

AGENDA  
ITEM

**21**



**CITY COUNCIL**  
**AGENDA STAFF REPORT**

**DATE:** May 6, 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 Regular Meeting on March 2, 2026

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**Recommendation:**

Accept minutes for Library Board of Trustees regular meeting held on March 2, 2026

**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 regular meeting of March 2, 2026, 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 regular meeting of March 2, 2026.

ATTACHMENT NO. 1



LIBRARY BOARD OF TRUSTEES  
MINUTES

MEETING OF: Library Board of Trustees Regular Meeting  
DATE OF MEETING: Monday, March 2, 2026  
PLACE OF MEETING: Fernando "Nene" Torres Council Chambers  
608 Heber Ave. Calexico, CA 92231  
5:00 pm

**CALL TO ORDER:** Meeting called to order at 5:02 pm by Chairperson Ayala.

**ROLL CALL:**

TRUSTEE	ATTENDANCE
Abril Ayala	Present
Karen Yopez	Present (Arrived at 5:21 p.m.)
Stacy Olguin	Present
Roxsanna Pacheco	Present
Erika Castro	Present

**STAFF PRESENT:** Lizeth Legaspi, Library Manager and 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 Trustee Castro, the agenda was approved as delivered.

**PUBLIC COMMENTS:**

**LIBRARY MANAGER'S REPORT:**

- Library continues to have classroom visits. During the month of February 2026, there were 23 classroom visits. That was 550 students and most of them had never visited the library.
- We hosted our second Vintage Club Get Together on February 9<sup>th</sup>. Around 25 seniors were in attendance. The next get together is scheduled for April 20<sup>th</sup>.
- During the month of February, we hosted a Teen Dating Violence Awareness Panel. This event was a collaboration with the Calexico Rotary Club. The panel consisted of local agencies like Imperial County District Attorney, Calexico Police Department, ICOE, WomanHaven and NAMI.
- Library also hosted Parent's visits. Parents visits hosted two schools at a time. Parents were shown the Welcome to the Library PowerPoint presentation, Book Tasting activity and a craft activity. Some parents got their library card for the first time or renewed it.
- Library Manager was invited to do a presentation for parents at Neighborhood House.
- Public Works Department will start replacing the dead lights at the library.
- Citizenship classes started at the Carnegie Center on February 23<sup>rd</sup>. Classes are taught in English only.
- Due to popular demand, Carnegie Center started their 2<sup>nd</sup> session of 3D Printing Workshop.
- Red Cross will do a presentation during this month's Family Literacy Night.



## LIBRARY BOARD OF TRUSTEES MINUTES

- Thanks to Trustee Olguin for showing up at Council meetings and informing the Council about the library's events

### **LIBRARY BOARD OF TRUSTEES COMMENTS:**

Trustee Castro commented that providing a Citizenship class for the community is very helpful. Trustee Pacheco shared with the board that she attended the Teen Dating Violence Awareness Panel and was happy to see a lot of teenagers and people of all ages attending. She mentioned she liked seeing agencies that she had not seen before. Chairperson Ayala mentioned she visited the library with her granddaughter who really enjoys her visits to the library and would like the library to be open 24/7. Trustee Olguin shared with the board that she attended the Teen Panel, Vintage Club Get Together and Read Across America Family Night events. Trustee Olguin commented she continues to share the library's events on her social media and WhatsApp chat groups. Trustee Olguin congratulated Ms. Legaspi for the great presentation given during the Parents' visits.

### **CONSENT ITEMS:**

1. Approval of Minutes for regular Meeting on February 2, 2026. On motion by Trustee Castro and seconded by Chairperson Ayala the minutes were approved as delivered.

### **DISCUSSION AND POTENTIAL ACTION ITEMS:**

2. Library Board of Trustees Bylaws – Ms. Legaspi reviewed with the board that as stated in the bylaws, this is an advisory board. The main function of the trustees is to help promote the library services within the community. Trustees are a connection between the community and the library.
3. Mascot Idea Discussion – Ms. Legaspi said that even though the idea is not a bad idea, it's not ideal for the library. Mascots are for schools. Chairperson Ayala agreed with Ms. Legaspi and added that the library was named to honor the memory of the late DEA Agent Enrique Camarena.
4. Statement of Economic Interest Form 700 – Ms. Legaspi reminded board members to fill out Form 700 which is due on March 13<sup>th</sup>. Form 700 must be filled out by board members every single year.
5. San Diego County Fair Tickets – Ms. Legaspi shared with the board that children who are enrolled in the Summer Family Reading Program and read at least 10 books will receive a free ticket to the San Diego County Fair this summer.
6. AARP Tax Assistance – AARP Volunteers will start the Income Tax preparation services on Tuesday, March 3<sup>rd</sup>. They will be at Carnegie Center every Tuesday until April 14<sup>th</sup>. This help is for individuals, not businesses, submitting the short form. This service is free of charge to the community.



LIBRARY BOARD OF TRUSTEES  
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7. Every Story Counts Report – Ms. Legaspi reported that seventy (70) people participated in the survey. It was gratifying to see only positive comments.
8. Welcome to the Library Presentation – Ms. Legaspi added to the agenda the PowerPoint presentation she presents to students and parents when they visit the library. This presentation covers thoroughly the many programs and services the library provides to the community.
9. Small Business Development Center Workshop at CTC – Ms. Legaspi was able to reconnect with staff from Small Business Development Center and arrange to continue to provide these workshops for the community. The next workshop will take place on March 4<sup>th</sup> at Carnegie Center. These workshops are aimed at individuals who are planning on opening a small business. These workshops are free of charge to the community.
10. Friends of the Library Report – No representative of Friends of the Library was present at the meeting.

**INFORMATION:**

Mrs. Legaspi reviewed the items included under information including attendance report, monthly statistics report, New Booklist available online, March calendar of activities and Letters to the Library by Mains Elementary 3<sup>rd</sup> Grade class.

**ADJOURNMENT**

On motion by Vice-Chair Yopez and seconded by Trustee Pacheco the meeting adjourned at 6:13 p.m.

Minutes typed by Lizbeth Carbajal

*Next meeting: April 6, 2026*

  
Abril Ayala, Chair

**ATTEST:**



Lizbeth Carbajal, Recording Secretary