



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

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

When: February 7, 2024 05:30 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 February 7, 2024
2. Approval of January 3, 2024 Minutes
3. Approval of January 2024 Warrants

## **New and Unfinished Business**

1. Approval to accept the grant of \$25,00 from the California State Library for the FY24 Lunch at the Library Grant
2. Process City will use to search for City Librarian
3. Updates on maintenance issues at the Library
4. Recurring Warrants List

## **City Librarian Report**

### **Other Reports**

5. Friends of the Library Report

## **Board Member Comments**

**Adjournment:** Next meeting March 6, 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, Sarah Ruiz, Administrative Secretary 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 February 2, 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

/s/:Sarah Ruiz



# NATIONAL CITY PUBLIC LIBRARY

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

*Minutes*

*January 3, 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 5:30 p.m. on January 3, 2024.

### **ROLL CALL**

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

BOARD OF TRUSTEES ABSENT: Jissan Ravanilla, Member Trustee

STAFF PRESENT: Danielle Ghio, Acting City Librarian

### **PUBLIC COMMENTS AND COMMUNICATION**

- None, zero received by email or in-person

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

**ACTION:** Motion by Member Lopez, seconded by Secretary Bang, to approve Consent Agenda Items 1-2 with correction noted to December 6, 2023 Minutes: Roll Call read Board of Trustees Present twice. The second line should read Board of Trustees Absent.

**Motion carried by unanimous vote**

### **CITY LIBRARIAN REPORT**

Acting City Librarian Ghio mentioned past events- Kimball Holiday and the Furlough closure.

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

Chair Godshalk mentioned that the Friends held their raffle in December and raised approximately \$200.

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

Member Trustee Jake Zindulka introduced himself. Member Lopez applauded all of the Library resources available to patrons. Chair Godshalk requested information on the process the City will use in its search for a City Librarian. Separately, Chair Godshalk touched on the need for maintenance at the Library. She requested that both items be placed on the next agenda and in the meantime request that City Manager Ben Martinez do a thorough walk through to get a firsthand look at the work that needs to be done at the Library.

**ADJOURNMENT**

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

Meeting adjourned at 5:42 p.m. The next Board Meeting is scheduled for Wednesday, February 7, 2024 at 5:30 p.m.

Respectfully submitted,

Danielle Ghio  
Acting City Librarian

DRAFT





## STAFF REPORT Board of Library Trustees

Prepared by: Danielle Ghio, Acting City Librarian Meeting Date: 2/7/2024

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**SUBJECT:** Approval to accept the Lunch at the Library grant of \$25,000 from California State Library for the Lunch at the Library Program for FY2024.

**RECOMMENDATION:** Staff recommends Board of Library Trustees approve the acceptance of the California State Library grant of \$25,000 from the California State Library for the Lunch at the Library Program for FY2024.

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

**STATEMENT ON SUBJECT:** The National City Public Library will begin a Lunch at the Library pilot program in 2024 which will support providing summer meals to children and youth. The focus of the program is to provide summer meal sites with learning and enrichment opportunities and wraparound community services in conjunction with meals.

The California State Library grant is designed to establish summer meal sites that also provide programming, farm to table resources, enrichment activities and develop and build local and regional networks to connect families with nutritious summer meals to reduce summer hunger. This opportunity supports libraries in implementing innovative and often larger-scale efforts to connect more children, teens, and families with nutritious meals during the summer.

This California State Library grant is awarded in one payment of \$25,000 for FY 2024. Funds will pay for enrichment activities, marketing, instructional materials, and supplies.

**EXHIBITS:**

1. Lunch at the Library new award amount email.

**From:** [Danielle Ghio](#)  
**To:** [Sarah Ruiz](#)  
**Subject:** Fw: ACTION REQUIRED Lunch at the Library 2024 New Award Amount -- \$25,000  
**Date:** Thursday, February 1, 2024 4:52:20 PM  
**Attachments:** [image001.png](#)  
[OutlookEmoji-16962609436512359d9c2-5467-48ba-be30-a8fd1b65ee70.png](#)

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Lunch at the library Award



**Danielle Ghio**

**Acting City Librarian**

National City Public Library

City of National City

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C:619.318.6962 | [dghio@nationalcityca.gov](mailto:dghio@nationalcityca.gov)

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**From:** Lindsay, Lisa@CSL <lisa.lindsay@library.ca.gov>  
**Sent:** Thursday, January 11, 2024 6:51 AM  
**To:** Danielle Ghio  
**Cc:** mjenson@nationalcityca.gov; Villalobos, Kaela@CSL  
**Subject:** ACTION REQUIRED Lunch at the Library 2024 New Award Amount -- \$25,000

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Dear Danielle Ghio,

I am writing to inform you that California State Library has decided to increase your original award amount for Lunch at the Library 2024.

As you are likely aware, on December 26, 2023, National City Public Library was informed that your jurisdiction would be awarded \$16,000, pending submission of the Core Program budget. After reexamining plans for the new grantees, the funding formula was adjusted and this results in an increase to your jurisdiction's funding by \$9,000, making your new award amount \$25,000.

To execute an award packet, we need your currently submitted budget to be updated so that this additional amount is included. You can do this by signing in to the Wizehive Submission portal, adding your changes and then hitting submit.

<https://webportalapp.com/sp/lunch2024>

If you have questions about how best to run an effective Lunch at the Library program, based on this increased amount, please reach out to your Library Programs Consultant (Kaela Villalobos) who is included in the CC field of this email. As your Grant Monitor, I am also here to assist if you have any questions.

**Please submit your updated budget before the end of the day on Tuesday, January 16, 2024.**

Lisa Lindsay | Grants Analyst  
California State Library | Library Development Services  
916.603.6708 | [lunch@library.ca.gov](mailto:lunch@library.ca.gov)

[Schedule a Meeting](#)

