

AGENDA  
ITEM

**23**



# CITY COUNCIL

## AGENDA STAFF REPORT

**DATE:** January 21, 2026

**TO:** Mayor and City Council

**APPROVED BY:** Benjamin A. Martinez, City Manager *Bm*

**PREPARED BY:** Lizeth Legaspi, Library Manager *Lizeth Legaspi*

**SUBJECT:** Receive and File Library Board of Trustees Minutes for Meeting on November 3, 2025

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**Recommendation:**

Accept minutes for Library Board of Trustees meeting held on November 3, 2025

**Background:**

Library Manager shall prepare minutes of the Library Board of Trustees meetings and present to the board for approval. Once approved, a copy of the signed minutes is submitted for Council ratification.

**Discussion & Analysis:**

The attached minutes of the Library Board of Trustees for meeting of November 3, 2025, have been approved by the Library Board and signed by Chair Ayala for ratification by Council.

**Fiscal Impact:**

None

**Coordinated With:**

None

**Attachment:**

Minutes for Library Board of Trustees meeting of November 3, 2025.

# ATTACHMENT NO. 1



LIBRARY BOARD OF TRUSTEES  
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MEETING OF: Library Board of Trustees Regular Meeting  
DATE OF MEETING: Monday, November 3, 2025  
PLACE OF MEETING: Fernando "Nene" Torres Council Chambers  
608 Heber Ave. Callexico, CA 92231  
5:00 pm

**CALL TO ORDER:** Meeting called to order at 5:03 p.m. by Chair, Abril Ayala.

**ROLL CALL:**

TRUSTEE	ATTENDANCE
Abril Ayala, Chairperson	Present
Karen Yepez, Vice-Chair	Present
Stacy Olguin, Trustee	Present
Roxsanna Pacheco, Trustee	Present
Erika Castro, Trustee	Present

**STAFF PRESENT:** Lizeth Legaspi, Library Manager & Lizbeth Carbajal, Executive Assistant.

**PLEDGE OF ALLEGIANCE:** The pledge of allegiance was led by Chairperson Ayala.

**APPROVAL OF AGENDA:** On motion by Trustee Olguin and seconded by Vice-Chair Yepez, the agenda was approved as delivered.

**PUBLIC COMMENTS:** Council Member Adriana Marquez asked Library Manager, Lizeth Legaspi to elaborate on the manpower issue on Fridays, referring to Item #7 of the Agenda. Ms. Legaspi said it's very difficult to operate the library with only two employees at a time. The library has a few employees through Hunter Employment and a few volunteers. The problem is volunteers are not always reliable. Ms. Legaspi said she is contemplating the possibility of not offering lunch or any other activity on Fridays due to low staffing. She added she has not heard of any additional funding to hire extra help. Council member, Lorenzo Calderon took the stand to congratulate this board for dedicating their time. In reference to Item #7 of the Agenda, Council Member Calderon said City officials had recently met with Imperial Valley Regional Occupation Program which has offered to provide extra help. In addition, Council Member Calderon suggested the library has a contest where the top reader gets either a new bike or an i-Pad. Mr. Calderon offered to donate a bike. Council Member Marquez suggested one bike is raffled per month. She also pledged to donate a bike.

**LIBRARY MANAGER'S REPORT:**

Ms. Legaspi shared with the board that she reached out to Officer Harvey from Border Patrol to possibly schedule a presentation but has not heard back from him. Ms. Legaspi attended two events on Saturday, October 18<sup>th</sup>, the Callexico Unified School District Parent Summit which had very few parents in attendance and the Callexico Fire Department Open House and Fire Prevention event which had a good crowd. Ms. Legaspi shared with the board that two weeks ago, she attended the California Association Library Conference in Riverside, California. Last Thursday (October 30<sup>th</sup>) the library held its Halloween



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Family Night with over 210 children and 170 adults in attendance. The Altar de Dia de Muertos which was a collaboration with Consulado de Mexico was on display at the time of the event. The children attending the family night were amazed by the altar and took pictures.

**LIBRARY BOARD OF TRUSTEES COMMENTS:**

Vice-Chair Yepez congratulated Ms. Legaspi on having so many people in attendance during Halloween Family Night. Ms. Yepez commented that due to the government shutting down Mr. Harvey might be out. Trustee Olguin reported having attended the CUSD Parent Summit and noticed there were only about 30 parents in attendance. She also reported having attended the Halloween Family Night at the library, which was well attended and thoroughly enjoyed by the families. Trustee Pacheco shared with the board that she had the opportunity to visit the library recently and was impressed with the Altar de Dia de Muertos. She also shared with the board that local author, Poli Flores will be doing a book presentation of his most recent book at the Carmen Durazo Arts Center on November 13<sup>th</sup>. Trustee Castro commented that she was also very impressed with the Altar de Dia de Muertos. Chairperson Ayala commented she attended Halloween Family Night with her granddaughter. They enjoyed the balloon games and the Book reading area.

**CONSENT ITEMS:**

1. Approval of Minutes for Regular Meeting of October 6, 2025 – Trustee Castro motioned to approve. Vice-Chair Yepez seconded the motion. Motion passed unanimously.

**DISCUSSION AND POTENTIAL ACTION ITEMS:**

2. Student Success Card Initiative – Rockwood & Mains School Elementary - Ms. Legaspi reported that Student Success cards for Dool Elementary have been completed. Staff are almost done completing the SSC cards for Rockwood and we have received the lists with students' names for Mains Elementary. Ms. Legaspi explained to the board that an SSC has a limit of five checked out books and gives the student access to digital resources.
3. 3D Printer Workshops - Ms. Legaspi reported to the board that staff and volunteers are conducting a 3D Printer Workshop. The workshop is being held on Mondays and Thursdays at the Carnegie Center. There is a capacity for 15 students. Ms. Legaspi commented that Mr. Huerta from Calexico High School has offered to donate three 3D printers.
4. Acceptance of California Library Association Lunch at the Library Grant Award – Ms. Legaspi commented that she received the acceptance email for this grant. These funds will be utilized to purchase arts and crafts material for ARTsy Tuesdays and Coloring Days and books to giveaway during the Lunch at the Library program. Ms. Legaspi recommended that the Library Board accept the funding received through the California Library association Lunch at the Library Partner Project. Trustee Olguin motioned to approve. Trustee Pacheco seconded the motion. Motion passed unanimously.
5. Completion Ceremony for 1K Books before Kindergarten Program – Ms. Legaspi announced December 4<sup>th</sup> will be the date of the next completion ceremony for 1K Books Before Kindergarten. Ms. Legaspi commented it usually takes the families about 2-3 years to complete



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the program. During the completion ceremony, participants receive a trophy and goodie bag containing snacks, books and educational materials.

6. Participation in the National Night Out – November 13, 2025 – Ms. Legaspi shared with the board that the library will be participating in the Calexico Police Department's National Night out scheduled for November 13<sup>th</sup>. This is another opportunity to outreach about the library services to a different segment of the community.
7. New Library Schedule – Ms. Legaspi commented that City Council has decided to have all city facilities open Monday through Friday. This new schedule will be implemented starting November 21<sup>st</sup>. It still has not been decided if lunch at the library will be provided on Fridays since it will be challenging to operate with only two city staff working on such days.
8. Elementary School Visits - Ms. Legaspi reported that the library continues to host elementary school visits. Community School Facilitators schedule visits at the library for those teachers interested in taking their students to the library. Many of these children have never stepped foot into the library. All children visiting the library receive a tote bag with a free book, a bookmark and a packet with flyers and the calendar of activities for Camarena Library and Carnegie Center.
9. Friends of the Library Report – Ms. Jannette Chew, Friends of the Library President, provided a short update to the board. Ms. Chew reported that FOL continues to sponsor programs like Cooking with Lizbeth, ARTsy Adults, and Altar de Dia de Muertos. In addition, Ms. Chew encouraged board members to become a Friend of the Library if they haven't done so.

**INFORMATION:**

Mrs. Legaspi reviewed the items under information including attendance report, monthly statistics report, New Booklist (available online), November calendar of activities for Camarena Memorial Library and Carnegie Technology Center.

**ADJOURNMENT**

On motion by Vice-Chair Yopez and seconded by Trustee Castro the meeting adjourned at 5:41 p.m.

Minutes typed by Lizbeth Carbajal

*Next meeting: December 2, 2025*

  
Abril Ayala, Chair



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ATTEST:

*Lizbeth Carbajal*  
Lizbeth Carbajal, Executive Assistant