

CITY OF NEWPORT BEACH

**Board of Library Trustees
Newport Beach Public Library
1000 Avocado Avenue, Newport Beach 92660
Meeting Minutes
February 19, 2019 - 5:00 p.m.**

I. CALL MEETING TO ORDER –Chair Ray called the meeting to order at 5:00 p.m.

II. ROLL CALL - Roll Call by Administrative Support Specialist Elaine McMillion

Trustees Present: Chair Janet Ray, Vice Chair Paul Watkins, Secretary Douglas Coulter, Board Member Jill Johnson-Tucker, Board Member Kurt Kost

Trustees Absent: None

Staff Present: Tim Hetherton, Library Services Director
Elaine McMillion, Administrative Support Specialist
Assistant City Manager Carol Jacobs
Natalie Basmaciyon, Library Services Manager
Melissa Hartson, Circulation & Technical Processing Coordinator
Debbie Walker, Branch & Youth Services Coordinator
Rebecca Lightfoot, Adult Services Coordinator
Nadia Dallstream, Librarian I
Erin Finnen, Library Clerk I

III. NOTICE TO THE PUBLIC

IV. PUBLIC COMMENTS

Jim Mosher commended Librarian Alex Jenkins for sharing his concerns regarding internet filtering software during the January meeting.

V. CONSENT CALENDAR

A. Consent Calendar Items

1. Minutes of the January 22, 2019 Board of Library Trustees Meeting

2. Customer Comments

Monthly review of evaluations of library services through suggestions and requests received from customers.

Chair Ray noted the many positive comments from customers.

3. Library Activities

Monthly update of library events, services and statistics.

4. Expenditure Status Report

Monthly expenditure status of the library's operating expenses, services, salaries, and benefits by department.

5. Board of Library Trustees Monitoring List

List of agenda items and dates for monthly review of projects by the Board of Library Trustees.

Motion made by Board Member Coulter, seconded by Board Member Johnson-Tucker, and carried (5-0-0-0) to approve the Consent Calendar items as presented.

AYES: Ray, Watkins, Coulter, Johnson-Tucker, Kost

NOES:

ABSTENTIONS:

ABSENCES:

VI. CURRENT BUSINESS

A. Items for Review

6. Annual Budget Review

Staff requests that the Board review and approve the preliminary Library budget for Fiscal Year 2019/2020.

Circulation and Technical Processing Coordinator Melissa Hartson reported handwritten pages 28 and 29 in the packet had corrections and she presented the revisions in a handout. The proposed budget for fiscal year 2019/2020 does not include personnel costs because the Finance Department has not provided the numbers yet. Staff does not anticipate adding or removing any positions, but increases due to bargaining agreements and raises will balance out by cost savings from staff leaving Library employment. Staff requested \$35,000 in addition to the \$100,000 budgeted for the Sculpture Garden Phase V and funding for a new self-checkout machine. The Finance Department has corrected the Literacy Internal Service Fund.

In response to Vice Chair Watkins' questions, Library Services Director Hetherton noted that the City displays the pieces in each sculpture phase for two years. Each artist receives a maximum honorarium of \$5,000. A vendor manages the project and handles the installation of sculpture. The \$35,000 is not an additional appropriation and if required could be transferred from the Professional and Technical Services account.

Jim Mosher asked if expenses for the Mariners Branch meeting room are included in the budget. Circulation and Technical Processing Coordinator Hartson indicated expenses for the Mariners meeting room is part of the Recreation and Senior Services Department's budget. Library Services Director Hetherton added that the Recreation and Senior Services Department paid for the carpeting in the Mariners meeting room.

Motion made by Board Member Coulter, seconded by Board Member Johnson-Tucker, and carried (5-0-0-0) to approve the preliminary Library budget for Fiscal Year 2019/2020 as presented.

AYES: Ray, Watkins, Coulter, Johnson-Tucker, Kost
NOES:
ABSTENTIONS:
ABSENCES:

Dorothy Larson, Newport Beach Public Library Foundation Board Member, introduced Meg Linton as the new Chief Executive Officer of the Newport Beach Public Library Foundation.

Meg Linton, Newport Beach Public Library Foundation CEO, related her experience.

Chair Ray requested the Board of Library Trustees hold its March 18 meeting at 4:00 p.m. at the Central Library instead of at the previously scheduled Balboa Branch Library, so that Board Members can attend the reception for Ms. Linton. It will be determined at the March meeting whether the April 15 meeting is held at the Balboa Branch or at Central.

Motion made by Board Member Johnson-Tucker, seconded by Board Member Coulter, and carried (5-0-0-0) to hold the March 18, 2019 Board of Library Trustees meeting at Central Library and to begin the meeting at 4:00 p.m.

AYES: Ray, Watkins, Coulter, Johnson-Tucker, Kost
NOES:
ABSTENTIONS:
ABSENCES:

7. Review of the Library Meeting Rooms Policy (Council Policy I-7)

Staff recommends that the Board of Library Trustees review and reaffirm Council Policy I-7, *Library Meeting Rooms*.

Library Services Director Hetherton reported Council Policy I-7 was last revised 2006. Because it is a Council Policy, the Council will have to approve any changes. He stated that this policy as written is working well, and provides guidance in the use of meeting rooms. Staff does not recommend any changes.

In response to Chair Ray's question, Library Services Director Hetherton felt the fees charged for meeting rooms are set at the appropriate level.

Board Member Johnson-Tucker wanted to understand why this is a Council Policy rather than a Library Policy. Perhaps the Board of Library Trustees should continue this item to the next meeting to understand the rationale before proposing revisions.

Vice Chair Watkins concurred with continuing the item for a month in order to determine the Council's interest. The community's use of the Friends Room may be driving the Council's interest. Board Member Johnson-Tucker noted the Council's interest in the Friends Room may now differ due to the addition of the Civic Center Community Room in

2013. In addition, the Jorgenson Room at Mariners Branch falls under the purview of the Recreation and Senior Services Department.

Vice Chair Watkins indicated there is some question about Policy I-7 and applying the Sword Room into the policy, and suggested the Board of Library Trustees determine whether Policy I-7 should include the Sword Room. Policy I-7 is inconsistent as to hours and days of use. Revisions may be required for the processes of approval of alcoholic beverages and advertising materials. General requirements for the use of the Friends Room currently prohibit alcohol.

Library Services Director Hetherton noted the Library and Recreation Departments were once divisions of the Community Services Department. He agreed to research the history of Policy I-7 for the March meeting.

The Board of Library Trustees continued this item to the March meeting.

8. Review of the Display and Distribution of Materials Policy (NBPL 8)

Staff recommends that the Board of Library Trustees review and reaffirm NBPL 8, *Display and Distribution of Materials in Library*.

Library Services Director Hetherton reported the policy works well to prevent the advertising of commercial services and the promoting of non-City and non-Library events.

This policy last revised in 2015 and noted by Chair Ray. Board Member Johnson-Tucker added that the Board of Library Trustees discussed the policy thoroughly in 2015.

Motion made by Vice Chair Watkins, seconded by Board Member Kost, and carried (5-0-0) to reaffirm NBPL 8, *Display and Distribution of Materials*.

AYES: Ray, Watkins, Coulter, Johnson-Tucker, Kost

NOES:

ABSTENTIONS:

ABSENCES:

9. Arts & Cultural Update

Staff will present the annual report on the activities of the Cultural Arts Division.

Library Services Manager Natalie Basmacıyan reported the Cultural Arts Division falls under the purview of Library Services, and staff seeks guidance from the City Arts Commission to plan and execute programming. Exhibits in the Central Library have featured artists Chip Fesko and James Strombotne. The 54th Annual Newport Beach Art Exhibition in June 2018 was successful, with the next exhibit scheduled June 15, 2019. Winners receive cash prizes. The City Arts Commission hosted four Concerts on the Green and one concert on Balboa Peninsula. Two of the more popular concerts were Matt Mauser: A Celebration of Frank Sinatra and Tijuana Dogs. Thousands of people attend the concerts. The City Arts Commission hopes to hold another program on Balboa Peninsula in 2019. The City Arts Commission distributed \$40,000 in Cultural Arts Grants for community arts programs. In 2018, the City Arts Commission set aside \$16,000 for the Cultural Arts subcommittee to fund programs for K-6 students. The grand opening of

Phase V of the Sculpture Exhibition in Civic Center Park will be June 22, 2019. The Newport Beach Arts Foundation, which is the fundraising arm of the City Arts Commission, hosted the 15th Annual Art in the Park in October 2018 with more than 125 artists and craftspeople.

In answer to Chair Ray's query, Library Services Director Hetherton advised that the Arts Foundation contributed approximately \$15,000 to the Sculpture Exhibition Phase IV.

10. Corona del Mar Branch Project Update

Staff will update the Board on the Corona del Mar Branch Library replacement project.

Library Services Director Hetherton reported interior work is on schedule even though rain continues to delay exterior work. Painting continues, and tile installation could occur by the end of the month. Staff has ordered the print collection and is ordering the audiovisual collection. Circulation and Technical Services Coordinator Hartson is purchasing equipment. Attendance at the Community Youth Center continues to be good. A grand opening date has not been set. It could be in late May because the project has to be complete by June 16.

11. Lecture Hall Update

Trustee Johnson-Tucker will update the Board on activities related to building a lecture hall facility on the Central Library site.

Board Member Johnson-Tucker reported she met with the Public Works Director to discuss parking. Library Services Director Hetherton and she met with Assistant City Manager Carol Jacobs to discuss marketing and public outreach. She presented the project to the Chamber of Commerce Executive Board, and the Executive Board voted unanimously to support a Lecture Hall and sent a letter of support to all City Council Members. The Director of the Newport Beach Film Festival, the Director of the Bowers Museum, and the Newport Beach Public Library Foundation also sent letters of support to the Council. The presentation will be at the City Council Study Session scheduled for March 12 at 4:00 p.m. She hoped all Board Members could attend the study session. If the Council agrees, the next steps will be to issue a Request for Proposals (RFP) and hire an architect. The total of nonbinding pledges is almost \$750,000. Board Member Johnson-Tucker met with Todd Hanson of the Orange County Community Foundation and will meet with Rick Stein of Arts Orange County regarding fundraising.

Board Member Coulter agreed to present this information to the Friends of the Library at their next meeting.

12. Library Services

Report of Library issues regarding services, customers, and staff.

Library Services Director Hetherton reported the credit union has not vacated the space. The credit union wants to continue providing an ATM at the Library, but the details remain under discussion. Staff notified the Friends of the Library of a future wish list for items for the credit union space, and the Friends seem amenable to providing funds. Staff has a scale diagram of the space to use in planning. Staff believes that only a small portion of the front counter would need removing.

Chair Ray felt planning for the space should continue so that the Library can utilize the space soon after the Credit Union vacates it. In answer to her question, Circulation and Technical Processing Coordinator Hartson advised that the budget included estimates in use of this space. Even if the Library does not obtain the space right away, the projections should remain as planned.

Vice Chair Watkins recognized a Library customer's compliment to Library Clerk I Erin Finnen.

Library Services Director Hetherton encouraged Library stakeholders to attend the Council study session on March 12. The proposal will likely generate many Council questions. The Board of Library Trustees could offer a 15-minute presentation during the study session. Assistant City Manager Jacobs concurred.

Vice Chair Watkins noted the Wheelhouse List does not include the ProLiteracy luncheon on April 5, and sold out.

B. Monthly Reports

13. Friends of the Library Liaison Report

Trustee update of the most recently attended Friends of the Library Board meeting.

Board Member Coulter reported the Friends are selling the Library anniversary tote bags. The buy-one-get-one sale for members is now a 50-percent-off sale, with these sales held monthly. The 50-percent-off sale held on February 9, raised \$1,400 and added 15 new members. The total amount raised at the February quarterly book sale was \$2,549. The next quarterly book sale is scheduled for May 3 and 4. In 2018, the Friends sold 1,188 books for \$23,314 through Amazon. The Friends have connected to Executive Coaches of Orange County and are working with a mentor to increase sales.

14. Library Foundation Liaison Report

Trustee update of the most recently attended Library Foundation Board meeting.

Board Member Johnson-Tucker advised that the Foundation's Chair introduced and welcomed the new CEO, Meg Linton, and thanked the interim CEO at the prior meeting. The Foundation discussed increasing the number of board members, the success of Library Live and Witte Lectures, and year-end financial information.

15. Witte Lectures Committee Liaison Report

Trustee update of the most recently attended Witte Lectures Committee's monthly meeting.

Board Member Kost indicated the first Witte lecture was successful. Vice Chair Watkins attended the offsite luncheon for Richard Blanco. The Witte Lectures Committee is searching for new members.

Chair Ray related that she also attended the luncheon.

Vice Chair Watkins remarked that Mr. Blanco was fascinating.

16. Literacy Services Liaison Report

Trustee update of the most recently attended Literacy Services Advisory Board meeting.

None

19. Library Live Lectures Liaison Report

Trustee update of the most recently attended Library Live Lectures Committee's meeting.

Toby Larson, Newport Beach Library Foundation Board Member, advised that seats are available for the Library Live talk with Rachel Devlin.

Dorothy Larson, Newport Beach Library Foundation Board Member, indicated that the VIP events are scheduled prior to the lectures.

VII. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None

VIII. BOARD OF LIBRARY TRUSTEES ANNOUNCEMENTS OR MATTERS WHICH MEMBERS WOULD LIKE PLACED ON A FUTURE AGENDA FOR DISCUSSION, ACTION OR REPORT (NON-DISCUSSION ITEM)

None

IX. ADJOURNMENT – 6:06 p.m.

Submitted by: Janet Ray
Chair Approval of Minutes