

CITY OF NEWPORT BEACH

**Board of Library Trustees
Newport Beach Public Library
1000 Avocado Avenue, Newport Beach 92660
Meeting Minutes
March 18, 2019 - 4:00 p.m.**

I. **CALL MEETING TO ORDER** –Chair Ray called the meeting to order at 4:00 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 Hetheron, Library Services Director
Elaine McMillion, Administrative Support Specialist
Carol Jacobs, Assistant City Manager
Natalie Basmacyan, Library Services Manager
Melissa Hartson, Circulation & Technical Processing Coordinator
Debbie Walker, Branch & Youth Services Coordinator
Rebecca Lightfoot, Adult Services Coordinator
Annika Helmuth, Corona del Mar Branch Librarian
Michael Tran, Senior Library Clerk
Laurie Sanders, Library Assistant
Lana Balotsina, Library Clerk I

III. **NOTICE TO THE PUBLIC**

IV. **PUBLIC COMMENTS**

None

Chair Ray announced the Monday, April 15 Board of Library Trustees meeting has been rescheduled to Tuesday, April 23 at the Balboa Branch Library.

V. **CONSENT CALENDAR**

A. **Consent Calendar Items**

1. **Minutes of the February 19, 2019 Board of Library Trustees Meeting**

Vice Chair Watkins requested his statement regarding Speak Up Newport serving alcohol (Item VI.A.7, page 4) be stricken from the minutes as it is incorrect.

2. Customer Comments

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

Vice Chair Watkins noted the lengthy wait for customers to check out the GoPro video camera and the digital camera based on Comment 3 dated February 4, 2019. Library Services Manager Basmacyan reacted quickly to have the lights replaced at the Mariners Branch parking lot in response to Comment 6 dated February 15.

Library Services Director Hetherton advised that he and staff will explore the possibility of purchasing additional digital equipment.

Board Member Johnson-Tucker noted Comment 11 dated February 25 and inquired about instituting a policy to require time-sensitive periodicals to remain in a limited area.

Library Services Director Hetherton did not wish to dictate to customers where they read in the Library. Perhaps signage could be placed on time-sensitive periodicals asking customers to return them to the rack. Customers often do not return *The Wall Street Journal* and *The New York Times* to the rack. Library Pages sweep the libraries for misplaced materials and return them to shelves.

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 Vice Chair Watkins, and carried (5-0-0-0) to approve the Consent Calendar with the amendment to the meeting minutes.

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

NOES:

ABSTENTIONS:

ABSENCES:

VI. CURRENT BUSINESS

A. Items for Review

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

Staff recommends that the Board of Library Trustees review and approve changes made to Council Policy I-7, *Library Meeting Rooms*, for submission to City Council.

Chair Ray announced that this item will be continued to the April meeting.

Board Member Johnson-Tucker concurred, stating she has reviewed the Policy during her tenure on the Board of Library Trustees.

7. Review of the Library Use Policy (NBPL 1)

The Board of Library Trustees will review NBPL 1, *Library Use Policy*. Staff recommends a minor revision to Section B, "Enforcement of Prohibited Activities" and the blanket replacement of the word "customer" with "patron."

Library Services Director Hetherton recommended replacing "customer" with "patron" in all Library Policies because it is a more accurate term. Library Services Manager Basmacyan crafted the language staff recommends adding to Section B, "Enforcement of Prohibited Activities." Unfortunately, staff has had to suspend a patron's privileges in the past.

Motion made by Board Member Coulter, seconded by Board Member Johnson-Tucker, and carried (5-0-0-0) to approve and incorporate staff's recommended changes into *Library Use Policy* (NBPL 1).

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

8. Review of Children in the Library Policy (NBPL 4)

Staff recommends that the Board of Library Trustees review NBPL 4, *Children in the Library Policy*. Staff recommends no changes.

Branch & Youth Services Coordinator Debbie Walker appreciated having the policy to support requests for an adult without a child to leave the children's area.

Library Services Director Hetherton reported the children's area is intended to be a space for children and their caregivers, and they appreciate the policy. Staff does not recommend any changes to the policy.

Motion made by Vice Chair Watkins, seconded by Board Member Johnson-Tucker, and carried (5-0-0-0) to adopt *Children in the Library Policy*, NBPL 4, without change.

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

9. Public Service Hours at Corona del Mar Branch

Staff recommends that the Board of Library Trustees approve eliminating night hours on Tuesdays and Thursdays and adding public service hours at the Corona del Mar Branch Library on Mondays.

Branch & Youth Services Coordinator Walker advised that staff recommends closing the Corona del Mar Branch at 6:00 p.m. on Tuesdays and Thursdays and opening the Branch from 9:00 a.m. to 6:00 p.m. on Mondays. The number of library visits, number of reference questions asked, the cost per reference transaction, and circulation statistics indicate Branch usage during the Tuesday and Thursday evening hours has been declining since 2013. Prior to closing for construction, an average of four people visited the Branch during the evening hours. The average cost of one reference transaction per hour at the Corona del Mar Branch prior to April 2018 was \$35. At Central Library, the average cost was \$5.70. From March 2017 to February 2018, patrons checked out an average of five items and 5.5 items at the Branch during Tuesday evening hours and Thursday evening hours respectively. By opening on Monday, the Library will gain three public service hours. Circulation volume for Mondays is second only to circulation volume for Saturdays. Monday programs are highly attended.

Board Member Coulter concurred with implementing the new hours when the Branch reopens.

In reply to Board Members' queries, Corona del Mar Branch Librarian Annika Helmuth indicated three weekly Story Times and one monthly special program were held at the Branch prior to its closing in April 2018. Children's programming is highly attended, even at the off-site location during construction. With the change in hours, fewer personnel may be needed at the Branch.

Jim Mosher requested the daytime rates and any slow hours during the day.

Library Services Director Hetherington explained that statistics are steady during the day and drop considerably during the night hours.

Motion made by Board Member Coulter, seconded by Board Member Kost, and carried (5-0-0-0) to implement operating hours for the Corona del Mar Branch of 9:00 a.m. to 6:00 p.m. Monday through Saturday upon its reopening.

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

NOES:

ABSTENTIONS:

ABSENCES:

10. Grant Acceptance from California Library Literacy Services

Staff recommends that the Board of Library Trustees accept a California Library Literacy Services grant for \$23,666 to support the Newport Beach Library Adult Literacy Program. If accepted, a budget amendment to

allocate the funds will be submitted to City Council at the April 9, 2019 regular meeting.

Library Services Director Hetherington indicated the grant partially funds the Library Literacy Program. The program is popular with tutors and learners and receives a great deal of positive feedback from the community.

In answer to inquiries, Library Services Director Hetherington suggested the program currently has approximately 40 tutors and more than 100 learners. In 2018, five learners from the program became U.S. citizens. The International Day of Literacy luncheon is held in September.

Motion made by Board Member Coulter, seconded by Board Member Johnson-Tucker, and carried (5-0-0-0) to accept a California Library Literacy Services grant in the amount of \$23,666 to support the Newport Beach Library Adult Literacy Program.

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

- 11. Presentation of the Annual Wish List Request to the Newport Beach Public Library Foundation**
Staff recommends that the Board of Library Trustees approve the annual wish list request to the Library Foundation.
- 12. Presentation of the Annual Wish List Request to the Friends of the Library**
Staff recommends that the Board of Library Trustees approve the annual wish list request to the Friends of the Library.

Library Services Manager Basmacıyan reported the Wish List for the Newport Beach Public Library Foundation totals \$145,000, comprised of \$78,875 for downloadable content, \$30,000 for Flipster, \$13,125 for Lynda.com, \$18,000 for Kanopy, and \$5,000 for the Literacy Program. The Wish List for Friends of the Library totals \$260,000, comprised of \$180,000 for general materials, \$65,000 for programming, \$10,000 for the business center, and \$5,000 for the Literacy Program.

In response to Board Members' questions, Library Services Manager Basmacıyan indicated the Foundation's 2019 Wish List is approximately \$12,000 less than in 2018 because the cobranding of programming with the Foundation will not occur in 2019. The Friends 2019 Wish List is slightly higher than in 2018 but less than the amount staff requested because of the donation to the Corona del Mar Branch. Fees for downloadable content are based on the number of licenses for each eBook and eAudiobook. Adult Services Coordinator Rebecca Lightfoot indicated the cost for eBooks varies from \$20-\$100 per title. Approximately 100 titles per month are added to downloadable content.

Motion made by Board Member Coulter, seconded by Board Member Johnson-Tucker, and carried (5-0-0-0) to approve the annual Wish List requests to the Friends of the Library and the Newport Beach Public Library Foundation.

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

13. Corona del Mar Branch Project Update

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

Corona del Mar Branch Librarian Helmuth advised that rain continues to delay the project, but workers are working inside the building. The contractor expects to release the building to the City by June 19.

In answer to queries, Library Services Director Hetherton indicated an opening date has not been set. He will attend a meeting on March 28 about the grand opening date and inquire about a tour for the Board of Library Trustees.

14. 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 the study session with the City Council went well. Library Services Director Hetherton is working with the Public Works Department to release a Request for Proposals (RFP). A few architectural firms may be made aware of the RFP.

In response to questions, Board Member Johnson-Tucker hoped the RFP will be released before May. A contract must be presented to the Council for approval prior to its vote on the budget in June. She has requested a meeting with the Public Works and Community Development Departments to discuss actions to be taken prior to the deadline to submit bids. She, Chair Ray, members of the Foundation, and on occasion Foundation members' husbands have participated in subcommittee meetings, but those meetings should not have violated the Brown Act.

15. Library Services

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

Library Services Director Hetherton is excited to have Meg Linton as the Foundation's Executive Director and Kunga Wangmo-Upshaw as the Foundation's Program Director and about the Library Live lecture with Susan Orlean and her book *The Library Book*. The lecture is sold out. The 12th Annual Gift of Literacy Luncheon with Lisa See is scheduled for April 5. The next Board of Library Trustees meeting is April 23 at the Balboa Branch Library.

B. Monthly Reports

16. Friends of the Library Liaison Report

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

Board Member Coulter indicated the February book sales totaled \$19,676, and sales on Amazon.com totaled \$1,190. The number of Friends members totaled 902 in February, which garnered \$1,460 in dues. February Quarterly book sales totaled \$2,500 despite rain. The Friends met with a mentor from Executive Coaches of Orange County (ECOC) to learn about ways to improve their sales and marketing. The Friends expect to have 845 boxes of books for the May book sale. During March, all visitors to the Friends bookstore can participate in a lottery for a free membership, a \$10 gift certificate, or a Friends tote by signing up with their name and email address.

17. Library Foundation Liaison Report

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

Board Member Johnson-Tucker advised that the Foundation is attempting to issue *The Bookmark* three times per year and planning a fall gala with a high-profile author.

Toby Larson, Newport Beach Library Foundation Board Member, indicated both Witte Lectures by Amy Walter were sold out.

18. Witte Lectures Committee Liaison Report

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

Board Member Kost indicated 211 people purchased tickets for the Witte Lectures with Richard Blanco while 460 people bought tickets to the Witte Lectures with Amy Walter. The Foundation has collected \$80,000 in pledges totaling \$122,000. The funding gap will be filled from the reserve fund. The final lecture with Joel Sartore is scheduled for April 12 and 13.

19. Literacy Services Liaison Report

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

Vice Chair Watkins reported the Advisory Board's bank balance is approximately \$375,000. The Board has a goal of \$20,000 in donations during the 12th Annual Gift of Literacy Luncheon.

20. Library Live Lectures Liaison Report

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

Toby Larson, Library Foundation Board Member, related that 150 people attended the Rachel Devlin lecture about the desegregation of Southern schools.

VII. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Ronnie Watkins noted the International Day of Literacy will be September 8, 2019.

Jim Mosher remarked that the Board of Library Trustees' April 23 meeting falls on the same day as the City Council meeting.

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** – 4:52 p.m.

Submitted by: *Janet Ray*
Chair Approval of Minutes