



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

**ZOOM MEETING  
December 1, 2021 - 5:30 PM**

You are invited to a Zoom webinar.  
When: December 1, 2021 05:30 PM Pacific Time (US and Canada)  
Topic: Board of Library Trustees Meeting – December 1, 2021

Please click the link below to join the webinar:

[https://us06web.zoom.us/webinar/register/WN\\_ug1GBA1iSeKA9r-XAJXDYQ](https://us06web.zoom.us/webinar/register/WN_ug1GBA1iSeKA9r-XAJXDYQ)

**Public Comments:** There are multiple 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. **Register online and participate in live public comment during the meeting:** To provide live public comment during the meeting, you must pre-register at [https://us06web.zoom.us/webinar/register/WN\\_ug1GBA1iSeKA9r-XAJXDYQ](https://us06web.zoom.us/webinar/register/WN_ug1GBA1iSeKA9r-XAJXDYQ) by 3:30 p.m. on the day of the meeting to join the Library Board of Trustees Meeting.

**\*\*\*Please note that you do not need to pre-register to watch the meeting online, but you must pre-register if you wish to speak.**

Once registered, you will receive an email with a link from Zoom to join the live meeting. You can participate by phone or by computer. Please allow yourself time to log into Zoom before the start of the meeting to ensure you do not encounter any last-minute technical difficulties.

**\*\*\*Please note that members of the public will not be shown on video; they will be able to watch and listen and speak when called upon.**

Public microphones will be muted until it is your turn to comment. 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 Comments and Communication**

#### **Consent Agenda**

1. Approval of Agenda dated December 1, 2021
2. Approval of the Minutes of November 3, 2021 meeting
3. Approval of November 2021 Library Warrants
4. Approval to accept \$60,000 from the California State Library for the Community Connections Grant

### **New and Unfinished Business**

### **City Librarian's Report**

### **Principal Librarian Report**

### **Other Reports**

5. Friends of the Library Report

### **Board Member Comments**

**Adjournment:** Next meeting January 5, 2022 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](mailto: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*

*November 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 November 3, 2021.

**ROLL CALL**

BOARD OF TRUSTEES PRESENT: Sherry Gogue, President  
Bradley Bang, Secretary  
Margaret Godshalk, Trustee  
Anzueth Zambrano, Trustee  
Coyote Moon, Alternate Trustee

STAFF PRESENT: Joyce Ryan, City Librarian  
Anne Defazio, Principal Librarian

**PUBLIC COMMENTS AND COMMUNICATION** – No public comments

**CONSENT CALENDAR**

**1. Approval of Agenda**

*Motion to approve the agenda of the meeting of November 3, 2021*

Motion: Bang / Second: Godshalk

Vote: Ayes: 5                      Nays: 0

Motion carried.

**2. Approval of the Minutes of the Meeting of October 6, 2021**

*Motion to approve the minutes of the meeting of October 6, 2021*

Motion: Moon/ Second: Godshalk

Vote: Ayes: 5                      Nays: 0

Motion carried.

**3. Approval of October 2021 Library Warrants:**

*Motion to approve the warrants in the amount of \$11,077.51.*

Motion: Bang/ Second: Moon

Vote: Ayes: 5                      Nays: 0

Motion carried.

**NEW AND UNFINISHED BUSINESS**

- 4. Workshop on Roles and Responsibilities-Secretary Bang, Trustee Godshalk.** Director Ryan stated that the California State Library is creating workshops for library board members and training will be available after January 2022.
- 5. Little Free Libraries Donation from San Diego County Update.** Director Ryan gave an update to the process of receiving the Little Free Libraries donation and getting approval from the Board and National City Council is part of the process. Director Ryan went on to explain that locations have been identified and the Library will collaborate with ARTS for painting.
- 6. Discussion Regarding Mitigation of Library Fines-Secretary Bang, Trustees Moon and Godshalk-**Director Ryan explained the various fine solutions that other libraries have adopted to inform the Board of the various fine mitigation opportunities. Director Ryan also presented the *American Library Association Resolution on Library Fines as a Form of Social Inequity*, presented

at the 2019 ALA Midwinter Meeting. NCPL is one of four libraries that is still charging fines in the County. Director Ryan must take this issue to Council, but there might be a fee impact study required. There was also the discussion of past fine elimination. Director Ryan pointed out a statistic from Chicago Public Library in which book returns increased 240% when fines were eliminated because patrons were no longer afraid to return items.

*Motion to approve the removal of Library fines*

Motion: Bang/ Second: Moon

Vote: Ayes: 5 Nays: 0

Motion carried.

### **CITY LIBRARIAN REPORT**

- **Broken window replacement**-Director Ryan reported that the broken window was replaced within a few days and Director Ryan thanked Public Works for their quick work.
- **Staffing and recruitment**-Director Ryan reported that the Library has hired two new Part-Time librarians for the Local History Room and the Reference Desk. The Library has just completed recruitments for Library Technician PT, Office Aide PT and Library Assistant PT. The Senior Library Technician (FT) position will be opened soon.
- **Library Hours survey**- Director Ryan reported that there haven't been enough responses on which to base in decisions for any changes in hours.

### **PRINCIPAL LIBRARIAN REPORT**

- **Library upcoming events**-Principal Librarian Defazio reported on upcoming events for children and families that the Library will host or participate in as a partner for Library outreach. Principal Defazio thanked the Friends for their assistance stuffing bags.

**OTHER REPORTS** – Friends of the Library – Margaret Godshalk-The bookstore workroom has a new chair. The bookstore is open. The Friends would like to provide books for the Little Free Libraries.

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

- Secretary Bang would like clarity on the boundaries between the Library Board and the Library Director
- Secretary Bang appreciates the location of a Little Free Library on the East side of 805.
- Trustee Godshalk suggested that the Library consider reusable bags, ribbons, or other environmentally friendly packaging for Library event giveaways
- Secretary Bang requested an overview and spreadsheet of the Library database subscriptions and fees to be better informed

### **ADJOURNMENT**

*Motion to adjourn*

Motion: Bang/ Second: Moon

Vote: Ayes: 5 Nays: 0

Motion carried.

Meeting adjourned at 6:43 p.m. The next Board Meeting is scheduled for Wednesday, December 1, 2021 at 5:30 p.m.

Respectfully submitted,

Joyce Ryan  
Director of Library and Community Services

Library Warrants

FY2021-22

Revised 11/23/21 YJ

Board Meeting 12/03/21

BALANCE SHEET - BOARD MEETING

Vendor Name	Description	Account	Sub-Acct	Check#	Check Date	FUNDS				Total
						Gen Fund #104	Capital Outlay #108	Donation #277	Grant #320	
Allstate Security	Security Services Oct'2021	104-431-056	299			2,541.78				2,541.78
Amazon	Office Supplies	104-431-056	399			507.84				507.84
Midwest Tape	Audiobooks	104-431-056	304			486.12				486.12
	DVDs	108-431-056	304				381.82			381.82
Approved by Board									Total	\$ 3,917.56



## STAFF REPORT Board of Library Trustees

Prepared by: Joyce Ryan, Library & Community Services Director Meeting Date: 12/1/21

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**SUBJECT:** Consent Agenda: Approval to accept the Community Connections Grant of \$60,000 from California State Library

**RECOMMENDATION:** Staff recommends Library Board of Trustees approve the acceptance of \$60,000 from the State Library for the Community Connections Grant.

**BOARD/COMMISSION PRIOR ACTION:** None.

**STATEMENT ON SUBJECT:** The National City Public Library applied for a competitive Library Services and Technology Act (LSTA) grant through the State Library called Community Connections. The National City Public Library staff already refer community members to local agencies for assistance. The Community Connection Grant from the State Library and entitled “National City Connects!” would pay for staff time in order to research more fully and conduct outreach with local organizations providing these services and resources. National City Public Library staff will be able to assist patrons by providing more complete and up-to-date information on local resources in English and Spanish. In addition, staff will compile the information onto a webpage that can be placed on the National City Public Library’s website, with a link to it from our new mobile app which will be launched in Spring 2022. Information will also be available in the Library for quick and easy reference in English and Spanish.

The grant funds of \$60,000 will pay for staff training and implementation of the program, in addition to funding promotional materials and supplies for outreach to local agencies. This program will assist patrons who struggle to obtain services and resources by building staff skills and knowledge about social care resources and providing referrals to local agencies, which in turn will help build resilience and improve the health and wellbeing of the National City community.

**EXHIBITS:**

1. State Library’s Award Letter



November 5, 2021

Joyce Ryan, Director of Library and Community Services  
National City Public Library  
1401 National City Boulevard  
National City, CA 91950-

Dear Ms. Ryan:

We are pleased to approve the grant application for the National City Connects!: National City Public Library project for a total of \$60,000 in federal Library Services and Technology Act (LSTA) funds.

Hard copies of this correspondence will not follow. Keep the entirety of this correspondence for your files and consider these award materials your original documents. Please refer to the Grant Guide located on the California State Library's [Manage Your Current Grant](https://www.library.ca.gov/grants/manage/) webpage (<https://www.library.ca.gov/grants/manage/>) for more information and review the following:

LSTA Funds

Processing of grant payments may take from eight to ten weeks before delivery. If you have not received payment ten weeks after submitting your claim form to the State Library's Fiscal Department, please contact your Grant Monitor.

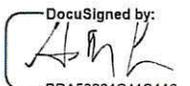
Project Support

There are two people assigned to your project. The first is your Grant Monitor. Contact them regarding compliance and reporting. The Grant Monitor assigned to your project is Lynne Oliva and can be reached via email at [lynne.oliva@library.ca.gov](mailto:lynne.oliva@library.ca.gov). You are also assigned a Jody Thomas for ongoing programmatic support. The Jody Thomas assigned to your project is Jody Thomas and can be reached via email at [jody.thomas@library.ca.gov](mailto:jody.thomas@library.ca.gov).

Please stay in touch with your Grant Monitor and Jody Thomas throughout the award period. Read the enclosed award packet thoroughly and contact your Grant Monitor if you have any questions.

Best wishes for a successful project.

Respectfully yours,

DocuSigned by:  
  
BDA50981C41C416...

Greg Lucas  
California State Librarian

cc: Anne Defazio [adefazio@nationalcityca.gov](mailto:adefazio@nationalcityca.gov)  
Jody Thomas [jody.thomas@library.ca.gov](mailto:jody.thomas@library.ca.gov)  
Lynne Oliva [lynne.oliva@library.ca.gov](mailto:lynne.oliva@library.ca.gov)  
Nicole Bravin [nicole.bravin@library.ca.gov](mailto:nicole.bravin@library.ca.gov)  
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Reed Strege [reed.strege@library.ca.gov](mailto:reed.strege@library.ca.gov)  
Natalie Cole [natalie.cole@library.ca.gov](mailto:natalie.cole@library.ca.gov)



### THE BASICS – YOUR LSTA GRANT AWARD

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

Award #:	40-9254
File #:	CM-04
IMLS #:	LS-249951-OLS-21
ORGANIZATION:	National City Public Library
Project Title:	National City Connects!: National City Public Library
Award Amount:	\$60,000

### 2021/2022 LSTA APPROVED BUDGET

Salaries/Wages/Benefits	\$53,360
Consultant Fees	\$
Travel	\$
Supplies/Materials	\$6,640
Equipment (\$5,000 or more per unit)	\$
Services	\$
Project Total	\$60,000
Indirect Cost	\$
Grant Total	\$60,000
Payment Schedule	45%/45%/10%

Start Date:	11/5/2021
End Date:	6/30/2022
<p>This project will be officially closed as of the end date listed above and no new expenditures may be generated, nor may any additional funded project activities occur. Unexpended or unencumbered funds must be returned within 30 days of the end date. However, if funds were encumbered prior to the end date, this project is allowed 45 days to liquidate those encumbrances. Any funds not liquidated are to be returned with the liquidation report within 60 days of the end date.</p>	

### REPORTING

Financial and program narrative reports are required. All required reporting materials, as well as the Grant Guide, will be located on the California State Library's [Manage Your Current Grant](https://www.library.ca.gov/grants/manage/) webpage (<https://www.library.ca.gov/grants/manage/>). The Grant Guide for this project will list specific reporting due dates. Failure to provide timely reports is a serious breach of a grant recipient's administrative duty under the grant program, which may result in federal audit exceptions against the state and the loss of LSTA funds.

### PAYMENTS

Please note this clarification regarding payments. If your full grant amount is more than \$20,000, ten percent (10%) of the grant award is withheld until the end of the project period. It is payable only if the grant recipient fulfills all project reporting requirements and expends all funds, or returns all unspent grant funds, by the time specified in the grant program.



## STAFF REPORT

### Board of Library Trustees

Prepared by: Joyce Ryan, Library & Community Services Director Meeting Date: 12/1/21

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#### **SUBJECT: City Librarian Report**

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

#### **STATEMENT ON SUBJECT:**

##### **Staffing and Workflow**

The Senior Library Technician (FT) position has been opened and recruitment will close on December 6, 2021. This position has been vacant for two years. Staff will be interviewing candidates for this position in the coming month. The Administrative Secretary (FT) position is opened on November 29, 2021 and will close on December 13, 2021. Staff are hoping to interview candidates for this position in January 2022.

##### **Little Free Libraries Update**

Library staff have received two new Little Free Libraries from the San Diego County Library. Staff will be working on getting them painted and installed within the coming months and will update the Board on progress.

##### **Laptop Loan Program**

Staff have translated the user agreement into Spanish and it is being reviewed by the City Attorney's Office. In addition to the 9 Chromebooks and hotspots received by the State Library, staff were notified that they may receive another 10 Chromebooks and hotspots from the State Library. Also, staff were notified that the FCC is funding 25 hotspot-enabled laptops through the Emergency Connectivity Fund.

##### **Mobile Printing**

Staff are working on providing a Mobile Printing option for patrons. Library patrons would be able to print out documents from their mobile device onto a Library printer. Staff worked on finding the best, most cost-effective option and now is working to implement the program. The Children's Room printer will be utilizing this service first and then it will be pushed out to other printers in the Library.

##### **Link+**

The Serra Cooperative Library System is considering using a system called Link+. Link+ would enable all libraries in the cooperative to move books back and forth between other member libraries on an as-needed basis. Similar to Interlibrary Loan, Link+ would enable our library patrons to borrow books from different libraries in the Serra Cooperative without having to drive to another library or have another library card – the books would be delivered to us. There is an added cost to this service which would be spread out over five years and could be appropriated into the budget.

##### **ESL Program**

The California State Library is opening up applications for ESL in their California Library Literacy Services program. The application for the rest of FY 2021-22 is due on December 24, 2021. Literacy Services staff are working on the application for this service. Currently, Literacy Services offers ESL classes and Citizenship classes.



## STAFF REPORT Board of Library Trustees

Prepared by: Anne Defazio, Principal Librarian Meeting Date: 12/1/21

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**SUBJECT:** Principal Librarian Report

**RECOMMENDATION:** Staff recommends Library Board of Trustees review and file the Principal Librarian report.

**BOARD/COMMISSION PRIOR ACTION:** None.

**STATEMENT ON SUBJECT:**

**Library Outreach Events Updates:**

On November 6, Library staff participated in the event for the *Grand Opening of Paradise Creek Park* and manned a booth that distributed STEM meteor crafts to children at the event. On November 13, Library staff participated in the outreach event in the Library parking lot for *Miracle Babies' Diaper Distribution*, which includes distribution of gently used children's clothing. Staff distributed a coloring page, an informational bookmark, and crayons to 500 participants.

**Upcoming events:**

**Saturday, December 4, 9-11 a.m.,** Library staff will be participating in the outreach event in the Library parking lot for *Miracle Babies' Diaper Distribution*, which includes distribution of gently used children's clothing. Library staff will be distributing a book and an informational bookmark. Expected distribution/attendance: 500.

**Saturday, December 11, 1-9:30 p.m.,** *A Kimball Holiday*. This is a City-wide event. The Library will participate with a holiday crafts and a treasure chest that the children can select something from. We will also provide informational bookmarks and wear costumes. Expected booth visitors: 500.

**Thursday, December 16, 3-6 p.m.** *A Holly Jolly Bookfest*. Library staff will distribute books, an informational bookmark, and a candy-cane craft in a drive through event. Expected attendance/distribution: 500.