



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

**June 5, 2024 - 5:30 PM**

When: June 5, 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 June 5, 2024
2. Approval of May 1, 2024 Minutes

**New and Unfinished Business**

3. U-Toolize Grant Agreement and Waiver
4. List of Tools Purchased for Tool Library

**City Librarian Report****Other Reports**

5. Friends of the Library Report

**Board Member Comments**

**Adjournment:** Next meeting July 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 **May 30, 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*

*May 1, 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 May 1, 2024.

### ROLL CALL

BOARD OF TRUSTEES PRESENT: Margaret Godshalk, Chair  
Bradley Bang, Secretary  
Cindy Lopez, Member Trustee  
Jake Zindulka, Member Trustee  
Patricia McGhee, Alternate Board Member

BOARD OF TRUSTEES ABSENT: Jissan Ravanilla, Member Trustee

STAFF PRESENT: Danielle Ghio, Acting City Librarian  
Mikki Vidamo, Acting Management Analyst II

### PUBLIC COMMENTS AND COMMUNICATION

- None, zero received by email or in-person

### CONSENT AGENDA, ITEMS 1:

**ACTION:** Motion by Alternate Member McGhee, to approve Consent Agenda Items 1, Second by Secretary Bang.

**Motion carried by unanimous vote**

### CONSENT AGENDA, ITEM 2:

**ACTION:** Chair Godshalk asked that the name One Book One San Diego replace the asterisk annotation in the March 6 meeting under Board Trustee Comments/Communication. Motion by Secretary Bang, to approve Consent Agenda Item 2, Second by Member Lopez.

**Motion carried by unanimous vote**

### CONSENT AGENDA, ITEM 3:

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

**Motion carried by unanimous vote**

**NEW AND UNFINISHED BUSINESS**

Acting City Librarian Ghio described the mural choices and the location of the proposed mural in the Children’s Area.

**CITY LIBRARIAN REPORT**

Acting City Librarian Ghio provided updates on library maintenance and improvements, staff changes, and programming.

**OTHER REPORTS – Friends of the Library**

Chair Godshalk reported on the highly successful Suffragette Tea.

**BOARD TRUSTEE COMMENTS/COMMUNICATION**

Member Zindulka complimented library staff on the recommended books as an inspiration to read, and inquired about a water bottle filling station. Alternate Member McGhee asked payment options in the Friends Bookstore.

**ADJOURNMENT**

**ACTION:** Motion by Member Zindulka, seconded by Secretary Bang to adjourn the meeting.  
**Motion carried by unanimous vote**

Meeting adjourned at 6:15 p.m. The next Board Meeting is scheduled for Wednesday, July 3, 2024 at 5:30 p.m.

Respectfully submitted,

Danielle Ghio  
Acting City Librarian

<b>Library Warrants</b>					
<b>FY 24-25</b>					
<b>Board Meeting</b>	<b>Wednesday, June 5, 2024</b>				
		<b>FUNDS</b>			
<b>Vendor Name</b>	<b>Description</b>	<b>Gen Fund #104</b>	<b>Capital Outlay #108</b>	<b>Grant #320</b>	<b>Total</b>
ALLSTATE- APRIL 2024	GUARD SERVICES	\$ 6,027.50			\$ 6,027.50
ALA CONFERENCE	CONFERENCE REGISTRATION- M. VIDAMO/T. ROBERTS, PRESENTERS	\$ 478.00			\$ 478.00
AMAZON	GENERAL SUPPLIES	\$ 429.31			\$ 429.31
MIDWEST TAPE		\$ 78.83			\$ 78.83
PLA CONFERENCE	CONFERENCE REGISTRATION- D. GHIO AND T. ROBERTS, ATTENDEES	\$ 410.00			\$ 410.00
				<b>TOTAL</b>	<b>\$ 7,423.64</b>

# National City Public Library

## u-Tool-ize User Agreement

u-Tool-ize is a tool lending program intended on providing community members with free access to a diverse range of tools and equipment, with the goal of fostering environmental stewardship, sustainable practices, and personal empowerment. In order to participate in this program, acceptance of and compliance with these provisions is required.

1. Before borrowing any tools or equipment, patrons must (a) verify identity with a government issued photo ID and National City Public Library card; (b) sign the u-Tool-ize user agreement; and (c) sign the liability waiver and indemnification form.
2. Only National City Public Library cardholders - in good standing - over the age of 18 are eligible to borrow tools through u-Tool-ize. Only the borrower of the tools and equipment is authorized to use the tools. The borrower shall not permit the use of said tools and equipment to any other person.
3. The borrower acknowledges that they are capable of using the tools and equipment in a safe and proper manner. Eye and hearing protection should be worn when operating power tools. Library staff are unable to provide assistance with using the tools and equipment.
4. All u-Tool-ize tools and equipment are the property of the National City Public Library and are loaned out with the following policies.
  - a. No more than five (5) tools can be borrowed at one time.
  - b. The loan period for tools and equipment is seven (7) days.
  - c. Items cannot be renewed or placed on hold.
  - d. All tools and equipment are on a first come, first served basis.
  - e. Tools and equipment must be returned in-person to the National City Public Library during the open library hours.
  - f. Do not return items through the book drop or to the circulation desk.
  - g. All tools and equipment must be returned clean and in good condition.
5. When tools and equipment are not returned by the designated due date, National City Public Library will issue an overdue notice. If the tools and equipment are not returned after the notice has been sent the borrower will be charged replacement cost for each item not returned. Failure to

pay the replacement costs will result in appropriate action to recover the cost of each unreturned item, including utilizing a collection agency.

6. The borrower agrees to return any borrowed tools and equipment on or before the due date in the same condition as when it was borrowed, barring normal wear and tear. The borrower agrees to pay for the loss of or damage to any tools and equipment on loan to them.
7. Repeatedly returning tools and equipment late, damaged, dirty, or reporting them lost may result in the revocation of borrowing privileges. National City Public Library reserves the right to limit the number of tools and equipment borrowed and the loan period.
8. The borrower agrees that National City Public Library is not responsible for any manufacturing defects in quality of workmanship or materials inherent in any borrowed tools and equipment nor are they responsible for any liability, damages or expense resulting from misuse of the tools and equipment.
9. The borrower agrees that if any borrowed tools and equipment becomes unsafe or in a state of disrepair, the borrower will immediately discontinue use of the tool or equipment and return it to National City Public Library, reporting any issues/concerns about the condition of the tool or equipment.

Full Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Library Card Number: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**STAFF USE ONLY** (initial and date)

Verified identity with government issues photo ID: \_\_\_\_\_

Verified adult library account is in good standing: \_\_\_\_\_

## National City Public Library

### u-Tool-ize Liability Waiver and Indemnification Form

I, \_\_\_\_\_ (print name), make the following covenants, statements, and representations:

(1) The tools and equipment in the National City Public Library u-Tool-ize collection are for the exclusive use by the National City Public Library cardholder who borrowed the tool. I will not allow any other person to use the tools and equipment that I borrow.

(2) I am experienced in the use of the tools and equipment that I borrow, and I am physically capable to use the tools and equipment safely and in a proper manner.

(3) I will inspect each borrowed tool and accept its condition. I will advise National City Public Library staff of any damage, and or defects. I will not use a borrowed tool, or will discontinue the use of a borrowed tool, if I become aware of any damage or defects. Further, I will return any borrowed tool and disclose any damage or defects that I become aware of during my use.

(4) I will use the tool for its intended purpose.

(5) I understand that eye and hearing protection should be worn while operating power tools.

(6) I will take reasonable care when using borrowed tools and return the tool(s) in like condition.

(7) National City Public Library, its officials, officers, directors, agents, members, representatives, volunteers, and employees claim no expertise and make no representation concerning the fitness of any tool for any particular use.

(8) I do hereby myself, on behalf of my successors and assigns, in consideration of being permitted to borrow tools, waive any and all claims against the City of National City, its officials, officers, directors, agents, members, representatives, volunteers, and employees for any injury or injuries of any nature that I may suffer or incur in the use of the tools, including damaging to real or personal property, or the negligent or reckless storage of tools during the borrowing period.



(9) I hereby for myself on behalf of my successors and assigns, in consideration of being permitted to borrow tools, agree to release and indemnify and hold harmless the City of National City, its officials, officers, directors, agents, members, representatives, volunteers, and employees from any and all liability, loss, claims, and demands, actions or causes of action for the death or injury to any persons and for any property damage suffered or incurred by any person which arises or may arise or be occasioned in any way from the use of tools that I am borrowing from the National City Public Library, and agree to pay all expenses related thereto (including reasonable attorney's fees and costs) that the City of National City may incur for the undersigned's use of the borrowed tools.

(10) I further state that I have read and fully understand the rules and regulations of National City Public Library, and I understand that failure to comply with any of these rules may result in revocation of my borrowing privileges and /or legal action against me.

(11) I have read and signed the waiver and indemnification form relinquishing any and all claims against the City of National City, its officials, officers, directors, agents, members, representatives, volunteers, and employees.

(12) I hereby certify that I am eighteen (18) years or older.

Full Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Library Card Number: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**STAFF USE ONLY** (initial and date)

Verified identity with government issues photo ID: \_\_\_\_\_

Verified adult library account is in good standing: \_\_\_\_\_

**U-Toolize  
Grant-Tools  
Purchased**

<b>Tool / Model</b>	<b>Qty</b>
<a href="#">Wen Service Cart</a>	1
<a href="#">Dremel Engraver</a>	2
<a href="#">Paint Pens, 6pk, Purple</a>	1
<a href="#">Tamper Proof Tags (50pk) red</a>	2
<a href="#">Scott Shop Towels (12 rolls)</a>	1
<a href="#">Klein Precision Screwdriver Set</a>	1
<a href="#">Innova 5568 Pro Digital Timing light</a>	1
<a href="#">Klein Multimeter Electrical Test Kit</a>	1
<a href="#">Klein Circuit Breaker Kit</a>	1
<a href="#">FLIR TG-165-X Thermal Camera</a>	1
<a href="#">Teslong Triple Lens Endoscope Inspection Camera</a>	1
<a href="#">Klein Tools 200' Fiberglass Fish Tape</a>	1
<a href="#">Cricut Explore 3</a>	1
<a href="#">Signer Heavy Duty 4432 Sewing Machine</a>	1
<a href="#">Singer Serger Overlock</a>	1
<a href="#">Vevor Button Maker Multisize</a>	1
<a href="#">Chandler Wood Burning Kit</a>	2
<a href="#">LaserPecker 1 Engraver</a>	1
<a href="#">Romech Hot Glue Gun - Grey</a>	2
<a href="#">Amazon Basics 12" Laminator</a>	1
<a href="#">Fiskar SureCut</a>	1
<a href="#">Fiskar Cutting Mat 18"x24" - Grey</a>	1
<a href="#">Cricut Heat Press</a>	1
<a href="#">Cricket Roll Holder</a>	1
<a href="#">Cricket Case</a>	1
<a href="#">Cricut Fine Point Blade</a>	1
<a href="#">Cricut Deep Point Blade</a>	1
<a href="#">Cricut Bonded Fabric Blade</a>	1
<a href="#">Cricut Knife Blade</a>	1
<a href="#">Cricut Mats</a>	1

**U-Toolize  
Grant-Tools  
Purchased**

<a href="#">Cricut Basic 5 piece tool kit</a>	1
<a href="#">Sew Machine Carry Case</a>	1
<a href="#">Sergger Case</a>	1
<a href="#">Goener Bike Repair Stand</a>	2
<a href="#">Bike Tool kit 23 piece</a>	2
<a href="#">ParkTool Chain Cleaner</a>	2
<a href="#">Schwinn Air Pump bi-valve</a>	2
<a href="#">Hand Truck/Dolly</a>	1
<a href="#">Shelving 24"x48"x72" (2pk)</a>	1
<a href="#">Shelving 18"x40"x72" (3pk)</a>	1

**U-Toolize Grant-  
Tool Purchased**

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