



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

**August 7, 2024 - 5:30 PM**

When: August 7, 2024 5:30 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 August 7, 2024
2. Approval of June 5, 2024 Minutes
3. Approval of June and July Warrants

**New and Unfinished Business**

4. BOLT Elections
5. List of tools currently available

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

6. Friends of the Library Report

**Board Member Comments**

**Adjournment:** Next meeting September 4, 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, Danielle Ghio, Acting City Librarian 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 August 1, 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



# NATIONAL CITY PUBLIC LIBRARY

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

*Minutes*

*June 5, 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 5:31 p.m. on June 5, 2024.

### **ROLL CALL**

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

BOARD OF TRUSTEES ABSENT: Jake Zindulka, Member Trustee

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

### **PUBLIC COMMENTS AND COMMUNICATION**

- Joan Rincon, in person

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

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

**Motion carried by unanimous vote**

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

**ACTION:** Motion by Secretary Bang, to approve Consent Agenda Item 2, Second by Member Lopez.

**Motion carried by unanimous vote**

### **NEW AND UNFINISHED BUSINESS**

**ACTION:** Motion by Secretary Bang to approve the Pilot Program of the Tool Library Lending Policy through December 2024, Second by Member Lopez.

**Motion carried by unanimous vote**

**ACTION:** Motion by Secretary Bank to approve the Waiver for the Tool Library, second by Member Lopez.

**Motion carried by unanimous vote**

Acting City Librarian reviewed the list of tools purchased to date.

### **CITY LIBRARIAN REPORT**

Acting City Librarian Ghio provided updates on the mural, recent trainings, programming, Library staffing and disseminated the 2024 City Council Proclamation for National Library Week to all members.

### **OTHER REPORTS – Friends of the Library**

Chair Godshalk noted that the Friends are seeking volunteers to help in the bookstore and asked about the Community Breakfast.

### **BOARD TRUSTEE COMMENTS/COMMUNICATION**

Member Lopez inquired about the Mural Project scheduled for the Library. Chair Godshalk requested that Elections for Officers be the next agenda and for members to give at least 72 hours' notice of anticipated absences from meetings.

### **ADJOURNMENT**

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

**Motion carried by unanimous vote**

Meeting adjourned at 6:36 p.m. The next Board Meeting is scheduled for Wednesday, July 3, 2024 at 5:30 p.m. Motion by Secretary Bang to adjourn the meeting, second by Member Lopez.

**Motion carried by unanimous vote**

Respectfully submitted,

Danielle Ghio  
Acting City Librarian

<b>Library Warrants</b>					
<b>FY 25-26</b>					
<b>Board Meeting</b>	<b>Wednesday August 7, 2024</b>				
		<b>Funds</b>			
<b>Vandor Name</b>	<b>Description</b>	<b>Gen Fund #104</b>	<b>Capital Outlay #108</b>	<b>Grant #320</b>	<b>Total</b>
Amazon	Craft/Program Supplies			\$4,123.10	\$4,123.10
	Craft Supplies	\$278.87			\$278.87
	Adult Literacy Supplies			\$1,055.58	\$1,055.58
	U-tool-lize Supplies			\$4,453.94	\$4,453.94
Baker and Taylor	Horizon Service	\$26,851.84			\$26,851.84
Staples	Summer Reading	\$715.45			\$715.45
Best Buy	Program Supplies			\$1,239.69	\$1,239.69
				Total	\$34,264.53

All Items 78 results



**NATIONAL CITY**  
PUBLIC LIBRARY

Availability

In stock now

Category

Automotive (8)

Bicycle (8)

Electrical (14)

Flooring (2)

Lawn & Garden (23)

Plumbing (2)

Power - Battery (2)

Power - Corded (19)

Type

More (1)

Tools (77)

Sort By

View

Per Page



[3 Outlet, Extension Cord, 25"](#)

In Stock Now



[3 Outlet, Extension Cord, 50"](#)

In Stock Now



[Angle Grinder, 4 1/2"](#)

In Stock Now



[Auto Creeper](#)

In Stock Now



[Axe, 36"](#)

In Stock Now

Unstack multiple items<sup>2</sup>



[Bike Chain Cleaner](#)

In Stock Now

Unstack multiple items<sup>2</sup>



[Bike Pump](#)

In Stock Now

Unstack multiple items<sup>2</sup>





[Bike Repair Stand](#)

In Stock Now

Unstack multiple items<sup>2</sup>



[Bike Tool Kit](#)

In Stock Now



[Biscuit Joiner](#)

In Stock Now



[Bow Rake](#)

In Stock Now



[Carpet Kicker](#)

In Stock Now



[Circuit Breaker Kit](#)

In Stock Now

Unstack multiple items<sup>2</sup>



[Circular Saw, 7 1/4"](#)

In Stock Now



[Cultivator/Tiller Electric 16"](#)

In Stock Now



[Drain Spade Shovel](#)

In Stock Now



[Dremel 4000 Rotary Tool](#)

In Stock Now



[Edger Electric](#)

In Stock Now



[Electric Leaf Blower](#)

In Stock Now



[Electric Trimmer](#)

In Stock Now



[Endoscope Camera](#)

In Stock Now

Unstack multiple items<sup>4</sup>



[Extension Cord, 25"](#)

In Stock Now

[Unstack multiple items](#)<sup>2</sup>



[Extension Cord, 50"](#)

In Stock Now



[Fish Tape, 200"](#)

In Stock Now

[Unstack multiple items](#)<sup>2</sup>



[Fiskar 28"](#)

In Stock Now



[Fruit Pole Picker 12'](#)

In Stock Now



[Garden Hoe](#)

In Stock Now



[Hand Planer](#)

In Stock Now

Unstack multiple items<sup>2</sup>



[Hand Sander, 1/4 sheet](#)

In Stock Now



[Heat Gun](#)

In Stock Now



[Hedge Shears, 23"](#)

In Stock Now



[Hedge Trimmer, 22"](#)

In Stock Now

Unstack multiple items<sup>2</sup>



[Jig Saw, 5.5-Amp](#)

In Stock Now



[Jumper Cables](#)

In Stock Now



[Lazer Level 125'](#)



In Stock Now



[Level 48"](#)

In Stock Now



[Multimeter Kit](#)

In Stock Now



[OBD reader](#)

In Stock Now



[Oil Filter Wrench Set](#)

In Stock Now



[Pick, 36"](#)

In Stock Now



[Pipe Wrench, 24"](#)

In Stock Now



[Plunge Router](#)

In Stock Now



[Pole Saw](#)

In Stock Now



[Post Hole Digger](#)

In Stock Now



[Post Hole Spiral Digger](#)

In Stock Now



[Pressure Washer](#)

In Stock Now



[Pro Digital Timing light](#)

In Stock Now

[Unstack multiple items](#)



[Reciprocating Saw, 12 AMP](#)

In Stock Now



[Rotary Hammer Drill, 1"](#)

In Stock Now



[Router Bit Set](#)

In Stock Now



[Sledge Hammer](#)

In Stock Now



[Sledge Hammer 4lbs](#)

In Stock Now



[Sliding Compound Miter Saw, 12"](#)

In Stock Now



[Soldering Gun](#)

In Stock Now



[Spade Shovel](#)

In Stock Now



[Spading Fork Ames](#)

In Stock Now



[Table Saw, 10"](#)

In Stock Now



[Tamper](#)

In Stock Now



[Thermal Camera](#)

In Stock Now



[Tile Cutter, 24"](#)

In Stock Now



[Torque Wrench 1/2" drive](#)

In Stock Now



[Water Pressure Gauge](#)

In Stock Now

Unstack multiple items



[Wheel Chock](#)

In Stock Now





# STAFF REPORT

## Board of Library Trustees

Prepared by: Danielle Ghio, Acting City Librarian Meeting Date: August 7, 2024

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**SUBJECT: City Librarian Report**

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

**STATEMENT ON SUBJECT:**  
**Summer Reading Program**

The annual Summer Reading program started on June 8. The theme this year is “The Great Outdoors” and staff are incorporating the theme into programs and prizes. This year’s prizes include but are not limited to museum passes, in-n-out gift cards, panda express gift cards and books. The Summer Reading Program is for all ages and takes place June 8-Aug 3.

**Summer Reading Programming**

During summer regular programming is placed on hold and a new slate of programming is designed for summer to better accommodate families’ schedules. We have created some new programming this year and have added a weekly performer such as Mad Science, Zoovago, Ralph’s World and so many more. Weekly we are getting upwards of 70 to 100 attendees per program. We also had a great Summer Reading Finale where we were again joined by a performer, handed out Summer Reading finisher prizes and provided attendees with popsicles.

**Lunch At the Library**

This year the library is participating in Lunch at the Library. We are partnering with Heaven’s Windows to provide lunches to children between 0 and 18 on Tuesdays and Thursdays. This is California State Library funded grant program, the grants funds support the programs and activities that coincide with our summer lunches. This program has become more and more popular as the weeks have gone on and we were serving up to 40 meals a day. The program is coming to an end on August 10<sup>th</sup>.

**Interviews/Recruitments**

Interviews were conducted in the second week in July for the vacant Administrations Sectary position, a candidate was chosen, and an offer made. The candidate accepted the offer and is anticipated to start at the end of August. Interviews were also held in the third week of July for the vacant Academic Enrichment Coordinator position. A candidate was chosen, and an offer made. The candidate accepted the offer and is anticipated to also start at the end of August. Interviews will be conducted in the second week in August for the vacant Technical Services Librarian position. The position of City Librarian is also now open, the first round of reviews will be August 15<sup>th</sup>. We hope to have these positions are filled as soon as possible.

**ALA Conference**

Roughly 10 staff were able to attend this conference, many for the first time. It was a great opportunity for staff to be able to have some professional development opportunities, so we committed to sending as many staff as possible who wanted to attend. Technical Services Librarian Tiffany Roberts attended as a presenter. She presented as a poster session about our very successful “Parks Pass” program which ended in December of last year. We are thankful that Ms. Roberts had this professional opportunity in relation to her work with the Parks Pass Grant program and represented our Library so well.