



Imperial City Library Board of Trustees

*Mia Hernandez – President
Valentina Estes – Vice President
Magdalena Altamirano – Trustee
Alejandra Banda – Trustee
Ivonne Sotomayor - Trustee*

MINUTES

Regular Meeting of the Imperial City Library Board of Trustees

City Council Chambers
220 West 9th Street
Imperial, CA 92251-1637

August 12, 2025

6:00 PM REGULAR MEETING

- CALL TO ORDER:** Meeting called to order by President Hernandez at 6:07 p.m.
- ROLL CALL:** Altamirano, Estes, Hernandez, Sotomayor
- CITY STAFF PRESENT:** City Manager Morita, City Attorney Turner, Library Administrator Haller, Literacy Coordinator Luevano
- PLEDGE OF ALLEGIANCE:** Pledge of allegiance led by City Attorney Turner
- ADJUSTMENTS TO AGENDA:** Items A-1 and A-2 from the Consent agenda were removed and are to be approved at the next regular scheduled meeting
- PUBLIC COMMENT:** None

B. PRESENTATIONS:

- B-1.** Mrs. Mary Beth Kelly provided a presentation on the donation of *Where Water is King* by Kevin Eugene Kelly to the Imperial Public Library Collection. The book was published in 2022 by Sunbelt Publications and has been adopted into the United States Library of Congress in Washington D.C. The book details epic struggles of ordinary and extraordinary people bringing life-giving water to a desert. The author,

Kevin, provides a unique perspective on the people and events that helped make the desert blue.

- B-2.** Literacy Coordinator Elizabeth Luevano recognized 2 seasonal workers and 4 library interns who worked at this year’s “Lunch at the Library” program. These interns helped provide meal services and maintenance to support the program. Each intern was provided with a scholarship. Luevano also recognized Vanessa Diaz from the Imperial School District to thank her and the district for the continuous support in assisting and providing delicious, nutritious lunches to the library year after year for the community.

WORK SESSION OF THE LIBRARY BOARD OF TRUSTEES (DISCUSSION ONLY):

- C-1.** 2025-26 Fiscal Year Budget

Presenter: Ember Haller, Library Administrator

Discussion: Haller presented the annual municipal budget for fiscal year July 1, 2025-June 30th, 2026. A breakdown of services through the City of Imperial was provided to Trustees to review. Haller further explained the document discussing items such as the allocation of the administrative assistant that was adopted and granted, the separations of the publications and dues from the licenses, and the memberships the library selects that best support staff to better serve the community. President Hernandez discusses coming up with strategies to help make the most of the funds to benefit the library and all the events it has to offer.

- C-2.** 2025-26 Fiscal Year Calendar

Presenter: Ember Haller, Library Administrator

Discussion: Haller presented the 2025-26 fiscal year calendar to focus on responsibilities and activities that take place at the library such as conferences, birthdays, anniversaries and celebrations. Important reports such as the Summer Impact Report and Book to Action Report need to be submitted during certain months which was mentioned by Haller. The calendar is a working document that Haller and the Trustees can continue to work on to add any additional events they feel necessary.

- C-3.** Amendment of Laws by Article V Section 1

Presenter: Ember Haller, Library Administrator

Discussion: City Attorney Turner discussed the Amendment of Laws by Article V Section 1 which is regarding the organizational chart where it showed the secretary as the director of community services. Haller’s preference is to assign the library administrative assistant as the secretary. City Manager Morita discussed that the

secretary should remain the board or library manager. Library Manager can delegate responsibility to administrative secretary and manager can have overall responsibility for the position

Moved by Hernandez, seconded by Estes to approve item C-3 to change the title and Haller will designate a person of her choosing.

C-4. Trustee Attendance at the California Library Association (CLA) Conference

Presenter: Ember Haller, Library Administrator

Discussion: Haller discussed the board appointing two trustees to attend the California Library Association (CLA) Conference in Riverside on Thursday, October 23rd – Saturday, October 25th, 2025. It would be beneficial for trustees to attend to observe and connect with the library world, librarians, and library staff from different cities.

C-5. Regular Library Board Meeting Schedule

Presenter: Ember Haller, Library Administrator

Discussion: Haller discusses the regular library board meeting schedule with the Library Board of Trustees. One of the regularly scheduled meetings lands on Veteran’s Day where the city recognizes it as a holiday. Haller recommends the Board decide if they would like to cancel the meeting for the month of November or possibly schedule a special meeting if needed. President Hernandez stated they would bring it to next scheduled meeting to decide.

D. REPORTS:

D-1. City Manager Morita had reported nothing to add. Library Administrator Haller presented a PowerPoint presentation and read her report to the Board.

D-2. Trustees reported on their activities since the last library board meeting.

ADJOURNMENT

Seeing no further business before the board, President Hernandez adjourned the meeting at 7:48 p.m.