



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

**June 7, 2023 - 5:30 PM**

When: June 7, 2023 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 June 7, 2023
2. Approval of the Minutes of April 6, 2023 and May 3, 2023 meetings
3. Approval of April 2023 and May 2023 Library Warrants

**New and Unfinished Business**

4. Update on Community Memory Lab Project
5. Update on Incident Information

**City Librarian Report****Other Reports**

6. Friends of the Library Report

**Board Member Comments**

**Adjournment:** Next meeting July 5, 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](mailto: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

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

*Minutes*

*April 6, 2023*

### **CALL TO ORDER**

The special 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 April 6, 2023.

### **ROLL CALL**

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

STAFF PRESENT: Joyce Ryan, City Librarian  
Myra Martinez, Management Analyst II  
Tiffany Roberts, Senior Library Technician  
Sarah Ruiz, Administrative Secretary

### **PUBLIC COMMENTS AND COMMUNICATION – Joan Rincon**

- One (1) speaker slip received for in-person comment, zero (0) via email

In-person comment:  
Joan Rincon

### **CONSENT CALENDAR**

**ACTION:** Motion by Secretary Bang, seconded by Chair Godshalk, to approve Consent Items 1 through 3

**Motion carried by unanimous vote**

### **NEW AND UNFINISHED BUSINESS -**

Approval to accept the grant of \$36,600 from the California State Library for the Parks Pass Program FY23

Tiffany Roberts, Senior Library Technician, gave an overview of the Parks Pass Grant

**ACTION:** Motion by Secretary Bang, seconded by Member Zambrano, to approve the acceptance of the \$36,600 from the California State Library for the Parks Pass Program FY23.

**Motion carried by unanimous vote**

**CITY LIBRARIAN REPORT**

Director Ryan gave updates on the following items: recruitment efforts for the Principal Librarian position, the Proclamation for National Library Week, Parks Pass Excursion, Memory Lab Project, and the Security Guard and Work Study Agreements.

**OTHER REPORTS – Friends of the Library**

Chair Godshalk mentioned that Friends of the Library would support the Library’s Summer Reading Program.

**BOARD TRUSTEE COMMENTS/COMMUNICATION**

Secretary Bang will be out of town for the May meeting. Member Zambrano asked what steps needed to be taken to ensure quorum.

Chair Godshalk asked if someone had reached out to Member Moon to thank her for her service.

**ADJOURNMENT**

Meeting adjourned at 5:45 p.m. The next Board Meeting is scheduled for Wednesday, May 3 at 5:30 p.m.

Respectfully submitted,

Joyce Ryan  
City Librarian

DRAFT



**NATIONAL CITY PUBLIC LIBRARY**  
*Regular Meeting of the Library Board of Trustees*

*Minutes*

*May 3, 2023*

**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 5:44 p.m. on May 3, 2023.

**ROLL CALL**

BOARD OF TRUSTEES PRESENT: Margaret Godshalk, Chair  
Bradley Bang, Secretary  
Cindy Lopez, Member Trustee

TRUSTEES ABSENT: Anzueth Zambrano, Member Trustee

**ACTION:** Motion by Secretary Bang, seconded by Member Lopez to approve Member Zambrano's excused absence.

**Motion carried by unanimous vote**

STAFF PRESENT: Myra Martinez, Management Analyst II

**PUBLIC COMMENTS AND COMMUNICATION – Joan Rincon**

- One (1) speaker slip received for in-person comment, zero (0) via email

In-person comment:  
Joan Rincon

**CONSENT ITEM 1, AMENDED AGENDA:**

**ACTION:** Motion by Secretary Bang, seconded by Member Lopez, to approve Amended Agenda-Item 2- Approval of April 2023 Library Warrants and City Librarian's Report will be discussed at June 7 Meeting

**Motion carried by unanimous vote**

**NEW AND UNFINISHED BUSINESS –**

Item 4- Chair Godshalk welcomed Member Lopez to the Board. Member Lopez introduced herself.

Item 5- Approval of User Agreement and Policy for Memory Lab Project

**ACTION:** Motion by Secretary Bang, seconded by Member Lopez, to approve User Agreement and Policy for Memory Lab Project

**Motion carried by unanimous vote**

Item 6- Approval of Security Guard Agreement with Invicta Security CA Corporation dba Allstate Security

**ACTION:** Motion by Secretary Bang, seconded by Member Lopez, to approve User Agreement and Policy for Memory Lab Project

**Motion carried by unanimous vote**

**CITY LIBRARIAN REPORT**

City Librarian Report will be continued to the June Meeting

**OTHER REPORTS – Friends of the Library**  
Chair Godshalk noted the passing of Marie Bartlett.  
The Bookstore is in need of more volunteers.

**BOARD TRUSTEE COMMENTS/COMMUNICATION**

**ADJOURNMENT**

Meeting adjourned at 5:57 p.m. The next Board Meeting is scheduled for Wednesday, June 7 at 5:30 p.m.

Respectfully submitted,

Joyce Ryan  
City Librarian

DRAFT

|                         |                                  |                |                 |               |                   |                      |                            |                      |                   |                   |
|-------------------------|----------------------------------|----------------|-----------------|---------------|-------------------|----------------------|----------------------------|----------------------|-------------------|-------------------|
| <b>Library Warrants</b> |                                  |                |                 |               |                   |                      |                            |                      |                   |                   |
| <b>FY23-24</b>          |                                  |                |                 |               |                   |                      |                            |                      |                   |                   |
| <b>Board Meeting</b>    | <b>Wednesday<br/>May 3, 2023</b> |                |                 |               |                   |                      |                            |                      |                   |                   |
|                         |                                  |                |                 |               |                   | <b>FUNDS</b>         |                            |                      |                   |                   |
| <b>Vendor Name</b>      | <b>Description</b>               | <b>Account</b> | <b>Sub-Acct</b> | <b>Check#</b> | <b>Check Date</b> | <b>Gen Fund #104</b> | <b>Capital Outlay #108</b> | <b>Donation #277</b> | <b>Grant #320</b> | <b>Total</b>      |
| Baker & Taylor          | Books                            | 104-431-056    | 304             |               |                   | \$2,993.27           |                            |                      |                   | \$2,865.59        |
| Midwest Tape            | DVDs, Blu-Rays                   | 108-431-056    | 304             |               |                   |                      | \$881.21                   |                      |                   | \$881.21          |
|                         |                                  |                |                 |               |                   |                      |                            |                      |                   |                   |
|                         |                                  |                |                 |               |                   |                      |                            |                      |                   |                   |
|                         |                                  |                |                 |               |                   |                      |                            |                      | <b>TOTAL</b>      | <b>\$3,746.80</b> |

|                                     |   |                |                 |               |                   |                      |                            |                      |                   |                   |
|-------------------------------------|---|----------------|-----------------|---------------|-------------------|----------------------|----------------------------|----------------------|-------------------|-------------------|
| <b>Library Warrants</b>             |   |                |                 |               |                   |                      |                            |                      |                   |                   |
| <b>FY23-24</b>                      |   |                |                 |               |                   |                      |                            |                      |                   |                   |
| <b>Board Meeting</b>                | <b>Wednesday June 7, 2023</b>           |                |                 |               |                   |                      |                            |                      |                   |                   |
|                                     |   |                |                 |               |                   | <b>FUNDS</b>         |                            |                      |                   |                   |
| <b>Vendor Name</b>                  | <b>Description</b>                      | <b>Account</b> | <b>Sub-Acct</b> | <b>Check#</b> | <b>Check Date</b> | <b>Gen Fund #104</b> | <b>Capital Outlay #108</b> | <b>Donation #277</b> | <b>Grant #320</b> | <b>Total</b>      |
| 4 Imprint                           | Parks Pass Grant-Supplies               | 320-431-343    | 399             |               |                   |                      |                            |                      | \$ 1,611.59       | \$ 1,611.59       |
| Allstate                            | Security Guard Services                 | 104-431-056    | 299             |               |                   | \$3,107.13           |                            |                      |                   | \$3,107.13        |
| Amazon                              | Memory Lab Grant-Supplies               | 320-431-334    | 399             |               |                   |                      |                            |                      | \$123.04          | \$123.04          |
| Amazon                              | Parks Pass Grant-Supplies               | 320-431-343    | 399             |               |                   |                      |                            |                      | \$844.67          | \$844.67          |
| Midwest Tape                        | DVDs, Blu-Rays                          | 108-431-056    | 304             |               |                   |                      | \$1,010.46                 |                      |                   | \$1,010.46        |
| Petty Cash Reimbursement-Sarah Ruiz | Program/Meeting Supplies                | 104-431-056    | 399             |               |                   | \$58.41              |                            |                      |                   | \$58.41           |
| Sirsi Dynix                         | Link+ Project Management (reimbursable) | 104-431-056    | 299             |               |                   | \$2,240.00           |                            |                      |                   | \$2,240.00        |
| CLA-Job Center                      | Recruitment-Principal Librarian         | 104-431-056    | 222             |               |                   | \$209.00             |                            |                      |                   | \$209.00          |
|                                     |   |                |                 |               |                   |                      |                            |                      | <b>TOTAL</b>      | <b>\$7,592.71</b> |





## STAFF REPORT Board of Library Trustees

Prepared by: Joyce Ryan, Library & Community Services Director Meeting Date: 6/7/23

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**SUBJECT:** Update on Community Memory Lab Project

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

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

**STATEMENT ON SUBJECT:**

The California State Library awarded a grant of \$19,340 to the National City Public Library for the Memory Lab Grant Program. The grant provides Library staff and patrons with guidelines, tools, and training for personal analog and digital archiving.

The grant funds allowed the Library to purchase new equipment for the Local History Room to develop a digital preservation workstation that meets the transfer needs of our community residents. This digital preservation workstation includes scanning equipment and software which can accommodate photographs (prints, negatives and slides), documents, audio cassettes, VHS/VHS-C cassettes, DV/miniDV cassettes, 8mm/Super 8mm film, CDs, DVDs, and 3.5" floppy disks.

The grant assists community members with all levels of digital literacy seeking to learn how to organize, digitize, and share their family collections. To use the Memory Lab, patrons must attend an orientation, read and agree to the Memory Lab policies, sign a release form, and make a reservation online through the library's website at <https://www.nationalcityca.gov/government/library/memory-lab>. Information and guides on transferring the information is also available on the website. The Memory Lab is currently open to the public Tuesdays and Thursdays from 10 a.m. – 2 p.m. We are hoping to expand these hours in the coming months.



## STAFF REPORT

### Board of Library Trustees

Prepared by: Joyce Ryan, Library & Community Services Director Meeting Date: 6/7/23

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**SUBJECT:** Update on Incident Information

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

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

**STATEMENT ON SUBJECT:**

The Board of Library Trustees recently approved an agreement between the City of National City and Invicta Security CA Corporation dba Allstate Security which is on the agenda for the City Council meeting of June 6, 2023. The new agreement for this year allows for greater coverage and an increased hourly rate, based on market changes.

At the May 3, 2023 Board meeting, member concerns were raised regarding incident information. Last year, after conferring with the previous City Attorney, it was stated that the security guard log is for staff member access only. However, in conference with the new City Attorney, it was agreed that incident statistics should be provided to the Board members on a quarterly basis. Starting July 1, Library staff will be compiling all incident information and will be presenting this information quarterly to the Board starting at the October 2023 meeting. This information will include the number of incidents, security guard or police involvement, and type of incident.



## STAFF REPORT

### Board of Library Trustees

Prepared by: Joyce Ryan, Library & Community Services Director Meeting Date: 6/7/23

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#### **SUBJECT: City Librarian Report**

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

#### **STATEMENT ON SUBJECT:**

##### **Summer Reading Program**

The annual Summer Reading program started on June 5. The theme this year is “Find Your Voice” and staff are incorporating the theme in activities and programs. The Summer Reading Program is for all ages and takes place June 5 – July 29.

##### **Class Visits and Outreach**

The last class visit for this school year takes place on June 6. Staff also participated at the Career Fair at El Toyon Elementary on May 18 from 9 a.m. – 12 p.m. Staff also participated in STEAM Day at ARTS on Saturday, April 29.

##### **Face Behind the Art Program**

Staff have been working towards bringing the *Face Behind the Art* program back this Summer. This popular program highlights local artists (authors, filmmakers, poets, musicians, etc.) who exhibit and/or discuss their work. This month-long celebration features lectures, book readings and performances. On Thursday, July 6 at 5 p.m., Marlene Wagman-Geller will be at the library for a book reading of her new title “The Secret Lives of Royal Women.” Also, on Thursday, July 20 at 5 p.m., artist James Watts will be at the Library showcasing and discussing some of his recent artwork.

##### **Mobile Printing**

On May 1, the Library launched mobile printing which is an add-on feature to the library’s already popular printing service. Mobile printing provides another level of convenience to library users who simply want to print files from their mobile device. Traditionally, printing files from a mobile device requires patrons to get a library card, log in to a library computer, download the files to the computer, and then send the files to the printer. Mobile printing reduces the amount steps involved while allowing patrons to print directly from their personal device, and it also saves staff time. Mobile printing has been a frequently requested service and the library is excited to share it with the community. Staff are creating materials for the public and have provided a training video for staff.

##### **Principal Librarian Interviews**

Interviews were held for the vacant Principal Librarian position. The first panel was a Subject Matter Expert (SME) panel consisting of three Library Directors and the second panel consisted of the City Librarian, Library Board Chair and Interim Assistant City Manager. A contingent offer of employment was made to a candidate and we are awaiting the results of the background check and physical. We are anticipating the candidate to start work on June 27, 2023.

##### **CLA Conference**

The Senior Library Technician for Technical Services Tiffany Roberts attended the California Library Association (CLA) Conference from June 1-3 as a presenter. She was a member of a panel entitled “Equity and Access: Parks-Based Programming and Outreach.” We are thankful that Ms. Roberts had this professional opportunity in relation to her work with the Parks Pass Grant program and represented our Library so well.



## **STAFF REPORT**

### **Board of Library Trustees**

#### **Parks Pass Programs**

The second round of Parks Pass funding from the State Library approved by the Board at the April meeting allows the Library to provide excursions to students participating in our adult ESL and digital literacy classes. The grant funds will be used as a way to expand on the existing ESL and digital literacy curriculum, with the students creating the English language text and graphics for a brochure on the state park they visited. The first excursion for this round of grant funding will be to Torrey Pines State Park on Saturday, June 17 for our Digital Literacy and ESL learners and their families.