



NATIONAL CITY PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING AGENDA

ZOOM MEETING
May 5, 2021 - 5:30 PM

You are invited to a Zoom webinar.

When: May 5, 2021 05:30 PM Pacific Time (US and Canada)

Topic: Library Board Meeting – May 5, 2021

Please click the link below to join the webinar:

https://zoom.us/webinar/register/WN_2Rhb4byBTDCLqSbyY17BRg

Or iPhone one-tap:

US: +16699009128, 94664042087# or +13462487799, 94664042087#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

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Webinar ID: 946 6404 2087

International numbers available: <https://zoom.us/j/94664042087>

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, 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://zoom.us/webinar/register/WN_2Rhb4byBTDCLqSbyY17BRg 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

Consent Agenda

1. Approval of Agenda
2. Approval of the Minutes of April 7, 2021 Meeting
3. Approval of April 2021 Library Warrants

New and Unfinished Business

4. Review of Children's Programming Policy (continued) - Secretary Bang

City Librarian/Principal Librarian's Report

5. Library Updates:
 - Laptops and Hotspots Loan Project for Literacy Learners and Tutors
 - Little Libraries Initiative - San Diego County's Board of Supervisor
 - STEAM Programs

Other Reports

6. Friends of the Library Report

Board Member Comments

Adjournment: Next meeting June 2, 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

April 7, 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 April 7, 2021.

ROLL CALL

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

STAFF PRESENT: Minh Duong, City Librarian
Anne Defazio, Principal Librarian
Tony Winney, Assistant City Manager
Ron Williams, City MIS Manager
Beatriz Esparragoza, Librarian, Local History Room

CONSENT CALENDAR

1. Approval of Agenda

Motion to approve the agenda of the meeting of April 7, 2021.

Motion: Moon/ Second: Juarez

Vote: Ayes: 5 Nays: 0

Motion carried.

2. Approval of the Minutes of the Meeting of March 3, 2021

Motion to approve the minutes of the meeting of March 3, 2021.

Motion: Godshalk / Second: Bang

Vote: Ayes: 5 Nays: 0

Motion carried.

3. Approval of March 2021 Library Warrants:

Motion to approve the March 2021 Library Warrants.

Motion: Godshalk / Second: Bang

Motion: Bang / Second: Godshalk

Vote: Ayes: 5 Nays: 0

Motion carried.

4. Approval to accept augmentation in the amount of \$4,219 for California Library Literacy Services Grant

Motion to approve the augmentation of \$4,219 for the California Library Literacy Services Grant.

Motion: Bang/ Second: Juarez

Vote: Ayes: 5 Nays: 0

Motion carried.

5. Approval to accept a grant in the amount of \$135,645.71 from Califa/State Library to upgrade the Library's public Internet broadband from 1Gbps to 10 Gbps. This grant will allow the Library to replace the equipment and infrastructure currently in place to accommodate and support the increased bandwidth.

Motion to approve the grant of \$135,645.71 from Califa/State Library.

Motion: Moon / Second: Godshalk

Vote: Ayes: 5 Nays: 0

Motion carried.

REVIEW OF NEW/UNFINISHED BUSINESS

6. Assistant City Manager Tony Winney – Update on Library and Community Services Director Recruitment.

With Director Duong's retirement, the City is taking a closer look at the organization and services it provides to the community. Along with the approval to consolidate the Library and Community Services, the City Council also approved in February the consolidation of Finance and HR. This is a broader and long term vision designed to garner the synergy, leverage assets, and more effectively serve the public in culture and arts. The City does not envision a negative impact on the two departments. The move will increase the caliber of programs with cost savings realized by the consolidation.

The City retains the service of Bob Murray & Associates for a nationwide recruitment of the Director of Library and Community Services position. The position was posted on March 1 at twelve different government recruitment websites and will close April 25. The recruiter will meet with the City to review the pool of applicants. We plan on holding two interview panels where we'll invite the Chair of the Library and the Chair of Parks & Recreation to be part of the screening process.

The Board raised several concerns: how the incumbent will manage multiple responsibilities; whether there will be conflicts with two boards run by one common person. Trustee Godshalk inquired about how much savings the City anticipates realizing, how many other positions the City needs to hire to support this merger that will have the new Director oversee library, community services, and nutrition center; whether he/she will be responsible for everything the City Librarian is currently doing while being in charge of recreation and nutrition at the same time. Trustee Godshalk concluded that the ideal candidate - preferably bilingual - expected to do what Minh is doing right now, should be a librarian.

ACM Winney indicated he can't guarantee the new person is a librarian but assured the Board that the City is committed to ensure that the new Director will be "as responsive as Minh" and asked for the Board's support and leap of faith in considering this combined position, which is commonly done and works well in other cities.

President Gogue accepted ACM Winney's invitation to participate as panelist in the interview process. The Board also designated Trustee Godshalk as the Alternate panelist in the event President Gogue is unavailable.

7. Review of Library Policies of Circulation Fines and Fees – Trustee Godshalk enquired about "blocking" of library cards due to high fines, which creates a non-lending situation.

Director Duong explained that there is no privilege suspension until the card holder accrues over \$19 in fines; and that fines are not about money or penalty but about making borrowers accountable and responsible for returning the materials to allow other patrons to borrow them as well. Secretary Bang proposed a no-fines structure. After further clarification that a patron can always take a fine contest to the board if there is a disagreement, Trustee Godshalk made the motion to continue with the current fee structure in place and with library staff having the flexibility to address extenuating circumstances with lenience. *Motion to continue the current fee structure with library staff having the flexibility to address extenuating circumstances.*

Motion: Godshalk / Second: Juarez

Vote: Ayes: SG, GS, RJ Nays: BB, CM

Motion carried.

8. **Review of Children's Programming Policy** – Secretary Bang expressed that children's programming should include the diversity that takes into account the following considerations: Underserved, Race and culture, media, gender identity/gender expression, wealth and poverty, empathy and values, trauma and mental health. Trustee Moon expressed desire for National Library to be a leader in diverse programming. Trustees Godshalk and Juarez suggested further discussion on the matter.

CITY LIBRARIAN AND PRINCIPAL LIBRARIAN'S REPORTS

- Local History Room Librarian Beatriz Esparragoza gave an update on the Digitization Project (PowerPoint attached). Director Duong explained that the digitization will provide remote access to the History Room collection. The Library was also able to acquire additional issues of the Star News from Jan 2007 through December 2020 in PDF format, courtesy of the Star News publisher, thus expanding our collection to include recent and latest issues.
- Principal Librarian Defazio's updates:
 - National City 16-Week of STEAM program – The Library has awarded more than 500 LED Meteor kits to registrants for the NC 16 Weeks of STEAM. Defazio acknowledged the Friends of the Library for their funding of supplies.
 - UCSD Sally Ride Partnership and Science STEAM programs – UCSD Extension Sally Ride has shared five STEAM programs with National City Library, and we have 99 registrants for the five programs. Defazio acknowledged UCSD Extension for their donation of programs.

OTHER REPORTS – Friends of the Library – Margaret Godshalk

- The National City Friends of the Library will convene on April 21 at the National City Library.

PUBLIC COMMENTS AND COMMUNICATION –No comments.

Principal Defazio informed the Board that beginning next month, comments can be submitted live, as well as by email.

BOARD TRUSTEE COMMENTS/COMMUNICATION

- ❖ Trustee Moon enquired about the broadband upgrade, if it is secure and free, and what will happen to the old equipment. Ron Williams, City MIS Manager, explained that there is no cost to patrons to access our public network, however no public network is

a secure and safe environment; old equipment goes to surplus. Director Duong explained that the upgrade will bring the broadband connectivity to 10 Gbps, serve more users, and expand access to Wi-Fi even in the library parking lot.

- ❖ Trustee Moon asked when the Library would reopen. Director Duong explained that effective today, we are in the Orange Tier of the Pandemic rating and we should hear soon on reopening. Trustee Moon asked about requiring vaccinations to enter Library. Director Duong stated that the City cannot mandate the public to get vaccinated before entering the library premises but it will put in place safety protocols as recommended by the County Health.
- ❖ Trustee Juarez thanked everyone for efforts to vaccinate and to staff for presentations and efforts.

ADJOURNMENT

Motion to adjourn meeting.

Motion: Moon/Second: Bang, 5-0

Motion carried.

Meeting adjourned at 7:29 p.m. The next Board Meeting is scheduled for Wednesday May 5, 2021 at 5:30 p.m.

Respectfully submitted,

Anne Defazio
Principal Librarian

Library Warrants

FY2020-21

April 2021 Warrants

Balance Sheet - Board Meeting 5.5.21

Vendor Name	Description	Account	Sub-acct	Check #	Check Date	Funds				Total	Tax	Total incl. tax
						#104	#108	#277	#Grant			
April 2021 Warrants												
Edit List md050521												
Baker & Taylor	Books	104-431-056-	304			\$6,705.58				\$6,705.58		\$6,705.58
Ebsco Information	Learning Express Subscription Period 9/1/21-8/31/22	320-431-337	222						\$4,485.00	\$4,485.00		4,485.00
Mango Languages	Database Subscription Period 4/1/21-3/31/22	320-431-337	222						\$4,018.00	\$4,018.00		\$4,018.00
Matrix	Database Maintenance Serv Period 7/1/21-6/30/22	320-431-337	222						\$1,025.00	\$1,025.00		1,025.00
Midwest Tape	DVDs	104-431-056- 108-431-056-	304 304			1,386.62 \$2,371.83				\$1,386.62 \$2,371.83		3,758.45
New Readers Press	Books for Literacy Collection	320-431-337 320-431-337	304 399			\$2,500.00 2,917.58				\$2,500.00 \$2,917.58		\$5,417.58
US Postmaster	Postage for mailers	320-431-337	250			1,100.00				\$1,100.00		1,100.00
Office Solutions	Office Supplies	320-431-337	399			1,741.09				1,741.09	152.35	1,893.44
Serra Cooperative	Annual Membership	320-431-337	222						\$3,364.00	\$3,364.00		\$3,364.00
Tumbleweed Press	TumbleBook Subscription	320-431-337	222						\$799.00	\$799.00		\$799.00

Approved by Board on 5.5.2021

\$32,566.05

Library Programs

Adults:

Crafts
Book Club
Loteria

Teens:

Teen Crafts2Go
Bookmark Contest
Rock Painting
Teen Leadership Committee

Children:

Story Times
Dial-A-Story
STEAM programs:

- NC 16 Weeks of STEAM – 4 modules
- Sally Ride – 5 programs

Summer Reading Program
Chocolate Reading Program
Book Giveaway Event
Special Holiday Events:

- Thanksgiving Event
- Christmas Event

Literacy

One-on-one Tutoring
Basic Computer Classes (How to use a computer and mouse, Word, Email)
Intermediate Computer Classes (Excel, PowerPoint)
ESL Classes
Resume and Interview Help
Citizenship Class
High School Diploma Course

Tech Lab

Tech Lab 3D Printing