



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

**ZOOM MEETING
November 3, 2021 - 5:30 PM**

You are invited to a Zoom webinar.
When: November 3, 2021 05:30 PM Pacific Time (US and Canada)
Topic: Library Board Meeting – November 3, 2021

Please click the link below to join the webinar:

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, 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 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 November 3, 2021
2. Approval of the Minutes of October 6, 2021 meeting
3. Approval of October 2021 Library Warrants

New and Unfinished Business

4. Workshop on Roles and Responsibilities – Secretary Bang, Trustee Godshalk
5. Little Free Libraries Donation from San Diego County Update
6. Discussion Regarding Mitigation of Library Fines – Secretary Band, Trustees Moon and Godshalk

City Librarian's Report

Principal Librarian Report

Other Reports

7. Friends of the Library Report

Board Member Comments

Adjournment: Next meeting December 1, 2021 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 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

October 6, 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 October 6, 2021.

ROLL CALL

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

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

PUBLIC COMMENTS AND COMMUNICATION – Via email

- No public Comments.

CONSENT CALENDAR

1. Approval of Agenda

Motion to approve the agenda of the meeting of October 6, 2021

Motion: Bang / Second: Godshalk

Vote: Ayes: 5 Nays: 0

Motion carried.

2. Approval of the Minutes of the Meeting of September 1, 2021

Motion to approve the minutes of the meeting of September 1, 2021

Motion: Moon / Second: Bang

Vote: Ayes: 5 Nays: 0

Motion carried.

3. Approval of September 2021 Library Warrants:

Motion to approve the warrants in the revised amount of \$9473.41.

Motion: Godshalk / Second: Bang

Vote: Ayes: 5 Nays: 0

Motion carried.

4. Approval to accept the California Library Literacy Services (CLLS) grant of \$39,141 from California State Library for Library Literacy Services Program for FY2022

Motion to approve the California State Library grant for \$39,141

Motion: Moon / Second: Godshalk

Vote: Ayes: 5 Nays: 0

Motion carried.

NEW AND UNFINISHED BUSINESS

1. Welcome new Library Trustee, Anzueth Zambrano-Anzueth works at University of San Diego. Anzueth is replacing former Trustee Ray Juarez.
2. Laptop and Hotspot Loan Project for Adult Patrons-Director Ryan gave an overview of the nine new laptops obtained through a grant award from the California State Library with NCPL participating as a sub-recipient. These laptops and hotspots are available to general adult borrowers and will be circulating items to be included in the general library collection that the Library would begin circulating in November. Director Ryan asked the Board to review and approve the Laptop Lending Agreement, which is similar to the one created for adult learners in Literacy services. Director Ryan is including language of fines and lending period modification in this agreement for general library patron usage. The Board wanted some clarification on the fines and asked that the fines be included in the language of the agreement along with the lending period. The Board voted to approve the lending agreement once it included the fine and lending period language.

Motion to approve the Laptop and Hotspot Lending Agreement

Motion: Bang / Second: Godshalk

Vote: Ayes: 5 Nays: 0

Motion carried.

CITY LIBRARIAN REPORTS

The Director reported on the following and these items are included on the Staff Report that is included with this agenda:

Annual Report Presentation to City Council-presented to NCC on Sept. 21, 2021.

- ❖ **Library Access on the Go Grant**-The NCC approved this grant award. Secretary Bang inquired about what this app can do.
- ❖ **Library Board of Trustee Roles & Responsibilities Training**-Secretary Bang expressed his opinion that he would like more discussion on the next agenda about the roles and responsibilities of the librarians and not just the library board. Director Ryan agreed to put aside for the time being the training for the Board in favor of a discussion about the roles and responsibilities of both the Board and the Library Director.
- ❖ **Little Free Libraries**-Director Ryan is collaborating with ARTS to have the Little Free Libraries painted. She is moving forward on the installation at various exact locations to be determined.
- ❖ **Broken Window**
- ❖ **Staffing and Workflow**

PRINCIPAL LIBRARIAN REPORT

- ❖ **Principal Defazio gave updates on purchases of children's books**-series *A Kid's Book About* titles recently purchased and on display in the children's room.
- ❖ **Principal Defazio gave an update on library outreach and library programs**-These include hundreds of bags distributed to children and families that include books and library information through December.
- ❖ **Principal Defazio thanked the Friends** for their assistance in creating bags for the upcoming Halloween Booktacular event.

OTHER REPORTS

Friends of the Library – Margaret Godshalk-

- ❖ Trustee Godshalk reported that the Library Bookstore is doing a brisk business and that they are still unable to take any donations at this time.

- ❖ Trustee Godshalk reported that the Friends have changed the hour of their monthly meetings to 1:00 p.m. on the second Wednesday.
- ❖ Trustee Godshalk reported that the Friends of the Library are setting up a blood drive in the library parking lot.

BOARD TRUSTEE COMMENTS/COMMUNICATION

- ❖ President Gogue and Secretary Bang expressed concerns about the Laptop-Lending fines and if the late fee is consistent with other libraries. Director Ryan assured the Board that the fine is consistent with other libraries.
- ❖ Secretary Bang expressed concerns about the Laptop-Lending Agreement and if it has been vetted through legal. Director Ryan indicated that the original agreement for Literacy Services had been approved by legal.
- ❖ Secretary Bang asked about the procedure for checking in the laptops once loaned to ensure return of all items. The Board was assured that there is a procedure for check in of the Chromebooks and hotspots.
- ❖ Secretary Bang expressed concerns about security, privacy, and the hard drives.
- ❖ Trustee Zambrano asked if the new Chromebooks available for lending are insured. Director Ryan explained that the units are insured.
- ❖ Trustee Moon asked about the cost of the laptops and Director Ryan explained that they were received through a grant from the California State Library and that they are not revenue generating.
- ❖ President Gogue asked if there is insurance for glass windows in libraries.
- ❖ Trustee Moon asked that the subject of work for fines be added to the next agenda. Trustee Bang asked that the Library explore alternatives to working off fines. Trustee Godshalk asked that we discuss elimination of fines.

Motion to add Library fine alternatives to the upcoming agenda for November.

Motion: Bang / Second: Moon

Vote: Ayes: 5 Nays: 0

Motion carried.

ADJOURNMENT

Motion to adjourn meeting

Motion: Moon / Bang, 5-0.

Vote: Ayes 5: Nays 0

Motion carried.

Meeting adjourned at 6:19 p.m. The next Board Meeting is scheduled for Wednesday, November 3, 2021 at 5:30 p.m.

Respectfully submitted,

Joyce Ryan
Director of Library and Community Services



STAFF REPORT Board of Library Trustees

Prepared by: Joyce Ryan, Library & Community Services Director Meeting Date: 11/3/21

SUBJECT: Workshop on Roles & Responsibilities

RECOMMENDATION: Staff recommends Library Board of Trustees give input as to what they would like included in a workshop regarding their roles and responsibilities.

BOARD/COMMISSION PRIOR ACTION: Requested at August 4, 2021 meeting

STATEMENT ON SUBJECT: At the August 4, 2021 meeting of the Board of Library Trustees, the Trustees stated that they had never received any information regarding their role. Staff are willing to work on a presentation for this; however, feedback is needed from the Trustees as to what they would like to know so a more comprehensive workshop can be presented.

The State Library is completing the final draft of its latest training workshop for Boards and Commissions. This includes training information for Boards on their respective roles. The State Library will be launching this training in early 2022. It is recommended that this training be included in any workshop available to the Trustees.



STAFF REPORT Board of Library Trustees

Prepared by: Joyce Ryan, Library & Community Services Director Meeting Date: 11/3/21

SUBJECT: Little Free Libraries Donation from San Diego County Update

RECOMMENDATION: Staff recommends Library Board of Trustees receive and file report.

BOARD/COMMISSION PRIOR ACTION: At the May 5, 2021 meeting, Trustees made suggestions for locations of Little Free Libraries. Among the suggestions were parks, pools, golf course, trolley station, Paradise Valley Village, and Casa de Salud.

STATEMENT ON SUBJECT: Staff are working to receive Little Free Libraries from the County of San Diego. All donations of this magnitude must go through the City Attorney's Office and our Finance Department. Two locations for these that have been suggested by the Public Works Department are in Sweetwater Heights Park and in Las Palmas Park. Both will be located within easy reach of the local playgrounds. The Library will be working with ARTS to paint them and with Public Works to install. The City is paying for the cost for installation for the two libraries which totals approximately \$500.

There are three Little Free Libraries currently available to the public throughout the City. These libraries are located at Paradise Creek Park by the playground, in front of the Library by the Kimball Park playground and in front of Big B's Market at 1540 Coolidge Avenue.



STAFF REPORT Board of Library Trustees

Prepared by: Joyce Ryan, Library & Community Services Director Meeting Date: 11/3/21

SUBJECT: Discussion Regarding Mitigation of Library Fines

RECOMMENDATION: Staff recommends Library Trustees review and discuss ideas for library fine mitigation.

BOARD/COMMISSION PRIOR ACTION: None.

STATEMENT ON SUBJECT: At the October 6, 2021 meeting of the Board of Library Trustees, Trustees Moon, Bang, and Godshalk stated that they would like to discuss at a future meeting the idea of mitigating late fines for patrons. The following ideas are to be used to start this conversation and include Food for Fines, Read Down Fine programs, amnesty days, removing late fines on Children's materials, and removing late fines altogether across patron types. If the Trustees would like to examine an idea in detail, staff will present more comprehensive research at a subsequent meeting.

Food for Fines

This program is generally popular around the holidays. The idea behind it is to alleviate fines based on the number of unexpired canned goods donated by the patron. For example, one canned good donation will remove \$1 from their late fines. The donations cannot be applied to lost items or other fees.

Read Down Programs

This was offered at a number of libraries at one time. Librarians noticed that there is a built-in inequity in this program: it only applies to readers. Patrons with learning disabilities or those who have significant challenges reading do not take advantage of the program. The program works like this: the patron notifies the librarian they are taking advantage of the program, they then sit and read in a designated area and then claim the time and the corresponding fine alleviation amount.

Amnesty Days

The idea behind this program varies with the individual library. Some libraries will waive all fines if the patron comes to the Circulation Desk on the designated day and asks to have their fines removed. Some libraries will only waive to a certain amount. Again, the idea is that the patron comes in to the Library to ask for the removal of fines and, sometimes, it is not possible for the patron to do this. However, if utilized by the patron, the program has the ability to remove a significant portion, if not all, of their late fines.

Auto-Renewals

Staff have considered the possibility of auto-renewals. Many libraries have used this as a way to alleviate fines. The borrower does not need to renew the item – it is done automatically. Some libraries opt to have auto-renewals for up to three times or, in the case of the San Diego Public Library, up to 15 times (45 weeks). Auto-renewals are only possible if the item is not on hold for another patron and the material type allows for renewal. Auto-renewals give the benefit of improved customer service as well as reducing fines. Many libraries who have adopted fine-free lending have also adopted auto-renewals.

Removal/Mitigation of Late Fines – Juvenile Materials and/or Borrowers

Some libraries have removed late fines for their juvenile borrowers. In 2017, the Student Success Initiative through the State Library gave libraries funds to purchase library cards with a new design of their choosing and create fine-free library cards. They were to be given out to students and enabled



STAFF REPORT Board of Library Trustees

students to borrow materials without being charged library fines. Many libraries have done this at one time or another, and even have teacher library cards for the same purpose.

Another way that libraries have opened up access is to not charge late fines on juvenile materials, regardless of borrower type. This allows students and parents to check out juvenile materials and not pay late fines.

Removal/Mitigation of Late Fines – All Borrowers

Of note is the idea of removal of late fines across all patron types. Currently, all San Diego County libraries and San Diego Public Libraries (City of San Diego) are fine-free libraries. Chula Vista Public Library went fine-free on July 1, 2021 and Escondido Public Library went fine-free on September 1, 2021. The only libraries in our area that continue to charge overdue fines are our library and Coronado Public Library. In addition, library fines at Coronado Public Library are less than fines in our existing fine structure. Out of the total of 85 libraries in San Diego County, 81 have gone fine-free (San Diego County Library has 41 locations; San Diego Public Library has 36 locations). The other libraries in San Diego County that still charge fines are Carlsbad City Library and Oceanside Public Library. (Oceanside Public Library is currently not charging fines during COVID.)

At the 2019 ALA Midwinter Meeting, the American Library Association on behalf of its members, drafted and approved a “Resolution on Monetary Library Fines as a Form of Social Inequity.” The ALA noted in the resolution that monetary fines present an economic barrier to access to materials and resources and added that statement to the ALA Policy Manual.

Some community members express concern regarding the idea of removing fines as creating a lack of accountability in patrons and are worried that materials will not be returned. However, current practice has shown a different outcome. In 2019, Chicago Public Library and its 81 locations eliminated late fines for all materials and erased outstanding debt. As a result, the amount of books returned within the first few months was up 240%. Many patrons may owe fines and then be afraid or ashamed to come back to the library. In that instance, not only does the library lose the revenue and the materials – they also lose the patron. Many libraries that have gone fine-free have noted that they now have more patrons coming in the door than ever before and their circulation statistics are rising.

EXHIBITS:

“Resolution on Monetary Library Fines as a Form of Social Inequity,” 2019 ALA Midwinter Meeting.

Resolution on Monetary Library Fines as a Form of Social Inequity

Whereas monetary fines present an economic barrier to access of library materials and services;

Whereas there is mounting evidence that indicates eliminating fines increases library card adoption and library usage;

Whereas monetary fines create a barrier in public relations, and absorb valuable staff time applying, collecting, and managing dues;

Whereas the first policy objective listed in ALA Policy B.8.10 (Library Services to the Poor) as approved by ALA Council on January 27, 2019, states that the American Library Association shall implement these objectives by "Promoting the removal of barriers to library and information services, particularly fees, and overdue charges";

Whereas ALA Policy B.4.2 (Free Access to Information) "asserts that the charging of fees and levies for information services, including those services utilizing the latest information technology, is discriminatory in publicly supported institutions providing library and information services";

Whereas in Economic Barriers to Information Access, An Interpretation of the Library Bill of Rights, ALA states "All library policies and procedures, particularly those involving fines, fees, or other user charges, should be scrutinized for potential barriers to access;

Whereas libraries will need to take determined and pragmatic action to dismantle practices of collecting monetary fines

Whereas libraries of all types are responsive to bodies, be they school districts, boards of trustees, college and university administration, or government entities and therefore need to be able to make the case to those bodies about eliminating fines; and

Whereas monetary fines ultimately do not serve the core mission of the modern library; now, therefore, be it

Resolved, that the American Library Association (ALA), on behalf of its members

1. adds a statement to the Policy Manual that establishes that “The American Library Association asserts that imposition of monetary library fines creates a barrier to the provision of library and information services.”;
2. urges libraries to scrutinize their practices of imposing fines on library patrons and actively move towards eliminating them; and
3. urges governing bodies of libraries to strengthen funding support for libraries so they are not dependent on monetary fines as a necessary source of revenue.

Mover: Peter Hepburn, Councilor At-Large, 773.426.8082

Seconders: Matt Cizek, Councilor At-Large, 330.397.3650

Sara Dallas, Councilor At-Large, 518.859.0742

Ed Garcia, Councilor At-Large, 401-497-8992

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STAFF REPORT

Board of Library Trustees

Prepared by: Joyce Ryan, Library & Community Services Director Meeting Date: 11/3/21

SUBJECT: City Librarian Report

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

BOARD/COMMISSION PRIOR ACTION: None.

STATEMENT ON SUBJECT:

Broken Window Replaced

At the last meeting, I had notified the Board that a window had been broken. Within days of that notification, the window was replaced. Thank you to Public Works for making that happen in a timely manner.

Staffing and Workflow

The Library has hired two new Part-Time Librarians who will be working in 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. Staff will be interviewing for these positions soon. The Senior Library Technician (FT) position will be opened within the next month. This position has been vacant for two years.

Library Hours Survey

This will be an agenda item for the December meeting. Staff are hopeful there will be enough responses by that time to discuss the Library's hours.



STAFF REPORT Board of Library Trustees

Prepared by: Anne Defazio, Principal Librarian Meeting Date: 11/3/21

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:

The Library staff hosted the 2021 Halloween Booktacular on 10/28/21. Last year, nearly 300 cars drove through the Library parking lot and approximately 600 bags were distributed with books, candy, a Library informational bookmark, and a craft. Many thanks to the library staff has been working very hard to coordinate this event that involved coordination with City Streets, National City Police Department, and Neighborhood Services. A special thank you goes to the NC Friends of the Library for their assistance in stuffing bags for the event.

Upcoming events:

Saturday, November 6, 10-12 noon, Library staff will be participating in the Community Services event for the *Grand Opening of Paradise Creek Park*. Library staff will be participating with a STEM meteor craft. Expected booth visitors: 150.

Saturday, November 13, 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 coloring page, an informational bookmark, and crayons. Expected distribution/attendance: 500.

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.