



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

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

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

Please click the link below to join the webinar:

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

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International numbers available: <https://zoom.us/u/acq6SIIHEU>

AGENDA

Call to Order

Roll Call

Consent Agenda

1. Approval of Agenda.
2. Approval of the Minutes of February 3, 2021 Meeting.
3. Approval of February 2021 Library Warrants.

New and Unfinished Business

4. Review and Adoption of the Rules of Conduct for Library Patrons (continued).
5. Library Policies: Circulation Fees & Fines and Collection Development – Presentation.
6. Library Organizational Chart.
7. Discussion – Developing a policy for children’s programming (Secretary Bang).

City Librarian’s Report

8. Library Updates.

Other Reports

9. 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 April 7, 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

February 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 5:42 p.m. on February 3, 2021.

ROLL CALL

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

STAFF PRESENT: Minh Duong, City Librarian
Anne Defazio, Principal Librarian

CONSENT CALENDAR

1. Approval of Agenda

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

Motion: Bang / Second: Godshalk

Vote: Ayes: 4 Nays: 0

Motion carried.

2. Approval of the Minutes of the Meeting of January 6, 2021

Motion to approve the minutes of the meeting of January 6, 2021

Motion: Juarez / Second: Bang

Vote: Ayes: 4 Nays: 0

Motion carried.

3. Approval of January 2021 Library Warrants:

Motion to approve the warrants in the revised amount of \$69.76.

Motion: Godshalk / Second: Juarez

Vote: Ayes: 4 Nays: 0

Motion carried.

NEW AND UNFINISHED BUSINESS

4. Adoption of the Library Board Bylaws.

Motion to adopt the Library Board Bylaws.

Motion: Bang / Second: Godshalk

Vote: Ayes: 4 Nays: 0

Motion carried.

5. **Review of Draft Rules of Conduct for Library Patrons.** The Board requested assistance from city's legal counsel to expand rule #14 to include a policy addressing emotional support animals' presence in the Library as well.

CITY LIBRARIAN AND PRINCIPAL LIBRARIAN'S REPORTS

- **Update on the Neighborhood Reinvestment Program Grant** that funds for a laptop loan program to literacy tutors and learners to conduct distance literacy tutoring sessions. The Library received on January 11, 2021 thirty-six (36) Dell Latitude 3190 laptops. Technical staff is working on setting up the laptops. The next step is to order hotspots.
- **Update on the new 16-Week of Science STEAM program** – See PowerPoint presentation attached.
- **16-Week of STEAM Presentation** – For several months, partners including NSD, SUHI, The Midway, 28th St. Naval Station, Olivewood Gardens, Ocean Connectors, Birch Aquarium, Living Coast, and Fleet Science Center, and National City Public Library have been working together to create the National City 16 Weeks of STEAM (Science, Technology, Engineering, Arts, Mathematics). The program begins February 1 and includes activities for children and families based on the four spheres: biosphere, atmosphere, hydrosphere, and geosphere. The children are awarded prizes for their completion of the modules. The library is awarding books for completion.

OTHER REPORTS – Friends of the Library – Margaret Godshalk

- No report.

PUBLIC COMMENTS AND COMMUNICATION – Via email

- Joan Rincon – comments on library policies and operation.

BOARD TRUSTEE COMMENTS/COMMUNICATION

- ❖ Secretary Bang suggested the Board: 1. develop a policy that clearly states the types of programs the Board would like to see the Library conduct; 2. look at the library's fees/fines structure and organizational chart at the March meeting.
Motion to put a new item "Developing a policy for children's programming" on the agenda for discussion at the March meeting.
Motion: Bang / Second: Godshalk
Vote: Ayes: 4 Nays: 0
Motion carried.
- ❖ Trustee Godshalk requested a copy of library policies.
- ❖ Trustee Juarez enquired about a library reopening date.

ADJOURNMENT

Motion to adjourn meeting: Godshalk / Bang, 4-0.

Meeting adjourned at 7:16 p.m. The next Board Meeting is scheduled for Wednesday, March 3, 2021 at 5:30 p.m.

Respectfully submitted,

Minh Duong
City Librarian

DRAFT

RULES OF CONDUCT FOR LIBRARY PATRONS

(Version 4 for review at board meeting 03.03.2021)

In consideration of your fellow library users and staff, the following is prohibited in the National City Public Library:

1. Engaging in any activity prohibited by law.
2. Weapons of any kind, even those licensed or permitted, except those possessed by on-duty law enforcement officers.
3. Disruptive or unsafe behavior, including interfering with library employees in the performance of their duties, obstructing or intimidating library patrons, or entering non-public areas without authorization (California Penal Code Section 602.1 (b)).
4. Activities or behavior that may result in damage to library property, including making any attempts to damage computer equipment or alter software configuration.
5. Sexual misconduct such as exposure, or unwanted, inappropriate, or threatening touching.
6. Leaving a child under the age of eight (8) unattended.
7. Entering the Library without wearing shoes and a shirt.
8. Using restrooms sinks or basins for purposes other than washing hands and face.
9. Patrons with hygiene conditions, including, but not limited to, clothing odor, body odor, and lice, that interfere with the use and enjoyment of the Library by other library patrons or with the functioning of library staff.
10. Smoking, vaping, sleeping, eating, drinking, or bringing open containers of food or drink into the building. Water in bottles or in other personal drinking vessels with a properly-fitting lid is permitted.
11. Bringing sleeping bags, bedrolls, or blankets into the building. (Blankets for small children are acceptable.)
12. Bringing any containers, packages, briefcases, parcels, bundles, or other items of personal property into the Library which singly or collectively exceed 24" x 18" x 6". All items not prohibited are subject to inspection. Personal property permitted under this rule must not be left unattended in the Library.
13. Bringing shopping carts or wheeled conveyances into the building, except for wheelchairs and baby strollers/carriages used for the actual transport of a person or child or wheeled backpacks and book carriers not exceeding 24"x 15"x 12" (excluding handles). Wheelchairs, baby strollers/carriages, and wheeled backpacks permitted under this rule must not be left unattended in the Library.

14. Bringing any animals into the building, except for:
 - a. Service animals accompanying a person with a disability in accordance with the Americans with Disabilities Act or properly licensed service animals. A "service animal" is a dog or miniature horse that is individually trained to do work or perform tasks to benefit an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Americans with Disabilities Act, 28 C.F.R. § 36.104; 28 C.F.R. § 35.104; and 28 C.F.R. § 35.136.
 - b. Service dogs in training in accordance with California Civil Code 54.2(b).
 - c. Service animals permitted under this rule must not be left unattended on Library premises.

Emotional support animals or any other animals that are not service animals as defined and set out herein are not permitted in the Library.

15. Blocking library entrance areas, aisles, doorways, stairways, or elevators, or interfering with the free flow of pedestrian traffic in such areas.
16. Making loud or unreasonable noise or other disturbances such as use of cell phones and/or similar personal communication or entertainment devices such as tablets, laptops, MP3 players, headphones, radios, or other portable devices at a volume that disturbs others. Cell phone ringer volumes, tablet alerts, mobile device alarms, or other notification sounds must be set to vibrate. When not set to silent mode or when not used with headphones, mobile phones, tablets, MP3 players, radios, laptops, or other portable devices may not be used inside the Library. Phone calls must take place outside of the Library.
17. Soliciting signatures for petitions, distributing flyers, selling merchandise, or other similar activities that may disrupt patrons' use and enjoyment of the Library.

Noncompliance with the Rules of Conduct may result in an individual being required to leave the library premises or in arrest and prosecution.



NATIONAL CITY PUBLIC LIBRARY

1401 National City Boulevard National City, CA 91950 619-470-5800

NATIONAL CITY PUBLIC LIBRARY

APRIL 1986

STATEMENT OF GENERAL POLICY AND SELECTION CRITERIA

SPANISH MATERIALS SELECTION POLICY

LIBRARY BILL OF RIGHTS

FREEDOM TO READ STATEMENT

NATIONAL CITY PUBLIC LIBRARY

STATEMENT OF GENERAL POLICY AND SELECTION CRITERIA

I. GENERAL POLICY

The National City Public Library has been established to serve the needs of all the people in the community. In general terms, the library must provide its users with material to further their formal education and continuing self-education, to assist business and local government with sources of information, to fill leisure time and recreational interests, and to help with the cultural growth of the area. In fulfilling its obligations, the library must do more than merely make its holdings available. Among these responsibilities, it must:

1. Take active measure to promote and encourage the use of its resources.
2. Inform the community of library services that are available and develop new services to cope with future demands and changing conditions.
3. Provide ready access to all of the material in the collection through efficient classification and display of its holdings.
4. Offer a courteous, friendly, and responsive attitude in helping all of the library's users.

In addition to these general obligations, the library must pay particular attention to develop service for young borrowers, so that a foundation can be established within this group for future library usage.

Finally, it must also take on an archival function to preserve the past history of National City by gathering and collecting documents and materials of an historic nature for use by researchers, scholars, and historians.

II. SELECTION CRITERIA

Material selection covers traditional formats such as books, newspapers, and periodicals, as well as the newer non-print media including phono-records and cassette tapes, films, videocassettes, microfiche, and other forms adaptable to computerized retrieval systems.

The quantity and diversity of new material available each year prohibits the acquisition of everything that is published. It is therefore necessary to be selective in choosing library materials. Such selection is not to be confused with protective censorship. It is not the librarian's role to act as an arbiter of public tastes and thus determine what is "acceptable", nor can any one person protect others from material which some might consider objectionable. In a free society there is always room for a wide range of opinions and viewpoints. The library must seek to achieve a balance of views in building its collection so that on issues of public concern--- particularly those generating controversy—all sides to a given question will be equally represented.

The desire to present all viewpoints should not be construed as a license to cater to commercialism or sensational tastes. Material should be chosen taking into account the following factors:

1. Demand or interest expressed by the library's users.
2. Prevailing standards in the community at large.
3. Relation to other holdings in the collection.
4. Accuracy of contents.
5. Authoritativeness of the author.
6. Review media and critical commentary.

As any selection policy is subject to individual questioning from time to time, it should be noted that these principles reflect the American Library Association's "Freedom to Read" statement endorsed by the Association's Council and the Board of Directors of the American Book Publisher's Council of the American Library Association. These two documents are included as attachments to this policy statement.

National City Public Library

SPANISH MATERIALS SELECTION POLICY

Goal

The National City Public Library has been established to serve the needs of all the people in the community. Because a large segment of the population of National City is Spanish speaking, the library must provide for the informational, educational, and recreational needs of these users as well.

Scope

Reflecting NCPL's general book selection policy, the library does assume the responsibility to:

- 1) Take active measure to promote and encourage use of the Spanish Collection.
- 2) Inform the Spanish community of library materials in Spanish.
- 3) Provide access to these materials through efficient cataloging and classification of materials in Spanish.
- 4) Offer courteous, helpful and responsive assistance by Spanish-speaking staff.

Selection Guideline

Responsibility for materials selection is shared jointly by the adult reference librarians and the children's Librarian with the assistance of other Spanish-speaking staff.

The general guidelines for selection of materials are as follows:

- 1) Popular demand or interest by the Spanish-speaking community will be the determining factor.
- 2) Periodic evaluation and weeding of the collection, both adult and juvenile, will determine subject areas that need updating or replacement.
- 3) An effort will be made to purchase materials in the most durable format available; however, because of the Hispanic Publishing industry, poor format will not deter

purchase of material if it is not available in other forms. Every effort will be made to find suitable materials and put plastic jackets or other reinforcement on paper bound materials.

- 4) Actual books and audio-visual materials can be selected from:
 - a. Journals with reviews of Spanish language materials;
 - b. Publishers announcements and catalogs;
 - c. Book jobbers' catalogs;
 - d. Periodic trips to bookstores that specialize in Spanish language materials. This has an added advantage of allowing books to be actually examined and evaluated before purchase;
 - e. Sales representatives with special Spanish titles from U.S. publishers.

- 5) Special emphasis will be placed on obtaining materials that are culturally relevant to the Spanish-speaking community in National City. This means preference will be given to purchasing materials published in Mexico, Latin America or the U.S.A.; however, this does not preclude purchasing materials published in Spain or Europe.

- 6) Special effort will be made to purchase materials free of racial, ethnic, and sexist stereotypes.



NATIONAL CITY PUBLIC LIBRARY

1401 National City Boulevard National City, CA 91950

NATIONAL CITY PUBLIC LIBRARY KILE MORGAN LOCAL HISTORY ROOM

STATEMENT OF COLLECTING POLICY

SCOPE OF COLLECTION

The National City Public Library Kile Morgan Local History Room actively encourages the donation of objects, documents, photographs, and literary and artistic works that illustrate the history of National City and environs. The Library will provide for the preservation of all donated material and for its availability to all those who wish to see and study it. The following criteria shall provide a guideline for acquisition:

- A. Collections having a documented history of creation or use within the geographical boundaries of National City will be given top priority. The historical significance of a collection depends upon its documented history, its physical condition, and its association with a historic period or event.
- B. Collections will reflect the social, economic, and cultural changes that have affected the city of National City during its historical occupancy.
- C. The Library recognizes the need to preserve worthwhile material other than items of historical importance and may, at its discretion, accept collections which do not fit the above criteria.
- D. Donations will also be accepted which may be used in the efficient operation of the National City Public Library Kile Morgan Local History Room, whether monetary or material.

POLICY

- 1. Acceptance of items for the collection shall be made by the appropriate Library staff persons.
- 2. Donations to this Library are tax deductible. However, the responsibility of appraising all donations remains with the donor. The Library is not allowed to provide written appraisals for income tax purposes.
- 3. Since the law favors clear title, all donations must be obtained free and clear without restrictions as to use or future disposition.
- 4. The Library has a policy of changing the material on exhibit in order to present more of its collections to the public and to preserve the material from the destructive effects of light, air-borne pollutants, and insects. For these reasons, no donations can be considered on exhibit permanently.



DEACCESSIONING

1. Donations shall be retained permanently in the collections as long as they retain their physical integrity, identity and authenticity and as long as they remain relevant and useful to the purposes and activities of the Library. Deaccessioning of donations may be considered when these conditions no longer prevail or if the Library should receive similar items in better condition.
2. Donations shall be deaccessioned only upon the recommendation of the appropriate Library staff person, and then by vote of the Library Board.
3. The manner of disposition shall be in the best interest of the Library, the public it serves, the public trust it represents in owning the collections, and the scholarly and cultural communities it represents.
4. Consideration shall be given to placing the donations (through gift, exchange, or sale) in another tax-exempt public institution wherein they may serve the purposes for which they were acquired initially by the library.
5. An adequate record of the conditions and circumstances under which donations are deaccessioned and disposed of shall be made and retained as part of the Library's collection records.

LOANS

1. Long-term loans will be accepted in accordance with the Library's policy of preserving and making available for study materials illustrating the history of National City and environs.
2. Complete inventories will be maintained of all materials loaned to the National City Public Library Kile Morgan Local History Room.
3. All loans to the National City Public Library Kile Morgan Local History Room are subject to approval by the Library Board.
4. National City Public Library will provide appropriate and reasonable physical security against fire, theft, or vandalism.
5. The lender will assume liability for any material loaned to the National City Public Library Kile Morgan Local History Room that is lost, stolen, or damaged.
6. Credit will be given to lender while items are on display, or in publicity about materials.

National City Public Library

