

**AGENDA  
ITEM**

**21**



# CITY COUNCIL AGENDA STAFF REPORT

**DATE:** September 17, 2025  
**TO:** Mayor and City Council  
**APPROVED BY:** Benjamin A. Martinez, City Manager *Bm*  
**PREPARED BY:** Lizeth Legaspi, Library Manager DocuSigned by:  
*Lizeth Legaspi*  
70AE85DE5A3347E...  
**SUBJECT:** Receive and File Library Board of Trustees Minutes for Meeting on July 7, 2025

=====

**Recommendation:**

Accept minutes for Library Board of Trustees meeting held on July 7, 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 July 7, 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 July 7, 2025.

# ATTACHMENT NO. 1



LIBRARY BOARD OF TRUSTEES  
MINUTES

MEETING OF: Library Board of Trustees Regular Meeting  
DATE OF MEETING: **Monday, July 7, 2025**  
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 5:11 p.m. by Vice-Chair, Karen Yepez.

**ROLL CALL:**

TRUSTEE	ATTENDANCE
Abril Ayala, Chairperson	Present Arrived at 5:15 p.m.
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 Vice-Chair Yepez.

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

**PUBLIC COMMENTS:** None.

**LIBRARY MANAGER'S REPORT:**

Ms. Legaspi announced the library started a new program this summer. City of Calexico and Catholic Charities signed an MOU to have the Foster Grandparent program at the library. Four seniors will be providing math and English tutoring (12 – 5 p.m. Monday through Thursday) to minor patrons during the summer. The library received a donation of 4<sup>th</sup> of July swag (sunglasses, necklaces, pinwheels & headbands) and decorations which were distributed among the children who attended the library programs on July 3rd. Ms. Legaspi informed the board that she will be attending a pre-construction meeting to discuss parking lot repavement. Ms. Legaspi shared with the board that at every regular City Council meeting there is a time slot for Commissioners' comments in case any of the Library Board of Trustees would like to attend and share with the City Council. Trustee Olguin attended the City Council's previous regular meeting and shared with the City Council about the library's summer programming.

**LIBRARY BOARD OF TRUSTEES COMMENTS:**

Trustee Castro commented she attended the Firefighter's presentation at the library. Trustee Castro said the presentation was very neat and congratulated the library staff for hosting this event. Vice Chair Yepez mentioned she attended Artsy Day (ARTsy Friday). Chairperson Ayala said she follows the library's



## LIBRARY BOARD OF TRUSTEES MINUTES

Facebook page and is impressed with all the activities that the library offers. Trustee Pacheco mentioned she attended the library's event "Men's Mental Health Matters" hosted by the Calexico Rotary Club. Trustee Pacheco mentioned she also attended the Special Presentation by Calexico Fire Department and was glad to see members of City council attend the presentation. Trustee Olguin said she keeps promoting and sharing the library's events in social media. Trustee Olguin mentioned she has attended several events and has witnessed families really enjoying themselves at the library. Trustee Olguin shared with the board that she attended the July 2<sup>nd</sup> City Council meeting to provide a brief update of the library's summer programming to the City Council. Chairperson Ayala asked Ms. Legaspi if the state budget cuts were affecting the library's budget. Ms. Legaspi responded that this budget cuts were not affecting the library's budget, at least not for the current fiscal year. Ms. Legaspi shared with the board that she is worried about the possible effects this budget cuts might have on the future of the Adult Literacy Services program. The staff member who oversees the ALS program is the same person who staffs the Carnegie Center. This position is solely grant funded. Trustee Olguin asked if Raise a Reader had ended. Ms. Legaspi responded that the County had not received funding to offer this RAR at other libraries, but the program continues at county level. In addition, Ms. Legaspi commented that Imperial County Office of Education – ECEP is offering Story Time at the library during the summer. Vice Chair Yepez asked Ms. Legaspi who oversaw the library's social media postings. Ms. Legaspi responded she was the person in charge of the library's social media. Vice Chair Yepez suggested the library should have a designated volunteer to post videos on social media to attract the community's attention. Trustee Pacheco commented that the City's Facebook page is not engaging.

### **CONSENT ITEMS:**

1. Approval of Minutes for Special Meeting on June 2, 2025 – Trustee Olguin motioned to approve. Trustee Pacheco seconded the motion. Motion passed unanimously.

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

2. Family Summer Reading Program - Ms. Legaspi reported that so far 379 patrons have registered for the Family Summer Reading Program.
3. Overview of Carnegie Technology Center – Ms. Legaspi shared with the board that effective this current fiscal year Carnegie Center will have its own division in the city's budget. The funds come from the library's budget but now the CTC expenses will be separated from the library's. Ms. Legaspi reported that she plans to continue to offer STEAM Lab at CTC. The yoga class which is a partnership with the Mexican Consulate continues to be offered at CTC twice a month. Ms. Legaspi shared with the board that CTC also offers adult programs like Bingo, Artsy Adults, ESL and Citizenship courses. Trustee Olguin asked how many volunteers the library currently had. Ms. Legaspi said the library has about 19 volunteers and 12 Adult Literacy Service Volunteer tutors.
4. Park Pass Program – Ms. Legaspi shared with the board the information for the park pass program which gives free parking while visiting over 200 state parks and beaches. Ms. Legaspi encouraged the board to take advantage of this free service since due to state budget cuts will come to an end December 2025.



## LIBRARY BOARD OF TRUSTEES MINUTES

5. Library's Painting Project Update – Ms. Legaspi reported to the board that the library's painting project is very close to being completed. The Multipurpose room was the first room to be painted. The children's area has also been completed.
6. Friends of the Library Report - Ms. Legaspi reported that Friends of the Library recently purchased the game Plinko for Games Palooza. FTH continues to sponsor the program Cooking with Lizbeth.

### **INFORMATION:**

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

Note: The following comments were made by Mrs. Anna Lisa Pacheco at the end of the meeting.

Mrs. Pacheco asked how is the library promoting literacy? She went on to mention that Calexico has a lot of illiterate students. Ms. Legaspi responded by citing all the programs the library offers: Story Time, Baby Time, 1BBK, and visits to career fairs at schools. Furthermore, Ms. Legaspi explained that Family Literacy Nights is a monthly program of the Adult Literacy Services program (ALS) which incorporates the whole family in the literacy journey. She also mentioned that sadly only 2-3 families attend this program. Ms. Legaspi reported that during the Summer Family Reading Program and 1BBK, participants receive incentives prizes which include books and educational materials. Mrs. Pacheco mentioned that the library should have a mascot who visits the schools and invites students to the library. Chairperson Ayala asked Ms. Legaspi if this item could be added to next month's agenda for discussion. Vice Chair Yepez suggested the library launch a campaign looking for graphic designers to create a mascot. Some Trustees were planning to meet among themselves to work on ideas and flyers and then bring them to Ms. Legaspi. Ms. Legaspi explained that it would constitute a violation of the Brown Act. Any decision must take place in an open meeting before it goes out to the public. Items need to be agendaized and discussed in public and then take it from there.

### **ADJOURNMENT**

On motion by Chairperson Ayala and seconded by Vice-Chair Yepez the meeting adjourned at 6:30 p.m.

Minutes typed by Lizbeth Carbajal

*Next meeting: August 4, 2025*

  
Abril Ayala, Chair

**ATTEST:**



LIBRARY BOARD OF TRUSTEES  
MINUTES

*Lizbeth Carbajal*  
Lizbeth Carbajal, Executive Assistant