

AGENDA  
ITEM

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# CALEXICO *California*

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AGENDA  
ITEM

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## CITY COUNCIL AGENDA STAFF REPORT

**DATE:** September 3, 2025

**TO:** Mayor and City Council

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

**PREPARED BY:** Lizeth Legaspi, Library Manager DocuSigned by:  
*Lizeth Legaspi*  
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**SUBJECT:** Receive and File Library Board of Trustees Minutes for Meeting on June 2, 2025

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**Recommendation:**

Accept minutes for Library Board of Trustees meeting held on June 2, 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 June 2, 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 June 2, 2025.

ATTACHMENT NO. 1



LIBRARY BOARD OF TRUSTEES  
MINUTES

MEETING OF: Library Board of Trustees Special Meeting  
DATE OF MEETING: Monday, June 2, 2025  
PLACE OF MEETING: Fernando "Nene" Torres Council Chambers  
608 Heber Ave. Calexico, CA 92231  
4:30 pm

**CALL TO ORDER:** Meeting called to order at 4: 32 pm by Lizeth Legaspi, Library Manager.

**ROLL CALL:**

TRUSTEE	ATTENDANCE
Abril Ayala	Present
Erika Castro	Present Arrived at 4:56 p.m.
Stacy Olguin	Present
Roxsanna Pacheco	Present
Karen Yopez	Present

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

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

**APPROVAL OF AGENDA:** On motion by Trustee Yopez and seconded by Trustee Ayala, the agenda was approved as delivered.

**PUBLIC COMMENTS:** None.

**LIBRARY MANAGER'S REPORT:**

Ms. Legaspi welcomed the new Library Board of Trustees and thanked them for their desire to be of service to our city and specifically to our library community. Ms. Legaspi expressed that she looks forward to working with each one of the members of this board.

**LIBRARY BOARD OF TRUSTEES COMMENTS:**

Trustee Ayala commented that while reviewing the agenda packet she was very impressed with the Family Summer Reading Program brochure. Trustee Ayala congratulated Ms. Legaspi and her staff. Trustee Pacheco gave kudos to Ms. Legaspi and the library staff for all the great activities being offered at the library this summer and throughout the year.

**CONSENT ITEMS:**

**DISCUSSION AND POTENTIAL ACTION ITEMS:**

1. Nomination of officers – Trustee Ayala nominated herself for Chairperson. Trustee Pacheco seconded the motion. Motion passed unanimously. Trustee Yopez nominated herself for Vice-Chair. Trustee Pacheco seconded the motion. Motion passed unanimously.



## LIBRARY BOARD OF TRUSTEES MINUTES

2. Adoption of Revised Library Board of Trustees Bylaws – Ms. Legaspi explained that the following are the items being revised from the existing bylaws:

- Removal of Stipend
- Moving the meetings to the first Monday of the month at 5:00 p.m.
- Moving the meetings from Quarterly to monthly

Chairperson Ayala motioned to approve. Trustee Olguin seconded the motion. Motion passed unanimously.

3. Annual Statement of Economic Interest Form 700 – Ms. Legaspi requested that all members of the Library Board of Trustees fill out the form and deliver to Veronica L. Alvarado, City Clerk.
4. Family Summer Reading Program – Ms. Legaspi commented that the FSRP offers activities for all ages. The library has created partnerships with community agencies to offer some of these activities. Ms. Legaspi shared with the board that today is the start of the Lunch at the Library grant. Lunch at the Library offers a complete hot meal and is held Monday thru Thursday (and selected Fridays) to children ages 1-18. This summer, the library will be offering a flutophone music class. Ms. Legaspi also commented that the programming at Carnegie Technology Center offers activities for patrons 16 years of age and up making this intergenerational. Vice Chair Yepez asked what the Special Guests talked about during their presentations. Ms. Legaspi commented this summer we will have a wide variety of presentations which will include Calexico Police and Fire Department, Dippy Duck, US Border Patrol amongst others. Presenters usually talk about what their job entails. Vice-Chair Yepez asked if the library holds Career fairs for the public. Ms. Legaspi said the library held a Literacy Fair in the month of April (during National Library week). The Literacy fair was a success with over 25 agencies in attendance.
5. California Library Literacy Services Grant Award for FY 2025 – 26 - The library was awarded \$49,066 from California Library Literacy Services. This grant provides free tutoring to adults who are seeking to improve their English reading and writing skills. The tutors providing the service are volunteers therefore the money awarded by the state is used to purchase materials and supplies and pay for the staff coordinating the program.
6. California State Library Zip Books Grant Application for FY 2025 – 26 – Ms. Legaspi explained that Camarena Memorial Library has been a recipient of this grant since 2014. Library patrons may request books (physical books) they want to read and are not part of the library collection. The book is shipped directly to the patron's home from Amazon. Once received, the patron may keep the book for 28 days. Once the patron turns in the book to the library, it is added to the collection.
7. California State Library Lunch at the Library Grant for Summer 2025 - Camarena Memorial Library was awarded \$16,522 for Lunch at the Library for this summer. Last year, with the money awarded, the library was able to replace the chairs in the multipurpose room, purchase a new laptop, a speaker and an I-Pad.
8. Review of Library Programs for All Ages – Ms. Legaspi informed the board that Libraries on the Spectrum Inclusion will come to an end due to lack of funding. LOS is a program provided by Imperial County Free Library. Ms. Legaspi is trying to find a way to continue to offer programming for children on the spectrum. Vice-Chair Yepez asked if minors were ever left unsupervised by parents at the library. Ms. Legaspi answered that even though minors younger than eight years old should be accompanied by a parent or guardian, it does not always happen that way.



LIBRARY BOARD OF TRUSTEES  
MINUTES

9. Review of the Digital Platforms - A list of the digital platforms was included in the agenda packet for Library Board of Trustees' review. Ms. Legaspi informed the board that TrueFlix subscription will come to an end due to low usage.
10. Friends of the Library report – Ms. Jeannette Chew, Friends of the Library President introduced herself to the Library Board of Trustees. Ms. Chew explained that Friends of the Library is a non-profit organization that helps promote library programs. FTL sponsors different programming including prizes for the summer reading program, t-shirts for library volunteers, books for Adult book clubs and more recently the lunch for carpenters doing volunteer work at the library.

**INFORMATION:**

Mrs. Legaspi reviewed the items included under information including attendance report, monthly statistics report, and New Booklist available online.

**ADJOURNMENT**

On motion by Vice Chair Yopez and seconded by Trustee Olguin the meeting adjourned at 5:31 p.m.

Minutes typed by Lizbeth Carbajal

*Next meeting: July 7, 2025*

  
Abril Ayala, Chair

**ATTEST:**

  
Lizbeth Carbajal, Executive Assistant