



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

**ZOOM MEETING
April 7, 2021 - 5:30 PM**

You are invited to a Zoom webinar.
When: April 7, 2021 05:30 PM Pacific Time (US and Canada)
Topic: Library Board Meeting – April 7, 2021

Please click the link below to join the webinar:

<https://zoom.us/j/94664042087>

Or iPhone one-tap:

US: +16699009128, 94664042087# or +13462487799, 94664042087#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 9128 or +1 346 248 7799 or +1 253 215 8782 or +1 312 626 6799
or +1 646 558 8656 or +1 301 715 8592

Webinar ID: 946 6404 2087

International numbers available: <https://zoom.us/j/94664042087>

AGENDA

Call to Order

Roll Call

Consent Agenda

1. Approval of Agenda
2. Approval of the Minutes of March 3, 2021 Meeting
3. Approval of March 2021 Library Warrants
4. Approval to accept an augmentation of \$4,219 to the California Library Literacy Services (CLLS) Grant for National City Public Library's Literacy Program, increasing the total grant amount from \$37,973 to \$42,192 for fiscal year 2020-21.

5. Approval to accept a grant in the amount of \$135,645.71 from Califa/State Library to upgrade the Library's public Internet broadband from 1Gbps to 10 Gbps. This grant allows the Library to replace the current equipment and infrastructure adequate to support the upgrade.

New and Unfinished Business

6. Tony Winney, Assistant City Manager – Update: Library and Community Services Director Recruitment. [Bob Murray & Associates](#)
7. Review of Circulation Fines and Fees (Secretary Bang)
8. Review of Children's Programming Policy (Secretary Bang)

City Librarian's Report

9. Local History Room Digitization Project Update.

Other Reports

10. Friends of the Library Report

Public Comments and Communication: The National City Public Library Board of Trustees will receive public comments via e-mail at publiccomments@nationalcitylibrary.org regarding any matters within the jurisdiction of the Library Board of Trustees. Written comments or testimony from the public (limited up to three minutes) must be submitted via e-mail by 3:30 p.m. on the day of the Library Board Meeting. All comments received from the public will be made a part of the record of the meeting.

Board Member Comments

Adjournment: Next meeting May 5, 2021, 5:30 PM.

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 Minh Duong, City Librarian at (619) 470-5800 or by email at minh.duong@nationalcitylibrary.org 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 3, 2021

CALL TO ORDER

The regular meeting of the Library Board of Trustees of the National City Public Library was called to order by President Gogue at 5:30 p.m. on March 3, 2021.

ROLL CALL

BOARD OF TRUSTEES PRESENT: Sherry Gogue, President
Bradley Bang, Secretary
Margaret Godshalk, Trustee
Raymond Juarez, Trustee
Coyote Moon, Trustee
Paula Gapp, Alternate Trustee

STAFF PRESENT: Minh Duong, City Librarian
Anne Defazio, Principal Librarian
Mervin Jensen, Senior Librarian
Maria Marmolejo, Circulation Senior Library Technician

CONSENT CALENDAR

1. Approval of Agenda

Motion to approve the agenda of the meeting of February 3, 2021

Motion: Bang / Second: Moon

Vote: Ayes: 5 Nays: 0

Motion carried.

2. Approval of the Minutes of the Meeting of February 3, 2021

Motion to approve the minutes of the meeting of February 3, 2021

Motion: Moon / Second: Godshalk

Vote: Ayes: 5 Nays: 0

Motion carried.

3. Approval of January 2021 Library Warrants:

Motion: Bang / Second: Juarez

Vote: Ayes: 5 Nays: 0

Motion carried.

REVIEW OF NEW/UNFINISHED BUSINESS

4. Review and Adoption of the Rules of Conduct for Library Patrons (continued).

Motion to adopt the Rules of Conduct for Library Patrons.

Motion: Godshalk / Second: Juarez

Vote: Ayes: 5 Nays: 0

Motion carried.

5. **Review of Library Policies of Circulation Fines and Fees** - with a presentation by library circulation staff.
6. **Library Policies: Circulation Fees & Fines and Collection Development** – PowerPoint presentation by Maria Marmolejo, Senior Library Technician and Mervin Jensen, Senior Librarian. (See PowerPoint presentation attached)
7. **Library Organizational Chart** – copy of organizational chart provided to Board Members as per request.
The Board had a long discussion on the qualifications of the new person who will replace the current City Librarian. President Gogue, Secretary Bang, Trustee Godshalk, and Trustee Moon expressed strong belief that the position should be filled by a candidate having a library science degree and experience managing a library. President Gogue indicated that she will voice the concerns of the Board to the City Manager’s Office.
8. **Review of Children’s Programming Policy** – Secretary Bang felt that children’s programs should be inclusive of different cultures and address mental health issues and helping kids become more resilient. He requested to bring back item for further discussion at the April meeting.

CITY LIBRARIAN AND PRINCIPAL LIBRARIAN’S REPORTS

- City Librarian Duong introduced new Alternate Board Member Paula Gapp, appointed by the City Council on March 2, 2021. Member Gapp, coming from South Dakota, expressed her delight to join and get involved with National City.
- Principal Librarian Defazio’ updates:
 - **National City 16-Week of STEAM program** – The Library is awarding an LED project kit for signing up through the library website to program participants. These kits are funded by the National City Friends of the Library.
 - **UCSD Sally Ride Partnership and Science STEAM programs** – UCSD Extension Sally Ride has shared five STEAM programs with National City Library, which will be rolled out to children starting March 25, 2021. (see PowerPoint presentation attached.)
 - **Library virtual programs and crafts.** The library continues to offer online programs that include video story times, dial-a-story readings, and crafts (for curbside pick-up with instructions.)
 - **Library outreach:** To celebrate *Read Across America Day*, Central School has invited the Library to participate in live and pre-recorded story times. The Library has also provided craft kits to students from Middle School.

OTHER REPORTS – Friends of the Library – Margaret Godshalk

- No report.

PUBLIC COMMENTS AND COMMUNICATION – Via email

- Joan Rincon – comments on the merging of Library and Community Services departments.

BOARD TRUSTEE COMMENTS/COMMUNICATION

- ❖ Trustee Members welcomed new Alternate Member Gapp.
- ❖ Trustee Godshalk requested updates on the Local History Room digitization projects and the laptop loan project.
- ❖ President Gogue, Secretary Bang, and Trustee Moon concurred with Trustee Godshalk on the qualifications of the new Library and Community Services Director.

- ❖ Secretary Bang noticed a patron survey put out by San Diego Public Library. Will share the survey with the Library.
- ❖ Secretary Bang enquired if the Board wanted to address other matters brought up through the February 3rd public comments. Board members agreed not to pursue further discussion.

ADJOURNMENT

Motion to adjourn meeting: Godshalk / Bang, 5-0

Meeting adjourned at 7:46 p.m. The next Board Meeting is scheduled for Wednesday April 7, 2021 at 5:30 p.m.

Respectfully submitted,

Anne Defazio
Principal Librarian

DRAFT



March 2, 2021

Minh Duong, City Librarian
National City Public Library
1401 National City Boulevard
National City, CA 91950-3314

minh.duong@nationalcitylibrary.org

Dear Ms Duong:

I'm pleased to enclose a claim form for the remainder of your California Library Literacy Services funding for the 2020-2021 fiscal year.

This **final, second payment** of your total allocation for the fiscal year that began on July 1, 2020 is the remaining 10% of your award amount.

Below is a summary of your total California Library Literacy Services funding for the current program year:

Adult Literacy 2020/21

Adult Literacy Services (90%):	\$37,973 (amount previously claimed)
Final Payment Adult Literacy Services:	\$4,219 (amount to be claimed now)

GRAND TOTAL FOR 2020/21:	\$42,192
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We'll initiate the payment process upon receipt of your signed claim form and certification form, which are attached. The forms serve as a request to claim the funds and have a check sent to you and a certification that your library will use the funds for the purpose intended.

Please mail the signed forms to: **California State Library
Fiscal/Local Assistance – State Funded grants
P.O. Box 942837
Sacramento, CA 94237-0001**

You'll be asked to report electronically after the close of the fiscal year. Library literacy services staff will provide more details on this process.

**PLEASE REMEMBER THAT
ALL STATE FUNDS MUST BE EXPENDED OR ENCUMBERED BY June 30, 2021
OR RETURNED TO THE STATE.**

If you need a copy of your most recent final report and/or application, or have any questions, please contact Annly Roman at annly.roman@library.ca.gov.

Thanks again for your commitment to literacy. It's one of the most transformative and successful things libraries do.

Respectfully yours,



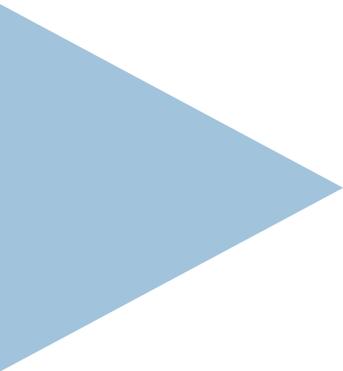
Greg Lucas
California State Librarian

cc: Mikki Vidamo, mikki.vidamo@nationalcitylibrary.org
Beverly Schwartzberg, beverly.schawrtzberg@library.ca.gov
Gina Iwata, gina.iwata@library.ca.gov

Enc.: Claim Form
Certification Form

The logo for National City Public Library features a stylized blue and green oval shape with a small circle inside. The text "NATIONAL CITY PUBLIC LIBRARY" is positioned to the right of the logo.

NATIONAL CITY PUBLIC LIBRARY

A solid blue triangle pointing to the right, located on the left side of the page.

Kile Morgan Local History Room

Digitization Projects
Yearbooks, Diaries, Newspapers, and Photos

Yearbooks & Diaries Projects

- 2017/18 – Yearbook Collection (95 Yearbooks)
- 2018/19 – Frank A. Kimball Diaries (59 Diaries)

These digital projects are completed.

Yearbooks made available online [here](#).

Diaries made available online [here](#).

These objects have been sent back to us and organized back into its original location.

A link has been added to the LHR webpage.

The screenshot shows the National City Public Library website. At the top, the library's logo and name are displayed. Below the name is a brief description of the library's mission. To the right of the header are social media icons for Share, Favorite, and RSS. The main content area is titled 'COLLECTION' and features a search bar, a '154 RESULTS' indicator, and a list of search filters including 'Part Of', 'Media Type', and 'Year'. The search results are displayed in a grid format, showing four diary entries from Frank A. Kimball, dated 1854, 1855 vol. 1, 1855 vol. 2, and 1856 vol. 1. Each entry includes a thumbnail image of the diary page, the title, author information, and a small icon indicating the number of views or downloads.

Screen shot of Frank A. Kimball Diaries available online at [archive.org](#).

Star-News Projects

The Star-News have multiple titles:

- National City Record
- National City News
- National City Star News
- Chula Vista Star News
- The Star News

The Star News digital project is led by Brian K. Geiger at the University of California, Riverside.

Issues 1955 to 2008 will be processed first.

Issues 1882 to 1924 is public domain and is last priority.

Issues 1930 to 1954 was digitized by Chula Vista Public Library, and hosted on newspaper.com (must pay to access or access at CVPL computer).

210 reels sent: Jan 2020. | ETA of completion: June 2021

UCR Center for Bibliographical Studies and Research **CDNC** California Digital Newspaper Collection Search Browse Help About

FEATURED

San Pedro News Pilot 18 April 1919

SEARCH

Search the collection

INTRODUCING A NEW LOOK AND NEW FEATURES

See the Help section for more details.

ABOUT

This collection contains 564,994 issues comprising 6,026,540 pages and 42,398,323 articles.

The California Digital Newspaper Collection is a project of the Center for Bibliographical Studies and Research (CBSR) at the University of California, Riverside.

The CDNC is supported in part by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian.

The CBSR has received three grants from the National Endowment for the Humanities to digitize California newspapers for the National Digital Newspaper Program. Titles digitized as part of the NDNP are available both here and at the Library of Congress Chronicling America website.

We are eager to know what users think of this site. Please email your comments to cbsrinfo@ucr.edu.

BROWSE

Browse by title Browse by date

Browse by tag Browse by county

DONATE

Though access to the CDNC is free, maintaining and improving it is not. Please consider supporting the CDNC.

TOP TEXT CORRECTORS

1. Wes Keat	2,467,571
2. annh	1,416,456
3. AJD	913,338
4. elidude	548,835
5. Mike D	421,776

More information...

Screen shot of UCR's [California Digital Newspaper Collection](https://cdnc.ucr.edu/) webpage.

Photo Collection

LHR has approx. 5,200 photos.

- Cycle 2016/17
 - 760 Photos sent and returned
- Cycle 2019/20
 - 200 Photos sent and currently being digitized
- Cycle 2020/21
 - 608 Photos ready to be sent

California Revealed Policy – 200 item limit.

This project is led by Theresa Berger at California Revealed.

Cycle 2019/20 and Cycle 2020/21 have been delayed due to the pandemic.

The screenshot displays the National City Public Library website. At the top, the library's logo and name are visible, along with navigation links for 'Share', 'Favorite', and 'RSS'. A descriptive paragraph states: 'Recognizing the cultural, linguistic and economic diversity of our community, the National City Public Library serves the informational, educational, social and recreational needs of all the residents of the community. We support lifelong learning, personal enrichment and empowerment by providing access to a variety of materials and current technology, a courteous and expert staff, and a friendly environment that contributes to the quality of life in National City.'

The main content area is titled 'COLLECTION' and shows '876 RESULTS'. It includes a search bar labeled 'Search this Collection' and filter options for 'Metadata' (selected) and 'Text contents'. A 'Part Of' section lists 'California Revealed American Libraries'. A 'Media Type' section shows 'images' (721) and 'texts' (155). A 'Year' section lists years from 2002 to 1981 with corresponding counts.

The photo grid displays several items, each with a thumbnail, title, and interaction icons (share, view, favorite, comment):

- 16th Street At L Ave. looking East (43 views, 0 favorites, 0 comments)
- 1916 Flood Relief - 12th and Nat'l NC (28 views, 0 favorites, 0 comments)
- 1932 Photo of National City Post Office (41 views, 0 favorites, 0 comments)
- 50 Seniors (17 views, 0 favorites, 0 comments)
- 7th Ave Grocery Store (29 views, 0 favorites, 0 comments)
- Admiral Libby being presented with WW2 (17 views, 0 favorites, 0 comments)
- Aerial Photos (101 views, 0 favorites, 0 comments)
- Aerial Shot - Bay (24 views, 0 favorites, 0 comments)

Screen shot of photos available online at archive.org.

Comments and Questions

Current hours:

Monday – Thursday from 12 pm to 4 pm

Normal hours:

Monday – Thursday from 1 pm to 5 pm

Email:

localhistory@nationalcitylibrary.org

beatriz.esparragoza@nationalcitylibrary.org



Recent photo of the Kile Morgan Local History Room.



LIBRARY & COMMUNITY SERVICES DIRECTOR



THE CITY

The City of National City is a full service, general law city serving a vibrant, socio-economically diverse community. National City's multi-cultural population, mild climate and central location make National City a great place to live and work. The City takes great pride in its rich history and traditions, diverse cultures, dynamic and progressive atmosphere, strong community spirit, schools, neighborhoods and vibrant business districts.

National City, San Diego County's second oldest city, is truly "In the center of it all." A thriving bi-national region of 5 million consumers, the City's competitive edge is its central location, transportation network, and business industry. National City is 10 minutes from everywhere and positioned for prosperity, with proximity to the San Diego Bay, US-Mexico border, downtown San Diego, international airport, rail, San Diego State University, and other colleges and universities.

National City is circled by interstates 5 and 805, and highways 54 and 15. The San Diego Trolley and the Metropolitan Transit System (MTS) service National City 7 days a week.

National City is home to over 3,000 businesses – a remarkable number for a city with a population of approximately 61,000. As one of the healthiest business climates in Southern California, National City businesses come from various industries and sectors. Business types range from small family-owned operations to multi-million-dollar corporations. National City also boasts the highest sales tax per capita in the County and is the sixth largest employment center in San Diego County with a diverse labor force of more than 25,000 workers. Our community's growing food scene makes National City the ideal place for those who enjoy diverse cultural cuisines.

Our affordable, walkable community is the ideal place to raise a family. National City residents enjoy exciting outdoor recreational opportunities at our beautiful parks and our sparkling marina along San Diego Bay. The City has an unparalleled quality of life with beautiful year-round weather, a small town environment, with close proximity to sports, attractions, museums, festivals, arts and entertainment. The National City Community Services Department provides programs at the Olympic-sized Las Palmas pool as well as at six recreation centers and two senior citizen centers. Over twenty different instruction classes are offered in athletics, dance, and crafts at the various centers. To learn more about this dynamic and beautiful city, visit:

www.nationalcityca.gov



THE ORGANIZATION

National City is a general law city and operates under the council-manager form of government. The City Council has an elected Mayor, Vice Mayor, and three Councilmembers who are elected at large for a term of four years. The citizens of National City also elect the City Treasurer and City Clerk.

The City Council is responsible for setting policies, enacting ordinances, adopting the budget, reviewing the General Plan, appointing committees, and appointing the City Manager and City Attorney. The City Manager is responsible for carrying out policies and ordinances of the City Council, appointing City department heads, and overseeing the day-to-day operations of the City. The City Manager also serves as executive director and secretary of the Community Development Commission of the City of National City and may delegate that authority. National City is a full-service city, organized into the departments of Administrative Services, City Attorney's Office, City Clerk's Office, City Manager's Office, Community Development, Community Services, Engineering & Public Works, Finance, Fire, Housing Authority, Police, and Library. The City has a \$56 million general fund budget and \$104 million operating budget.

The National City Public Library is a 55,000 square-foot, state-of-the-art facility. Built in 2005, it houses more than 200,000 book volumes, 25,000 audio-visual materials, 122 publication subscriptions and 35 electronic databases that support educational, vocational and informational activities. The Library also houses 100 computers, a 16-seat computer lab, three study rooms, a local history room, and bookstore operated by the Friends of the Library.

CORE VALUES

National City's mission is based on a set of core values called the "7 C's" which we commit ourselves to everyday • Customer Service • Culture of Courtesy • Collaboration • Communication • Commitment to our Community.

For more information on the City of National City, please visit their website at:

www.nationalcityca.gov



THE POSITION

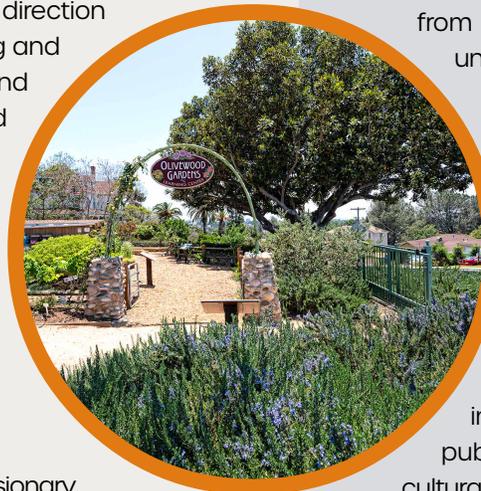
The Library & Community Services Department is responsible for general support functions for National City Public Library and Community Services. Under administrative direction of the City Manager, the Library & Community Services Director plans, organizes, coordinates, controls, and directs the delivery of programs and services in the Library & Community Services Department. Library operations include Adult Literacy, Circulation and Reference, Children and Teen programs, and Arts and Cultural programs. Community Services operations include Recreation, Facility Rentals, Special Events, and Senior and Nutritional Services. The department supports lifelong learning, personal enrichment and empowerment.

Under administrative direction of the City Manager, the Director has responsibility for the preparation and administration of the Library & Community Services budget, providing guidance and direction to staff, managing day-to-day operations, developing and implementing diverse and innovative recreational and cultural programs and services related to library and community services. The Director will build and maintain positive working relationships within their department and work collaboratively with other department staff to continue our culture of excellence and innovation.

The Library & Community Services Director has three (3) direct reports and is responsible for an overall staff of fifty (50) full time equivalent employees.

THE IDEAL CANDIDATE

The City is seeking a candidate who will provide strong visionary and collaborative leadership. The ideal candidate will be a decisive and personable leader who enjoys working with the public, including community stakeholders, board and commission members, and non-profit partners. The City Manager is looking for candidates with a positive attitude and ability to inspire continuous improvement and provide excellent customer service to the public.



The Director will be dedicated to public service and will thrive in a fast-paced environment. The City desires a candidate who will creatively foster innovation and collaboration between Library and Community Service staff, supporting a positive working environment and pursuing opportunities for professional development for staff. The ideal candidate will also have experience working in a public library system and/or a municipal community services department. Experience working in an ethnically diverse community is desirable, along with a commitment to equity, diversity, and inclusion. Most importantly, the ideal candidate will have a positive attitude, be an effective communicator and will encourage a team environment while holding people accountable.

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities will be qualifying. A typical way to obtain the required knowledge, skills, and abilities would be: Equivalent to a Bachelor's degree from an accredited college or university with major coursework in public, business or parks administration, library science, recreation, urban studies, social services or a closely related field; and six (6) years of increasingly responsible management experience, in the areas of business or public administration; library, cultural, recreational, parks, community, social, and/or closely related services and programs. Experience must include at least three (3) years of administrative and supervisory experience in a public agency implementing and evaluating Library and/or Community Services initiatives.

Possession of a Master's degree in a related field is desired and may be substituted for one (1) year of experience.

THE COMPENSATION

The salary for the Library & Community Services Director is \$120,000-\$130,000, depending upon qualifications. The City offers an excellent benefits package, including:

Retirement – All career City employees are members of the California Public Employees' Retirement System (CalPERS).

Tier 1: 3% @ 60 (8% employee-paid) – Employees hired on or before March 21, 2011.

Tier 2: 2% @ 60 (7% employee-paid)

- Employees hired between March 22, 2011 and December 31, 2012
- Employees hired on or after January 1, 2013 who are classified as continuing or "classic" members of CalPERS as defined by the State of California Government Code and CalPERS regulations.

Tier 3: 2% @ 62 (6.75% employee-paid) – Employees hired on or after January 1, 2013 who are new members to CalPERS.

Retiree Health Benefit – \$20.00 per month for each year of service with National City as the City's contribution towards their medical insurance premium.

Health and Dental Insurance – The City provides a Cafeteria-style plan in which each employee receives a fixed amount to purchase health and dental coverage. Health coverage is available through Kaiser Permanente and HealthNet. Dental is available through Delta Dental. Proof of insurance is required for employees that do not choose to take health and/or dental coverage. The City provides \$1,200.00 per month, with cash-in-lieu option for unused contribution.

Annual Vacation Leave – 1-10 years of service accrues 10 hours per month of vacation leave. 11+ years of service accrues 13.33 hours per month of vacation leave.

Holidays – Ten (10) City holidays annually. Also, each employee shall be credited with five (5) floating holidays at the start of each fiscal year, and pro-rated according to date of hire for new employees.

Life Insurance – The City provides a Term Life Insurance coverage equivalent to the employee's annual gross salary, up to a maximum of \$150,000. Additional Voluntary Life Insurance is available at employee's own expense.

Long-Term Disability – The City pays the total cost of this benefit to provide income protection in the event of an extended absence due to a non-job-related illness or injury. Short-Term Disability Insurance is available at employee's own expense.

Special Compensation – Employees who are regularly required to use their bilingual skills in the performance of their duties shall receive a bilingual pay differential of 2%.

Other benefits provided by the City include 9 days of administrative leave, 8 hours of sick leave per month, family and medical leave, car allowance, executive salary bands, tuition reimbursement, Employee Assistance Program, 125 Flex Spending Program, workers' compensation, recreation and entertainment discounts, and employee credit union.

TO APPLY

If you are interested in this outstanding opportunity, please apply online at:

www.bobmurrayassoc.com

Filing Deadline:

April 25, 2021

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray and Associates. Candidates will be advised of the status of the recruitment following finalist selection. Finalist interviews will be held with the City Manager. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval.

If you have any questions, please do not hesitate to call Ms. Valerie Phillips at:

(916) 784-9080

