



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

**ZOOM MEETING
October 7, 2020 - 5:30 PM**

You are invited to a Zoom webinar.
When: Oct 7, 2020 05:30 PM Pacific Time (US and Canada)
Topic: Library Board Meeting - October 7, 2020

Please click the link below to join the webinar:
<https://zoom.us/j/94664042087?pwd=NHNRSSE1XUEZ1QThBQkpaLzRNMWNDQT09>

Or iPhone one-tap:

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

Or Telephone:

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

US: +1 669 900 9128 or +1 346 248 7799 or +1 253 215 8782 or +1 312 626 6799 or +1 646
558 8656 or +1 301 715 8592

Webinar ID: 946 6404 2087

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

AGENDA

Call to Order

Roll Call

Consent Agenda

1. Approval of Agenda
2. Approval of the Minutes of the March 4, 2020 Meeting
3. Approval of the Minutes of September 2, 2020 Meeting
4. Approval of September 2020 Library Warrants

New and Unfinished Business

5. Annual Election of Board Officers - Continued

6. Review of Draft Annual Report to City Council Draft
7. Review of Draft Library Board Bylaws

City Librarian's Report

8. Library Updates

Other Reports

1. 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 November 4, 2020, 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

March 4, 2020

CALL TO ORDER

The special meeting of the Library Board of Trustees of the National City Public Library was called to order by President Godshalk at 5:30 p.m. on March 4, 2020.

ROLL CALL

BOARD OF TRUSTEES PRESENT: Margaret Godshalk, President
Ray Juarez, Vice-President
Bradley Bang, Trustee
Sherry Gogue, Trustee
Coyote Moon, Alternate Trustee

BOARD OF TRUSTEES ABSENT: Cheryl Howrey-Colmenero, Trustee

STAFF PRESENT: Minh Duong, City Librarian
Angil Morris-Jones, City Attorney

PUBLIC: Steve Hicks
Joan Rincon
Ted Godshalk

CONSENT CALENDAR

- 1. Approval of Agenda**
- 2. Approval of the Minutes of the Meeting of February 5, 2020**
- 3. Approval of Library Warrants**

Motion to approve the Consent Calendar

Motion: Bang / Second: Gogue

Vote: Ayes: 4 Nays: 0

Motion carried.

NEW AND UNFINISHED BUSINESS

- 4. Discussion - Public Comments** – City Attorney Morris-Jones.
 - Trustee Bang withdrew his request to get a copy of the suggestion box's public comments. Going forward, the Library will no longer have a suggestion box.
 - The Library Board of Trustees are policy makers. They do not deal with personnel matters. Day to day operation is the City Librarian's responsibilities.

Other clarifications:

- Board Meeting Agenda is required to be posted 72 hours before the meeting, by Sunday at the latest. If possible the packet will have backup documents. Warrants cannot be part of

the backup documents as the Library needs to process as many warrants as possible right until the day of the meeting date since the Board only meets once a month.

- The City Attorney's Office through Deputy Attorney Contreras will work with the Library Board to develop By Laws for the Library Board.
- There is no legal requirement to record a meeting. The public may record or videotape the meeting. The Library records the meeting only for the purpose of doing the minutes, not to memorialize it.

5. New Location for monthly Board meetings – Starting April 2020, the Library Board of Trustees monthly meetings will be moved to City Hall Large Conference Room at 1243 National City Blvd., National City, CA 91950 at the usual date and time (first Wednesday of the month at 5:30pm). At their March 17th meeting, the City Council will be adopting a resolution for all committees to meet in the Large Conference Room at City Hall where currently most of the boards such as Traffic Safety; Arts, Parks and Rec; Police Commission; Planning Commission already met. There is more security at City Hall, more space to accommodate the public as well as ADA requirements.

6. Annual Election of Board Officers. The Board has voted to postpone the Annual Election of Board Officers to the next meeting or to when a full board is in attendance.

Motion: Gogue / Second: Bang

Vote: Ayes: 4 Nays: 0

Public Request to Speak to item #6: Steve Hicks – Urged the board not to support the movement to push Drag Queen Story Hour in front of minor children and reject any vote for officers beholden to the kind of influence.

7. Annual Report to City Council. Ordinance 2013-2381, Chapter 16.01.10 calls for the library board of trustees to provide a report to the city council on matters and/or statistical information deemed expedient by the board for the year ending the previous June 30 on or before August 31 of each year. City Librarian will work with the Board on the scope and content of the report and suggested Board Members to give input at the next meeting on what they feel should be included in the report.

CITY LIBRARIAN'S REPORT – No report

OTHER REPORTS – Friends of the Library – Margaret Godshalk

- Planning an event sometime in August to celebrate women's right to vote (100-year celebration): cookies and tea with the Friends' President dressing up as Susan B. Anthony and materials from the History room set out.
- The Book Club led by the Library and sponsored by the Friends is going very well, regular attendance of 10 – 12 book lovers every month.
- The Friends continues to recruit volunteers to work in the Bookstore.

PUBLIC COMMENTS AND COMMUNICATION

Public Comments (3 minutes)

*Steve Hicks – Comments on SPLC (Southern Poverty Law Center).

*Joan Rincon – Good collaboration between National City Library, San Diego County Library, and National City Adult School.

BOARD TRUSTEE COMMENTS/COMMUNICATION

- Trustee Bang – responded to the comments from a public speaker on SPLC; bringing the Drag Queen Story Hour idea to National City was meant to help us learn tolerance in our society and look for ways to build tolerance.
- President Godshalk – our Library has always been welcoming; its’ an institution that is for everyone, opened for everyone in the community.
- Alternate Trustee Moon – intolerance against LBGT is not something in the past, it’s happening now.
- Trustee Gogue – loves online book library however holds put on books since October are still not filled yet. City Librarian Duong explained that, as part of the SERRA consortium libraries, National City Library has access to a collective ebook collection, which is available to patrons of all SERRA consortium libraries. Nevertheless, it should not have taken that long.
- Trustee Juarez – attended yesterday Read Across America at the National School District. We assume adults can read and write, but there are people functioning without that ability. Happy that the library works with the school district and that we have a library for people to come.

ADJOURNMENT

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

Meeting adjourned at 6:20 p.m. The next Board Meeting is scheduled for Wednesday, April 1, 2020 at 5:30 p.m.

Respectfully submitted,

Minh Duong
City Librarian



NATIONAL CITY PUBLIC LIBRARY

Regular Meeting of the Library Board of Trustees

Minutes

September 2, 2020

CALL TO ORDER

The regular meeting of the Library Board of Trustees of the National City Public Library was called to order by President Godshalk at 5:30 p.m. on September 2, 2020.

ROLL CALL

BOARD OF TRUSTEES PRESENT: Margaret Godshalk, President
Ray Juarez, Vice-President
Bradley Bang, Trustee
Sherry Gogue, Trustee

BOARD OF TRUSTEES ABSENT: Cheryl Howrey-Colmenero, Trustee
Coyote Moon, Alternate Trustee

STAFF PRESENT: Minh Duong, City Librarian

CONSENT CALENDAR

1. Approval of Agenda

2. Approval of the Minutes of the Meeting of March 4, 2020

Motion to postpone the approval of the Minutes of the Meeting of March 4, 2020 to the next meeting.

Motion: Bang / Second: Gogue

Vote: Ayes: 4 Nays: 0

Motion carried.

3. Approval of Library Warrants:

FY2019-20 - April – June 2020 - \$31,221.77

FY2020-21 – July – August 2020 - \$24,344.48

Motion to the warrants as presented.

Motion: Gogue / Second: Bang

Vote: Ayes: 4 Nays: 0

Motion carried.

NEW AND UNFINISHED BUSINESS

4. Annual Election of Board Officers

New elected officers:

President: Sherry Gogue Motion: Juarez / Second: Bang
Vote: Ayes: 4 Nays: 0

Vice-President: Bradley Bang Motion: Juarez / Second: Gogue
Vote: Ayes: 4 Nays: 0
Motion carried.

Secretary: Election to be continued at the October meeting
Vote: Ayes: 4 Nays: 0
Motion carried.

5. **Board Annual Report to City Council** – Discussion and input from Board Members on the content of the annual report: to include operation statistics (circulation volume, collection holdings, online resources, number of programs and attendance), history collection digitization progress, how the services have changed due to the pandemic. City Librarian Duong will present a draft to the Board at the October meeting for review.

CITY LIBRARIAN'S REPORT

6. Library Updates - Current services provided:

- Curbside delivery: Monday to Thursday, 12:00 – 7:30pm.
Materials reservation can be made by phone or through the online catalog.
 - Computer Center: open Monday to Thursday, 12:00 – 7:00pm, for one-hour access to public computers.
 - Phone Reference Service: available Monday to Thursday, 12:00 – 7:30pm.
 - Book drop open 24/7
 - Online programs for children, teens, and adults curated daily by library staff. Zoom tutoring sessions for literacy learners and online basic computer classes conducted daily.
- COVID-19 safety protocols in place: Public and staff required to wear face coverings at all times; physical spacing throughout the library; Plexiglas screen guards installed over public service stations; daily temperature screening required for employees.

OTHER REPORTS – Friends of the Library – Margaret Godshalk

- The Friends met on June 17th to approve some bills but haven't met again since then.

PUBLIC COMMENTS AND COMMUNICATION – Via email

Public Comments (3 minutes)

Due to an error in the posted email address, public comments were not able to reach the intended mailbox.

BOARD TRUSTEE COMMENTS/COMMUNICATION

- Trustee Bang – Great to be back and take care of library business.

- Trustee Gogue – Got text from Trustee Howrey-Colmenero who is not able to attend today’s meeting.
- President Godshalk – Great to see all back.
- Vice-President Juarez – Great to see everyone.

ADJOURNMENT

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

Meeting adjourned at 6:39 p.m. The next Board Meeting is scheduled for Wednesday, October 7, 2020 at 5:30 p.m.

Respectfully submitted,

Minh Duong
City Librarian

DRAFT

Balance Sheet - Board Meeting 10.7.20

Vendor Name	Description	Account	Sub-acct	Check #	Check Date	Funds			Total	Tax	Total incl. tax
						#104	#108	#277			
September 2020 Warrants											
Amazon			302						\$0.00		\$0.00
Baker & Taylor	Books	104-431-056-	304			\$522.77			\$522.77		\$522.77
Brodart	Books	104-431-056-	304			855.75			855.75		855.75
CALIFA	FY21 Membership	104-431-056-	222			\$400.00			\$400.00		\$400.00
Matrix	Database Maintenance	320-431-339-	299					\$995.00	\$995.00		\$995.00
Scholastic Library Pub	Grolier Subscription	320-431-339-	222					\$3,414.00	\$3,414.00		\$3,414.00
Serra Coop Lib Syst	Annual Membership	320-431-339-	222					\$3,668.00	\$3,668.00		\$3,668.00
Tumbleweed Press	Tumblebook Subscription	320-431-339-	222					\$599.00	\$599.00		\$599.00

Total warrants for September 2020
Approved by Board on 10.7.20

\$10,454.52





ANNUAL REPORT 2019-2020

Library Board of Trustees

National City Public Library



National City Public Library

1401 National City Blvd., National City, CA 91950

www.nationalcitylibrary.org

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LIBRARY MISSION

Recognizing the cultural, linguistic, and economic diversity of our community, the National City Public Library serves the informational, educational, social, and recreational needs of all the residents of the community. We support lifelong learning, personal enrichment and empowerment by providing access to a variety of materials and current technology, a team of courteous and knowledgeable staff, and a welcoming environment that contributes to the quality of life in National City.

Library Board of Trustees

Margaret Godshalk, President
 Raymond Juarez, Vice-President
 Sherry Gogue, Trustee
 Bradley Bang, Trustee
 Cheryl Howrey-Colmenero, Trustee
 Coyote Moon, Alternate Trustee

OPERATING HIGHLIGHTS - DATA SNAPSHOT

	FY2018-19	FY2019-20 *
		Statistics from July 2019 - March 2020
Hours Open		
Visitors to the Library	156,919	107,228
Website (virtual) Visits	96,648	80,109
Collection Size - Print materials	206,210	204,284
Collection Size - Electronic	83,101**	543,618**
Active Library Card Accounts	31,061	27,484
eCards	---	238
Print Check Out	100,253	68,061
Digital Check Out		5,792
Reference Questions		xxx
Computer Sessions	49,116	32,611
Wi-Fi Sessions	15,171	13,028
Programs		xxx
Program Attendance		xxx
Computer Classes / Attendance		150 / 496
Volunteer Hours		4,660

* Library Closure in effect March 14, 2020 due to COVID-19.
 Statistics collected from July 1, 2019 - June 30, 2020

** Some electronic collections are part of a library consortium's collection

PROGRAM HIGHLIGHTS



Café Nights @ the Library ☕ ☕ ☕
Mondays 6:00 - 7:00pm
Café and cookies served with live
entertainment from local musicians

Homework Help



Volunteer Appreciation Night

Halloween Booktacular Event

- Trick & Treating
- Face painting
- Craft activities
- Free books
- Haunted maze
- Fun!



Santa's Visit



STRATEGIC HIGHLIGHTS

1. Supporting Literacy and Workforce Readiness

Our Literacy Program offers a unique setting for adults to achieve their literacy goals, earn high school diplomas and career certificates, and develop the workforce readiness skills they need to succeed in the 21st century.

Regular operation consists of one-on-one tutoring or small group instruction sessions. Our literacy program takes things a few notches higher by offering a plethora classes and workshops:

- ❖ **Adult Basic Education (ABE)** - classes are for adults at the elementary level (to grade 8) and focus on basic literacy and computational skills.
- ❖ **Adult Literacy programs** - help for English-speaking adults to improve their reading, writing, and communication proficiency and math skills to reach their potential as workers, parents, community members, and life-long learners.
- ❖ **English as a Second Language (ESL)** - ESL1 and ESL Conversation classes for non-native English-speaking adults who want to improve their writing and writing skills.

***ESL1 classes:** Mondays & Wednesdays.

Attendance: Average 31 learners a month.

***ESL Conversation classes:** Tuesdays &

Thursdays. Attendance: 32 learners.

- ❖ **Workforce Literacy** - programs and services that help adults find employment, move into a new job or enter trade-based training programs.
- ❖ **Computer Literacy** - six 4-week basic computer class sessions and nine 4-week Excel classes offered.

Computer Classes: Mondays & Wednesdays or Tuesdays &

Thursdays. Attendance: 46.

Excel Classes: Mondays & Wednesdays. Attendance: 72.

- ❖ **Preparation for various tests/exams** such as GED (General Educational Development), HiSet (High School Equivalency Test), ASVAB (Armed Services Vocational Aptitude Battery), Citizenship Exam.

GED, HiSET, ASVAB, Math:

36 tutors paired with 2-3 learners in
1-1 sessions conducted twice a week.

Citizenship classes: 4sessions 10-week
course - Tuesdays & Thursdays
11 learners enrolled; 3 passed exam.

- ❖ In addition to GED and HiSET test preparation tutoring, **Career Online High School**, an educational service offered by Gale and endorsed by the State Library, allows adults lacking a high school diploma to earn an accredited high school diploma and credentialed career certificate at the same time. In partnership with the County of San Diego Library, National City Library offers a \$2,500 scholarship to defray the program costs. We began this program in March and currently have 2 students enrolled.
- ❖ **Virtual Tutoring** - The pandemic resulted in the largest “online movement” in the history of education. Since the Library closed in March due to the COVID-19 outbreak, Literacy staff have worked quickly to move our traditional in-person classes to online, helping tutors and learners make the switch to remote learning. We wanted to help learners stay engaged and focused on learning by bringing together virtual face-to-face connections and conversations into a single platform accessible on a mobile device, tablet, or PC. Kudos to our learners and tutors for showing remarkable resilience during this difficult time. From preserving learner-tutor 1:1s to bringing lessons to life in the virtual classroom, ABE, Adult Literacy, and ESL classes have successfully transitioned to the Zoom videoconferencing platform. Going forward, we will continue to maintain virtual tutoring even when in-person tutoring can resume safely, as a way to give our learners an option to get tutoring from the comfort of their home.



Zoom Tutoring Session

2. Digitally Empowering the Community

From getting an education to upskilling and lifelong learning to securing employment to filing taxes and staying in touch with family, digital empowerment is all about keeping people better connected. National City Public Library is proud to serve as a gateway and vital community anchor institution for digital inclusion, digital advancement, and equitable access to information and resources.

- **State Library’s High-speed Broadband Project** - connecting public libraries to the California Research and Education Network, operated by CENIC, a high-capacity fiber-optic-based

network serving more than 20 million users across CA. Over the last 5 years, National City Public Library has been connected to the CENIC network, which is also used by the University of California, the state university system, community colleges and public schools. As a result, the Library has high-speed yet affordable broadband that enables us to offer services like unlimited wireless access, videoconferencing, streaming media, content creation, and longer sessions on terminals. Currently, the Library is applying for year 6 of the broadband project and eRate to increase the bandwidth from 1 to 10GB and expand Wi-Fi access beyond the library building into the parking lot.

- **3D Printer Tech Lab** - today's youth are tomorrow's innovators! 3D printing engages and challenges youth, giving them opportunities to experiment with ideas and growing their creativity. Our Tech Lab is more than just a print shop. Users can learn about TinkerCAD (online software), design their own toys or gadgets, create a prototype, and print them for free.
- **Technology Grants secured for innovative technology solutions** - As part of our *Staying Connected - Technology for All* project, the Library has applied and got awarded two grants: CDBG-CV Grant and Neighborhood Reinvestment Program Grant. These fundings will allow the Library to acquire a collection of laptops and hotspots and establish a laptop/hotspot loan program to literacy learners, giving them access to technology to pursue their literacy goals through remote/distance learning.

CDBG-CV Grant: \$51,500

Neighborhood Reinvestment Program: \$35,000

3. Preserving National City's Cultural Heritage - Digital Archives Initiative

Dedicated to being open-access to our community, National City Public Library joins a growing number of libraries, museums, and archives to provide free access to images and documents to the public. Started in 2017, we began to provide online access to our archival materials on Archive.org.

With over 800 objects currently digitized, including:

- Over 700 historical photographs

<https://archive.org/details/nationalcitylibrary?and%5B%5D=mediatype%3A%22image%22&sort=-addeddate>

- 81 Sweetwater Union High School Annuals (1923 - 2009)

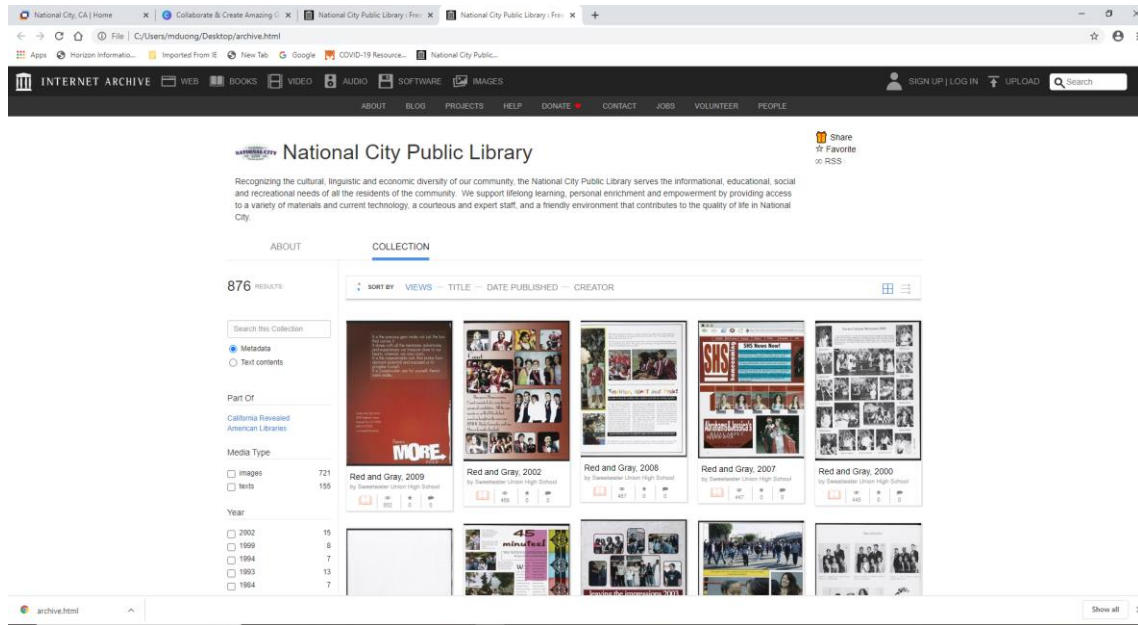
<https://archive.org/details/nationalcitylibrary?and%5B%5D=creator%3A%22national+city+high+school%22&and%5B%5D=creator%3A%22sweetwater+union+high+school%22>

- 59 dairies of National City founder, Frank A. Kimball

[https://archive.org/details/nationalcitylibrary?and\[\]=creator%3A%22kimball%2C+frank+augustus+1832-1913%22](https://archive.org/details/nationalcitylibrary?and[]=creator%3A%22kimball%2C+frank+augustus+1832-1913%22)

Our community can access our growing online collection without any restrictions. These digitization projects were conducted by California Revealed, a State Library-funded initiative to help California's public libraries digitize, preserve, and make their collections widely and openly accessible to the communities.

Browse through our digital collection at www.archive.org/details/nationalcitylibrary



In the works is the digitization of the Star News local newspaper on microfilm currently conducted by the Center for Bibliographic Studies and Research (CBSR) at University of California, Riverside. This digitization project is slated to be completed by the end of 2020.

4. Partnerships

There's no better approach to solving challenges than forging strategic partnerships, harnessing the strengths and abilities of others, and driving collaborative innovation that delivers what our patrons need. With that in mind, National City Public Library strives to broaden our relevance by fostering collaboration and leveraging offerings our partners can bring to the table to benefit both of our clientele.

- Through the Federal Work Study Program, students of **Southwestern College (SWC)** and **PIMA Medical Institute** have been offering **homework help** to children and tutoring to adult-aged learners in several subjects such as GED, ASVAB, Reading and Writing, ESL, Citizenship, and Math.

PIMA: 17 college student tutors
 SWC: 6 college student tutors
 Total tutoring: over 4,000 hours

Tutoring sessions: Tuesdays & Thursdays, 4:00-6:00 pm
 Average: 4 learners per session

- Jewish Family Service (JFS) of San Diego** - the immigration journey can be challenging. In collaborating with JFS, the Library focuses on helping newcomers successfully navigate the path to citizenship. Facilitated by JFS, our adult learners can now attend free 10-week Citizenship classes that cover citizenship test, interview, and process.

Four 10-week sessions
 offered

11 learners
 enrolled

2 learners passed
 the test!



- **Friends of the Library** - a §501(c)(3) non-profit organization group that has already been a staunch supporter of library services with its Friends members working tirelessly to raise funds through book sales to support library programs and collections. In January 2020, the Friends has made a donation of \$59,468 to fund the cost of digitization of the Star News on microfilm to preserve this unique collection and make it accessible free to all.

DRAFT

NATIONAL CITY PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS

ARTICLE I. NAME AND AUTHORITY

The name of this body shall be the National City Public Library Board of Trustees. Authority for the existence, composition, powers and duties of the National City Public Library Board of Trustees resides in the California Education Code, Title 1, Division 1, Part 11, Chapter 5, Sections 18900 *et seq.*

ARTICLE II. MISSION AND PURPOSE

The primary mission of the National City Public Library Board of Trustees (hereinafter "Library Board of Trustees") is to be vocal and energetic advocates for the essential services that the National City Public Library provides to our community and to give sound and timely advice and counsel to the City Council for the City of National City and the City Librarian on the development of plans, policies and programs that are responsive to community needs and desires. Areas of focus include:

- Reviewing and approving policies and fees recommended by staff;
- Recommending long-range plans regarding facilities, staff and programs;
- Evaluating community desires and needs for library services;
- Reviewing customer concerns and suggestions;
- Generating public support and participation in library programs; and
- Determining expenditures of library trust funds.

ARTICLE III. BOARD OF TRUSTEES

Section 3.1 Appointment of the Trustees: The National City Public Library shall be overseen by a Library Board of Trustees, consisting of five members, to be appointed by the Mayor of the City of National City, with the confirmation of the City Council, and serving at the pleasure of the Mayor and City Council.

Section 3.2 Residency: Members of the Library Board of Trustees shall be residents of the City of National City, but need not be electors of the City.

Section 3.3 Term of Office: The Members of the Library Board of Trustees shall be appointed for staggered terms of three years.

Section 3.4 Vacancies: If a vacancy occurs other than by the expiration of a term, such vacancy shall be filled by appointment for the unexpired portion of said term in the same manner as original appointments are made. Each Member of the Library Board of Trustees shall serve until his or her successor is appointed and sworn into office.

Section 3.5 Compensation: Each Member of the Library Board of Trustees shall serve without compensation, except that the City Council may, from time to time, pay such expenses of Members of the Library Board of Trustees that are incurred during the conduct of Board business, as the Council deems appropriate.

ARTICLE IV. MEETINGS

Section 4.1 Monthly Meetings: The Library Board of Trustees shall meet on the first Wednesday of each month at 5:30 p.m. in the Conference Room at City Hall, 1401 National City Blvd, National City, California, or at a time determined by three Members of the Library Board of Trustees. Any regular meeting may be dispensed with by majority vote of the Members of the Library Board of Trustees.

Section 4.2 Special Meetings: Special meetings, as are necessary, may be called by the Chair or a majority of the Members of the Library Board of Trustees after at least twenty-four hours' written notice posted and served upon the Members of the Library Board of Trustees. All meetings shall be conducted in compliance with the Ralph M. Brown Act (the "Open Meeting Law," California Government Code section 54950 *et seq.*).

Section 4.3 Meetings Open to the Public: All meetings, including subcommittees, task force, ad hoc committee, etc., of the Library Board of Trustees shall be open to the public and the agenda noticed a minimum of 72 hours prior to the meeting date, as required by the Ralph M. Brown Act. All Board meetings shall have provision for public input.

Section 4.4 Quorum: A quorum to conduct business consists of a majority of the Members of the Library Board of Trustees. A majority of a quorum vote is necessary to act upon a matter.

Section 4.5 Chair: The Library Board of Trustees shall annually elect its chair from among the appointed Members of the Library Board of Trustees and, subject to the provisions of law, may create and fill such other offices as it deems necessary.

Section 4.7 Staff: The City Council for the City of National City shall provide such staff assistance to the Library Board of Trustees as the City Council deems appropriate.

Section 4.8 Agenda: The agenda for Board meetings is set by the City Librarian with input from the Board. Any Board member may request that an item be placed on the agenda; such requests shall be made to the City Librarian. The City Librarian will review the proposed agenda with the President of the Board at least one week before the meeting date.

Section 4.9 Record of Proceedings: The Board shall keep a record of its resolutions, transactions, findings, and determinations, which record shall be a public record unless the City Attorney deems otherwise.

Section 4.10 Parliamentary Procedure: The current edition of Robert's Rules of Order, when not in conflict with these Bylaws, shall govern the proceedings of the Board.

Section 4.11 Attendance: Each Trustee shall affirm his or her personal appearance at the next upcoming meeting to the City Librarian or his/her designee no later than 72 hours before the time set to start the meeting. The City Librarian shall provide reasonable and convenient means for the Trustee's notice of attendance and, if necessary, make accommodations for a remote appearance by the Trustee pursuant to Government Code section 54953 (b)(1). The City Librarian shall provide notice to the full Board of the expected attendance and/or absence of all Trustees at the upcoming meeting no later than 48 hours before the time set to start the meeting.

Section 4.11.1 Failure to Comply with Section 4.11 or Attend Meetings: A Trustee shall be deemed to have made a Proposed Resignation from the Board if he or she (a) fails or refuses to affirm attendance as required; or (b) fails or refuses to attend four (4) regularly-scheduled meetings in a calendar year without prior notice and reasonable excuse for the absences. This attendance rule does not apply to Special Meetings.

The Board shall then place the Trustee's attendance issue and Proposed Resignation on the agenda for discussion at its next regularly-scheduled meeting. The Trustee shall

The Trustee shall have a full opportunity to explain the circumstances giving rise to the past pattern of attendance and Proposed Resignation and seek an excuse from the attendance requirements set forth in these Bylaws. The Board has discretion to establish relief from the attendance requirements as it deems appropriate.

A vote to accept a Proposed Resignation removing a Trustee shall only pass with a unanimous vote of the remaining Trustees. An accepted resignation from the Board will constitute a vacancy, which shall be filled pursuant to Section 3.4 of these Bylaws.

ARTICLE V. POWERS AND DUTIES OF THE BOARD

Section 5.1 Administration of Trusts and Disposal of Property: The Library Board of Trustees may administer any trust declared or created for the Library, and receive by gift, devise, or bequest and hold in trust or otherwise, property situated in this State or elsewhere, and where not otherwise provided, dispose of the property for the benefit of the library.

Section 5.2 Purchases Made on Behalf of the Board: The Library Board of Trustees may purchase necessary books, journals, publications, and other personal property.

Section 5.3 Purchase of Real Property, and Erection of Rental and Equipment of Buildings or Rooms: The Library Board of Trustees may purchase real property, and erect or rent and equip such buildings or rooms as may be necessary, when in its judgment a suitable building, or portion thereof, has not been provided.

Section 5.4 Reports, Laws, and Other Publications: The Library Board of Trustees may request the appropriate state officials to furnish the library with copies of any and all reports, laws, and other publications of the State not otherwise disposed of by law.

Section 5.5 Interlibrary and Non-Resident Loans: The Library Board of Trustees may borrow books from, lend books to, and exchange books with other libraries, and may allow nonresidents to borrow books upon such conditions as the Board may prescribe.

Section 5.6 Incidental Powers of Board: The Library Board of Trustees may do and perform any and all other acts and things necessary or proper to carry out its duties.

Section 5.7 Annual Report: The Chair of the Library Board of Trustees shall, on or before August 31 of each year, report to the City Council and to the State Librarian on the condition of the library for the year ending the previous June 30. The report shall, in addition to other matters deemed expedient by the Board, contain such statistical and other information as is deemed desirable by the State Librarian.

ARTICLE VI. SUPPORT OF THE NATIONAL CITY PUBLIC LIBRARY

Section 6.1 Disposition of Gifts and Bequests: All money acquired by gift, devise, bequest, or otherwise, for the purposes of the Library, shall be apportioned to a fund to be designated the Library Trust Fund, and shall be held in the City's Capital Improvement Program fund until allocated into the Library's Capital Improvement Program budget by City Council action. The expenditure of the allocated funds will be determined by the City Librarian, with the Board of Trustees' approval to the purposes authorized in these Bylaws.

Section 6.2 Gifts and Bequests That May Not Be Paid Into Library Trust Fund: If payment into the treasury is inconsistent with the conditions or terms of any gift, devise, or bequest, the Board shall provide for the safety and preservation of the fund, and the application thereof to the use of the library, in accordance with the terms and conditions of the gift, devise, or bequest.

ARTICLE VII. GOVERNANCE OF THE LIBRARY

Section 7.1 Library Free to Inhabitants and Taxpayers: The National City Public Library shall be forever free to the inhabitants and nonresident taxpayers of the state of California, subject always to such rules, regulations, and Bylaws as may be made by the Library Board of Trustees. Any person who violates any rule(s), regulation(s), or Bylaw(s) may be fined or excluded from the privileges of the library.

Section 7.2 Contracting with Other Municipalities or County: The Library Board of Trustees and the legislative body of any neighboring municipality or the Board of Supervisors of the county in which the National City Public Library is situated may contract for lending the books of the Library to residents of the county or neighboring municipality, upon a reasonable compensation to be paid by the county or neighboring municipality.

Section 7.3 Title to Property: The title to all property acquired for the purposes of the National City Public Library, when not inconsistent with the terms of its acquisition, or otherwise designated, vests in the municipality in which the Library is situated, and in the name of the municipal corporation may be sued for and defended by action at law or otherwise.

Section 7.4 Rules, Regulations and Bylaws: The Library Board of Trustees may make and enforce all rules, regulations, and Bylaws necessary for the administration, government, and protection of the National City Public Library and any or all of its branches/extensions under its management, and all property belonging thereto.

ARTICLE VIII. AMENDMENTS TO THE BYLAWS

Section 8.1 Amendments to the Bylaws: Amendments to these Bylaws may be made at any meeting of the Board by a majority vote of the total Board membership, or 3 votes, after notification in writing to each member at least two weeks before the meeting at which the voting is to take place. Amendments may not conflict with state law regarding library governance in general law cities.

Adopted by the National City Public Library Board of Trustees on _____.
(date)

Margaret Godshalk, President
Library Board of Trustees

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