

Agenda



Date: Wednesday, March 19, 2025
Time: 4:00 p.m.
Location: Civic Center Branch Library
Conference Room
365 F St, Chula Vista

Board of Library Trustees Regular Meeting

Public Comments: Public comments may be submitted to the Board of Library Trustees (BOLT) in the following ways:

- **In-person comments during the meeting:** Join us for the BOLT meeting at the time and location specified on this agenda to make your comments. Each person will be allotted three (3) minutes to address the Board.
- **Submit an eComment:** Visit www.chulavistaca.gov/boardmeetings, locate this meeting, and click the comment bubble icon. Click on the item you wish to comment on, then click "Leave Comment."
- **Email comments:** Submit comments via email to BOLT@chulavistaca.gov.

The commenting period will close at noon on the day of the meeting. All comments will be made available to the Board and the public.

ACCESSIBILITY: *Individuals with disabilities are invited to request reasonable modifications or accommodations in order to access and/or participate in a Board of Library Trustees meeting by contacting Board of Library Trustees staff at BOLT@chulavistaca.gov (California Relay Service is available for the hearing impaired by dialing 711) at least forty-eight hours in advance of the meeting.*

2. ROLL CALL

Trustees Beyers, Ellison, Glinsky, Holleron, Vice Chair Larson, and Chair Moffat

3. PUBLIC COMMENTS

Persons may address the Board on any subject matter within the Board's jurisdiction that is not listed as an item on the agenda. State law generally prohibits the Board from discussing or taking action on any issue not included on the agenda, but, if appropriate, the Board may schedule the topic for future discussion or refer the matter to staff.

4. PRESENTATIONS

The following item(s) will be presentations given to the Board. Action on these item(s) is typically limited to the Board receiving the presentation and providing direction or feedback to staff, as appropriate.

4.1 Presentation on Library Collection Development Policy, Passport Services, and Hoopla

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Presenters: Library Director Whatley and Principal Librarians Magbanua and Ysla

5. ACTION ITEMS

The Item(s) listed in this section of the agenda will be considered individually by the Board and are expected to elicit discussion and deliberation.

5.1 Approval of Meeting Minutes

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Recommended Action:

Approve the minutes dated: February 18, 2025

OTHER BUSINESS**6. STAFF COMMENTS****7. CHAIR'S COMMENTS****8. TRUSTEES' COMMENTS****9. ADJOURNMENT**

to the regular meeting on April 15, 2025 at 4:00 p.m.

Materials provided to the Board of Library Trustees related to any open-session item on this agenda are available for public review by contacting the Library at BOLT@chulavistaca.gov.

Sign up at www.chulavistaca.gov/residents/enotification to receive email notifications when agendas are published online.



Chula Vista Public Library Collection Development Policy

The Chula Vista Public Library aims to provide the best library materials collection possible within the constraints of space and fiscal resources, for children, teens and adults. The purpose of this policy is to define for the public and the library staff, the philosophy, and criteria for selecting materials and maintaining this collection.

The Collection Development Policy is guided by the Library's mission and supports our service responses that focus on basic literacy, the provision of current topics and titles and resources that contain general information, aiding of lifelong learning and the preservation of local history.

Mission Statement

The Chula Vista Public Library builds connections, promotes literacy, and engages the community.

Authority and Responsibility

Authority for selecting library resources rest with the Library Director and is delegated to designated Library staff whose role it is to identify, assess, acquire and maintain the resources that support the library's mission and respond to the needs and interests of our diverse population.

Chula Vista Public Library will purchase resources within the limits of an annual budget and follow the City's procurement policies.

Collection Development

When selecting resources for, or conversely, deselecting from the library collection, these factors are considered:

- Positive review from a nationally known reviewing source
- Popular interest or demand
- Relevance
- Cost
- Availability of the subject in the library
- Currency of information
- Accuracy and impartiality
- Quality of organization, readability and style
- Physical durability, attractiveness and technical merit of the format
- Inclusion in standard or local bibliographies or indices
- Social significance
- Appropriateness of format

- Reputation of the author, publisher or producer
- Subject knowledge and expertise of staff

Resources that have been selected or excluded on the principles indicated in this policy may be re-evaluated upon request.

Request for Re-Evaluation Procedure

A patron objecting to a title in the library's collection will be offered a Comment Form and asked to express their concerns in writing, providing as much specific information and explanation as possible. This will allow the Library to respond to the concerns in the most timely and effective manner.

Materials in question will remain in the collection until a decision is reached by committee and approved by the Director.

Upon receipt of the completed Comment Form a Principal Librarian will select a committee of three librarians to read/view the title and its respective reviews. The committee will then submit their professional opinions as to the appropriateness of the item in the library's collection to the Principal Librarian who will send the patron a letter of response within four weeks of receiving the Comment Form.

Donated Books & Other Materials

Donated resources will be evaluated using the same criteria as the resources selected for purchase. The Library has the right to refuse any and/or all donations. Donations are subject to the following limitations:

- The Library retains the unconditional ownership of the gift.
- The Library makes the final decision on its use or other disposition of the gift.
- The Library reserves the right to decide the conditions of display, housing and access to the collection.
- The Library will not report back to the donor the ultimate disposition of the gift. The Library will not specify value for tax purposes, but will acknowledge the number of items donated.
- **The Library will accept only gift materials with no strings attached.**

In accordance with the Chula Vista Municipal Code, Sec. 2.56.250, gifts not selected for the collection are donated to the Friends of the Chula Vista Library for sale in their bookstores.

Collection Maintenance

The Chula Vista Public Library will adhere to an ongoing collection maintenance program to ensure the collection supports the mission. Statistical tools such as circulation reports, collection turnover rates, shelf allotments, and volume counts will be studied to determine how the collection is being used and how it should change in relation to usage.

Ethics & Guidelines

Chula Vista Public Library and the Board of Library Trustees fully endorse and subscribe to the American Library Association's Library Bill of Rights:

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948. Amended February 2, 1961, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

Chula Vista Public Library and the Board of Library Trustees also subscribe to the principles of the American Library Association's Freedom to Read and Freedom to View Statements. These documents affirm that free and convenient access to ideas, information, and creative experiences are vital to every citizen.

The Internet is not under the authority of, nor regulated by, any government agency and is therefore not part of the Collection Development Policy (see Internet Access Policy).



REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES

Meeting Minutes

February 19, 2025, 4:00 p.m.
 Civic Center Branch Library
 Conference Room
 365 F St, Chula Vista

Present: Trustee Beyers, Trustee Ellison, Trustee Holleron, Vice Chair Larson, Chair Moffat

Also Present: Trustee Glinsky, Library Director Whatley, Principal Librarian Ysla

Minutes are prepared and ordered to correspond to the agenda.

1. CALL TO ORDER

A regular meeting of the Board of Library Trustees of the City of Chula Vista was called to order at 4:00 p.m.

2. ROLL CALL

Secretary Magbanua called the roll.

3. PUBLIC COMMENTS

Resident Robert Johnson spoke about the lack of public notice posted for the February 19, 2025 Board of Library Trustees meeting and the lack of additional agendas available for the public to review at the meeting.

4. PRESENTATIONS

4.1 Presentation on Library Updates

2025-02-19 Board of Library Trustees Regular Meeting Minutes

Library Director Whatley and Principal Librarian Ysla provided updates on programs across all three locations as well as facility issues and the status of upcoming facilities.

5. ACTION ITEMS

5.1 Approval of Meeting Minutes

Moved by Carrie Holleron

Seconded by Toby Larson

Approve the minutes dated: October 16, 2024

The motion was carried by the following vote:

Yes (5): Trustee Beyers, Trustee Ellison, Trustee Holleron, Vice Chair Larson, Chair Moffat

Result: Carried (5 to 0)

OTHER BUSINESS

6. STAFF COMMENTS

Library staff welcomed the new Trustee members. Library Director Whatley would like the board to review the Collection development policy first to align with the Freedom to Read Act. The next priority will be to review the Rules of Conduct and meeting room policies.

7. CHAIR'S COMMENTS

Chair Moffat asked about update on policy review for the board.

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8. TRUSTEES' COMMENTS

- Vice Chair Larsen expressed concerns over not having a meeting since October.
- Trustee Beyers asked how the library promotes online resources.
- Trustee Glinsky commented on the current need for high schoolers needing community service hours.
- Trustee Ellison asked about the process for becoming an Artist in Residence at Casa Casillas.

9. ADJOURNMENT

The meeting was adjourned at 4:35 p.m.

Minutes prepared by: Diana Ysla, Secretary

Diana Ysla Secretary

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