



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

**January 4, 2023 - 5:30 PM
ZOOM Meeting**

You are invited to a Zoom webinar.
When: January 4, 2023 05:30 PM Pacific Time (US and Canada)
Topic: Board of Library Trustees Meeting

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 Board of Library 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 Board of Library 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 Board of Library 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 Board of Library Trustees as a whole and avoid personal attacks against members of the public, Library Trustees, and City staff.

AGENDA

Call to Order

Roll Call

1. Approval of Excused Absence of Member Zambrano

Public Comment

Consent Agenda

1. Approval of Agenda dated January 4, 2023
2. Approval of the Minutes of December 7, 2022 meeting
3. Approval of December 2022 Library Warrants

New and Unfinished Business

4. Election of Officers

City Librarian Report

Principal Librarian Report

Other Reports

5. Friends of the Library Report

Board Member Comments

Adjournment: Next meeting February 1, 2023 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

December 7, 2022

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 December 7, 2022.

ROLL CALL

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

STAFF PRESENT: Joyce Ryan, City Librarian
Anne Defazio, Principal Librarian
Myra Martinez, Management Analyst II
Sarah Ruiz, Administrative Secretary

PUBLIC COMMENTS AND COMMUNICATION – Via email

- There were no public comments.

CONSENT CALENDAR

1. Approval of Agenda

Motion to approve the agenda of the meeting of November 2, 2022

Motion: Bang/ Second: Moon
Vote: Ayes: 4 Nays: 0
Motion carried.

2. Approval of the Minutes of the Meeting of November 2, 2022

Motion to approve the minutes of the meeting of November 2, 2022

Motion: Bang/ Second: Zambrano
Vote: Ayes: 4 Nays: 0

3. Approval of November 2022 Library Warrants:

Motion to approve the warrants in the amount of \$30,751.04

Motion: Bang/ Second: Moon
Vote: Ayes: 4 Nays: 0
Motion carried.

NEW AND UNFINISHED BUSINESS

4. Request by Board Trustee Member Anzueth Zambrano for Excused Absences (January 2023 through May 2023)

Member Zambrano recently requested approval to take an extended absence from the Board of Library Trustees due to a business/educational commitment that interferes with her

attendance at meetings from January - May 2023. Pre-approval of these absences is needed from the Board, and a vote will also be needed at every meeting at which Member Zambrano is absent in order for these absences to be regarded as excused.

Director Ryan spoke with Deputy City Clerk Shelley Chapel regarding National City City Council Policy #107, included with the agenda for Board Members to review. If the Board is unable to get a Quorum at future meetings, Director Ryan can call a Special Meeting to change the date and time.

Chair Godshalk encouraged the Board to support Member Zambrano's request. Secretary Bang and Member Moon expressed their support of Member Zambrano.

Motion to approve to approve extended absences on a monthly basis

Motion: Bang/ Second: Moon

Vote: Ayes: 3 Nays: 0 Abstain: Zambrano

Motion carried.

CITY LIBRARIAN REPORT

Director Ryan mentioned that the Memory Lab Grant was approved by the Board and City Council. Staff is currently procuring needed equipment. The Library will advertise upcoming public workshops for patrons to come into the Library and learn how to use the equipment.

A Kimball Holiday is December 10 from 2-9 p.m. The day will start with the Reindeer Dash at 9 a.m., followed by the Community Breakfast at 10 a.m. at MLK, A Kimball Holiday, and the Tree Lighting at 6 p.m. Library Staff will run *Whoville* at a Kimball Holiday. There will be crafts and a book giveaway.

The Library received and installed the new self-checkout machines.

Furlough is December 17, 2022 through January 1, 2023. The Library will re-open January 2, 2023. Library materials will not be due during this time and the Book Drop will not be open.

Director Ryan noted a list of significant accomplishments during 2022- Fine Free Policy, automatic renewal for patrons, creation and launching of Library Mobile App, implementation of a Technology Lending Program, *New Book* Section, collection development, state-funded ESL Program, extended community outreach, events and programs, receipt of \$125,000 in grant funds, and the installation of the self-checkout machines. Please refer to the *City Librarian's Report* for a complete list of accomplishments. Director Ryan expressed her gratitude to the Board and thanked the members for their support of the Library and their commitment to the Community.

Chair Godshalk thanked Director Ryan, Principal Librarian, Anne Defazio, and the entire library staff. Each board member also expressed their gratitude.

PRINCIPAL LIBRARIAN REPORT

The Children's area continues with STEAM crafts eight times per month, including the Craft Cart, story times, and Lego Nights.

Staff prepped 1,000 crafts for Kimball Holiday and an equal number of books for the book giveaway. Chair Godshalk has a group of volunteers ready to provide support with craft prepping.

Kimball and Olivewood Elementary Schools recently visited. At the conclusion of the visit, teachers are presented with a canvas bag filled with books and information they can use in their classrooms.

OTHER REPORTS – Friends of the Library

Chair Godshalk gave a recap of the Friends of the Library Open House, held recently at the Library, and thanked staff for their assistance. Membership continues to grow. Approximately 35 people attended. Director Ryan gave a tour of the Library.

Saturday, December 10th, is the Community Breakfast. The Friends of the Library are raffling beautiful baskets. Tickets are \$1.00/each. They will also have merchandise and books for sale.

BOARD TRUSTEE COMMENTS/COMMUNICATION

The Board Members wished everyone happy holidays and a prosperous new year.

ADJOURNMENT

Motion to adjourn meeting: Bang/Moon, 4-0. Meeting adjourned at 5:55 p.m. The next Board Meeting is scheduled for Wednesday, January 4, 2023 at 5:30 p.m.

Respectfully submitted,

Joyce Ryan
City Librarian

Library Warrants										
FY22-23										
Board Meeting	Wednesday, January 4, 2023									
						FUNDS				
Vendor Name	Description	Account	Sub-Acct	Check#	Check Date	Gen Fund #104	Capital Outlay #108	Donation #277	Grant #320	Total
Allstate Security	November Services	104-431-056	299			\$2,878.43				\$2,878.43
Midwest Tape	DVDs/Blu-Rays	108-431-056	304				\$1,056.63			\$1,056.63
T-Mobile	Hot Spots- November charges	104-431-056	299			\$528.50				\$528.50
								TOTAL		\$4,463.56



STAFF REPORT Board of Library Trustees

Prepared by: Joyce Ryan, Library & Community Services Director Meeting Date: 1/4/23

SUBJECT: Election of Officers

RECOMMENDATION: Staff recommends the Board of Library Trustees elect a Chairperson and Secretary.

BOARD/COMMISSION PRIOR ACTION: None.

STATEMENT ON SUBJECT:

The Bylaws of the Board of Library Trustees dictate that the trustees elect a Chairperson and Secretary at their meeting in January. Staff ask that the Chair open the proceedings by asking for nominations to the office of Chairperson. The Chairperson will then ask nominees if they accept the nomination. The Chairperson will call for a vote for the confirmed nominees. The election of the Secretary will follow the same process.

The Chairperson and Secretary, once elected, immediately assume their responsibilities.



STAFF REPORT Board of Library Trustees

Prepared by: Joyce Ryan, Library & Community Services Director Meeting Date: 1/4/23

SUBJECT: City Librarian Report

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

STATEMENT ON SUBJECT:

Kimball Holiday

Library staff participated in Kimball Holiday on Saturday, December 10, from 2-9 p.m. in Kimball Park. Staff created the "Who-ville" experience for our participants with storytimes, crafts and a book giveaway for all children in attendance. Our area was visited by over 2500 attendees and we gave away over 1000 books to local children. _

Family Literacy Program

Staff are working towards the launch of a new Family Literacy program starting in August/September 2023. This program would assist younger students in learning to read better and also incorporate the family as a whole in order to better support the student. Staff will be applying for state funding for this program.

Tech To Go Technology Lending Program

As part of the ECF grant from last year, staff ordered 25 new laptops with LTE, which arrived in December 2022. Staff are preparing them for checkout and hope to launch these additional resources to patrons by the end of January 2023.



STAFF REPORT Board of Library Trustees

Prepared by: Anne Defazio, Principal Librarian Meeting Date: 1/4/23

SUBJECT: Principal Librarian Report

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

BOARD/COMMISSION PRIOR ACTION: None.

STATEMENT ON SUBJECT:

Library Children's Craft Cart

Children's Room continues to stock the craft cart, mostly incorporating upcycled and other supplies from our current storeroom. The craft cart has 300-400 visitors per month and the children's room is happy to provide activities for children when they are able to visit the library. Children's staff also supports the Teen craft cart located at the Adult Reference desk, which provides crafts for teens and adults. These ongoing crafts might also include a children's or adult coloring page, time permitting. These activities provide engagement for our patrons in a pleasant environment and supports the development of the *library habit*. While the families are visiting, they might also browse our new book collection, check out our other library programs, visit the Friends of the Library Bookstore, or enjoy the live music on *Café Nights*.

Library Children's Special Programming

The Winter Reading Program has begun for readers of all ages at the National City Public Library. Registrants have been signing up since December 1. Registrants received a free book and a candy cane for signing up before December 16. As of this writing (December 10, 2022), we have 29 children and 9 adults that have registered for this challenge. The readers have up to January 31 to redeem their prizes and must read five hours (children) or five books (adults).