**

1. Friends of the Library Report

## **Board Member Comments**

**Adjournment:** Next meeting April 3, 2024 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 Danielle Ghio, Acting City Librarian at (619) 470-5800 or by email at [dghio@nationalcityca.gov](mailto:dghio@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.

I, Sarah Ruiz, Administrative Secretary of the City of National City, hereby declare under penalty of perjury that a copy of the above Agenda of the Regular Meeting of the Board of Library Trustees of the City of National City, California, was delivered and/or notice by email not less than 72 hours, before the hour of 6:00 p.m. on **February 29, 2024** to the members of the Board of Library Trustees, and caused the agenda to be posted on the City's website at [www.nationalcityca.gov](http://www.nationalcityca.gov) and at the Library, 1401 National City Blvd., National City, CA 91950, and at National City City Hall, 1243 National City Blvd., National City, California 91950

/s/:Sarah Ruiz



# NATIONAL CITY PUBLIC LIBRARY

## *Regular Meeting of the Library Board of Trustees*

*Minutes*

*February 7, 2024*

### **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 5:30 p.m. on February 7, 2024.

### **ROLL CALL**

BOARD OF TRUSTEES PRESENT: Margaret Godshalk, Chair  
Bradley Bang, Secretary  
Cindy Lopez, Member Trustee  
Jake Zindulka, Member Trustee  
Jissan Ravanilla, Member Trustee

BOARD OF TRUSTEES ABSENT: Patricia McGhee, Alternate Board Member

STAFF PRESENT: Danielle Ghio, Acting City Librarian  
Sarah Ruiz, Administrative Secretary

### **PUBLIC COMMENTS AND COMMUNICATION**

- None, zero received by email or in-person

### **CONSENT AGENDA, ITEMS 1-2:**

**ACTION:** Motion by Secretary Bang, to approve Consent Agenda Items 1-2, Second by Member Zindulka.

**Motion carried by unanimous vote**

### **CONSENT AGENDA, ITEM 3:**

**ACTION:** Motion by Secretary Bang, to approve Consent Agenda Item 3, Second by Member Zindulka.

**Motion carried by unanimous vote**

### **NEW AND UNFINISHED BUSINESS**

**Item 4:** Approval of Lunch at the Library Grant for \$25,000

**ACTION:** Motion by Secretary Bang, to approve Lunch at the Library Grant, Second by Member Lopez.

**Motion carried by unanimous vote**

**Item 5: Process City will use to search for City Librarian**

City Council approved the City Librarian position, effectively separating Library and Community Services into two departments.

**Item 6: Updates on maintenance issues at the Library**

Acting City Librarian Ghio gave an update on numerous maintenance issues needed at the Library.

**Item 7: Recurring Warrants List**

Acting City Librarian Ghio provided an Excel Spreadsheet of recurring expenses.

**CITY LIBRARIAN REPORT**

Acting City Librarian Ghio mentioned several updates to include, but not limited to City Council approved the Stay and Play Grant, empty sandbags are available at the Library, and the Registrar of Voters has installed a temporary Ballot Box inside the Library.

**OTHER REPORTS – Friends of the Library**

Chair Godshalk mentioned that the Friends would host a talk and tea on March 23 from 2-4 p.m. in honor of Women’s History Month.

**BOARD TRUSTEE COMMENTS/COMMUNICATION**

Secretary Bang read an article about Banning Books.

**ADJOURNMENT**

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

**Motion carried by unanimous vote**

Meeting adjourned at 6:11 p.m. The next Board Meeting is scheduled for Wednesday, March 6, 2024 at 5:30 p.m.

Respectfully submitted,

Danielle Ghio  
Acting City Librarian

<b>Library Warrants</b>									
<b>FY24-25</b>									
<b>Board Meeting</b>	<b>Wednesday, March 6, 2024</b>								
						<b>FUNDS</b>			
							<b>Capital Outlay</b>	<b>Grant</b>	
<b>Vendor Name</b>	<b>Description</b>	<b>Account</b>	<b>Sub-Acct</b>	<b>Check#</b>	<b>Check Date</b>	<b>Gen Fund #104</b>	<b>#108</b>	<b>#320</b>	<b>Total</b>
Allstate	January 2024 Guard Services	104-431-056	299			\$6,013.06			\$6,013.06
Amazon	U-Toolize Grant	320-431-357	399					\$671.27	\$671.27
Amazon	Adult Literacy Grant- Supplies	320-431-339	320					\$1,979.35	\$1,979.35
Amazon	Office Supplies	104-431-056	399			\$1,150.59			\$1,150.59
Bibliotheca	Maintenance and Support RFID System	104-431-056	299			\$11,900.94			\$11,900.94
EBSCO	Database Subscription Renewal	108-431-056	302			\$17,800.00			\$17,800.00
Lexia	Core5 Subscription Renewal	320-431-339	222					\$440.00	\$440.00
Midwest Tape	DVDs/Blu-Rays	108-431-056	304			\$1,313.40			\$1,313.40
OCLC	Subscription Renewal	104-431-056	299			\$12,000.38			\$12,000.38
Office Solutions	Materials and Supplies	320-431-339	399					\$6,024.08	\$6,024.08
Sirsi Dynix	Consulting/Project Mgmt.	104-431-056	299			\$900.00			\$900.00
<b>TOTAL</b>									<b>\$60,193.07</b>