



*Mia Hernandez – President  
Valentina Estes – Vice President  
Magdalena Altamirano – Trustee  
Alejandra Banda – Trustee  
Ivonne Sotomayor – Trustee*

## MINUTES

### Regular Meeting of the Imperial City Library Board of Trustees

City Council Chambers  
220 West 9<sup>th</sup> Street  
Imperial, CA 92251-1637

**July 9, 2024**

#### 6:00 PM REGULAR MEETING

**CALL TO ORDER:** President Hernandez called the meeting to order at 6:04 p.m.

**ROLL CALL:** President Hernandez, Vice-President Estes, Trustees Altamirano, Banda and Sotomayor

**CITY STAFF PRESENT:** City Manager Morita, City Attorney Turner, Library Administrator Haller

**PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was led by Mr. Morita

**ADJUSTMENTS TO THIS AGENDA:**

None

**PUBLIC COMMENT:**

None

**A. CONSENT AGENDA:**

**A-1.** Approval of Minutes for the Regular Library Board Meeting held June 11, 2024

**Moved by Sotomayor, seconded by Estes** to approve the consent agenda.

**AYES:** Altamirano, Banda, Estes, Hernandez, and Sotomayor

**NOES:** None

**ABSTAIN:** None

**ABSENT:** None

**MOTION CARRIES: 5-0**

**B. WORK SESSION OF THE LIBRARY BOARD OF TRUSTEES (DISCUSSION ONLY):**

**B-1.** Review and Discussion of Fiscal Year 2024-2025 Library Budget

**Presenter:** Ember Haller, Library Administrator

**Discussion:** Haller presented the approved library budget for fiscal year 2024-2025 identifying funding in each line item of the budget and the services, resources, and materials budgeted under each category. Banda requested additional information on the Education Incentive identified in the budget. Haller, Turner, and Morita explained the benefit, process, and maximum benefit amount. Morita provided an explanation to the board about the general fund account identified for proper municipal services noting the budget includes a revenue side. Morita provided additional information to the board explaining the Conditional Use Permit through March and Ash which provides a three (3) percent of the gross profit dedicated to the Library, Police, and Parks and Recreation.

- B-2.** Review and Discussion of Trustee Attendance to the California Library Association (CLA) Conference scheduled to be held in Pasadena, CA October 17 thru 19, 2024

**Presenter:** Ember Haller, Library Administrator

**Discussion:** Haller reported funding budgeted to enable two trustees to attend the CLA Conference in Pasadena in the new fiscal year budget. Discussion among the board identified the availability of Estes and Banda to attend the conference. Use of city vehicles for travel to the conference will be reviewed with Human Resources to ensure trustees are included under the insurance policy. Arrangements for carpooling will be made.

- B-3.** Review and Discussion of Library Services for Aging/Dementia/Alzheimer's Grant Opportunities

**Presenter:** Ember Haller, Library Administrator

**Discussion:** Haller identified open and upcoming grant opportunities to serve under-resourced communities. A grant opportunity specific to providing inclusive services for people with dementia and Alzheimer Disease will open this Fall through the American Library Association. Additionally, another grant opportunity through the California State Library is accepting applications from libraries inspired to implement projects outside of the State Library's other funding opportunities. Identifying the successful outcomes of the library garden, funded through the California State Library for youth programming, it was recommended to apply for funding to provide sustainable living programs designed for families, adults and older adults. Programming recommended included composting, preserving food, pollinator friendly garden, learning garden, herbal tea blends, herbal medicine, bees and pollinator education. Sotomayor identified the need for programming for children with older family members and recommended partnering with Social Services. It was agreed to apply for both funding opportunities.

- B-4.** Review and Discussion of Gilmore Girls Day Library Event

**Presenter:** Vice-President Valentina Estes

**Discussion:** Estes proposed providing an event for mothers and their daughters to connect identifying a Gilmore Girls Festival. Estes identified books in the library collection related to Gilmore Girls. Estes provided ideas of non-profits providing booths at the park

located across the library to create a “Stars Hollow” inspired event in October. Morita recommended being mindful of the month of October’s events currently scheduled. Turner recommended creating an ad-hoc committee to enable continued communication and planning of the event. Estes and Sotomayor agreed to serve on an ad-hoc committee.

**B-5.** Review and Discussion of Fundraising Opportunities to benefit the Imperial Public Library

**Presenter:** Trustee Ivonne Sotomayor

**Discussion:** Sotomayor proposed a fundraising event utilizing the library garden. She recommended Soroptimist International of El Centro and other non-profits to provide a garden-to-table event benefitting the Imperial Public Library. A local chef was identified to prepare a meal featuring the spring harvest from the library garden. A suggested date of April 23<sup>rd</sup> was provided identifying the date as International Literacy Day. Haller will communicate with the Master Gardener Program to confirm timing of the vegetable garden readiness. Turner provided guidance about donations. Estes and Sotomayor agreed to serve on an ad-hoc committee for this event.

**C. REPORTS:**

**C-1.** Haller reviewed the written report provided to the board. Adding to the report, Haller identified the hiking backpacks funded by the California State Library and California State Parks are available for check-out and that the library has applied to be awarded “stargazing kits” from the State Library. It was reported that tables and chairs were ordered for the common area and back area of the library.

**C-2.** Trustees reported on their activities since the last library board meeting which included: President Hernandez identified the social media training received and the ability to resolve an issue reported by a patron through social media. She also identified the many resources available at the public library and her actively seeking funding opportunities. Soto reported her excitement for fundraising opportunities to provide funding for the library when other resources are not available. She also inquired about Heat Illness Prevention classes for the public. Estes reported her involvement of following the city and library’s social media accounts and promoting the information. She inquired about providing an emergency preparedness class which was identified to partner with the Office of Emergency Services. Altamirano thanked the library staff for their efforts to access grant funding to provide resources and services, especially for the under-resourced communities.

**ADJOURNMENT:**

Seeing no further business before the Board, President Hernandez adjourned the meeting at 8:02 p.m. The next regular meeting of the library board is August 13, 2024 at 6:00 p.m.