

CITY OF NEWPORT BEACH

**Board of Library Trustees
Newport Beach Public Library
1000 Avocado Avenue, Newport Beach, CA 92660
Meeting Minutes
May 20, 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 (arrived at 5:19 p.m.), Board Member Kurt Kost

Trustees Absent: None

Staff Present: Tim Hetheron, Library Services Director
Elaine McMillion, Administrative Support Specialist
Natalie Basmacyan, Library Services Manager
Melissa Hartson, Circulation & Technical Processing Coordinator
Debbie Walker, Branch & Youth Services Coordinator
Rebecca Lightfoot, Adult Services Coordinator
Greg Johnson, Library Assistant

III. **NOTICE TO THE PUBLIC**

IV. **PUBLIC COMMENTS**

None

V. **CONSENT CALENDAR**

A. **Consent Calendar Items**

1. **Minutes of the April 23, 2019 Board of Library Trustees Meeting**

2. **Customer Comments**

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

Vice Chair Watkins recognized a Library patron's glowing comments about Senior Library Clerk Liz McKibbin. During National Library Week, Senior Library Clerk McKibbin and Librarian Annika Helmuth were very helpful to him and his wife.

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.

Administrative Support Specialist Elaine McMillion provided a revised Monitoring List to Board Members.

Motion made by Board Member Coulter, seconded by Vice Chair Watkins, and carried (4-0-0-1) to approve the Consent Calendar.

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

VI. **CURRENT BUSINESS**

A. **Items for Review**

6. **Media Lab Update**
Staff will update the Board on the Media and Sound Lab at Central Library.

Library Services Manager Natalie Basmacıyan reported the Media Lab is comprised of two labs, one for sound recording and one for computer workstations. Donations from the Newport Beach Public Library Foundation fund purchases of software and hardware for the Media Lab and new services through the Tech Toys program. The Media Lab is now open Monday through Thursday 10:00 a.m. to 8:00 p.m., Friday and Saturday 10:00 a.m. to 5:00 p.m., and Sunday noon to 4:00 p.m. In addition, the length of a Sound Lab session has changed from four hours to two hours. With this change, more people have access to the Sound Lab. MAC workstations have logged 1,628 sessions, and PC workstations have logged 2,852 sessions. The Sound Lab has logged 737 sessions. Library Assistant Greg Johnson made recommendations for the initial hardware and software purchases, provides technology training for Library staff, and coordinates software updates with City Information Technology (IT) staff. Adult Services Coordinator Rebecca Lightfoot has identified new and different methods to train the public, including working with the public at the OASIS Senior Center and City Hall.

7. **Wi-Fi Usage at NBPL Compared to Other Libraries**
Staff will report on public Wi-Fi usage in Newport Beach Public Library and in our statistical and regional peers.

Library Services Director Tim Hetherington advised that the public now expects Wi-Fi service in public facilities, especially in the Library as its business is information. Free Wi-Fi service is compatible with the Library's policy of inclusion. Patrons would complain if the

Library did not offer Wi-Fi. Staff believes the Library should continue to offer free Wi-Fi service.

In reply to Board Members' questions, Library Services Director Hetherington explained that staff considered returning to authentication to limit the number of Wi-Fi users at any one time. However, eliminating Wi-Fi service could alienate patrons. In the summer of 2018, the number of users sometimes exceeded capacity for a few minutes. Staff purchased additional licenses, which remedied the problem. Currently, Wi-Fi service begins an hour before the Library opens and ends an hour after closing at each location. Staff does not recommend offering service 24/7 because it invites people to stay overnight in the courtyard. Currently, a patron can open his device, search for the Newport Beach Public Library Wi-Fi connection, and connect without a password or library card. The Library's Wi-Fi Policy explains that the network is not secure. The City has approximately 270 licenses systemwide.

In response to Jim Mosher's question, Library Services Director Hetherington explained that the Library purchased CASSIE software to manage the public computers. CASSIE has a complementary program for Wi-Fi called SPOT. Staff purchases Wi-Fi licenses from CASSIE to access SPOT. CENIC, the City's software, provides high-speed access to research networks.

8. Corona del Mar Branch Project Update

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

Library Services Director Hetherington indicated staff may begin moving into the Branch at the beginning of July. The Grand Opening is scheduled for July 20 from 10:30 a.m. to 12:30 p.m. The contract end date for the project is June 16. Everything has been ordered and will be shipped to the Branch.

Circulation & Technical Processing Coordinator Melissa Hartson related that a vendor is processing, packaging, and holding materials for the Opening Day Collection until it receives a delivery date from staff.

[The Board of Library Trustees proceeded to Item VI.A.10 and returned to Item VI.A.9.]

9. 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 Request for Proposal (RFP) is in the final stage of review and approval and may be released the following week. Nine architects have been selected to receive notice that the RFP is available. A site visit is scheduled for mid-June with responses due three weeks later. During its first meeting in June, the City Council will decide whether to fund the architect's work. The Mayor will probably appoint a committee to review responses to the RFP.

Vice Chair Watkins requested Board Member Johnson-Tucker provide reports regarding the progress of the Lecture Hall for future meetings of the Board of Library Trustees.

10. Library Services

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

Library Services Director Hetherington noted the Newport/Mesa ProLiteracy's Gift of Literacy lunch was great. Author Lisa See introduced her new book, and Candace Kirby, a ProLiteracy learner, shared the impacts the program has made on her life. The Library's Volunteer appreciation event, scheduled for July 10 from 10:00 a.m. to noon, should be added to the Wheelhouse List. Board Members are invited to attend. On June 11, an item regarding the policy for the Friends Room will be on the City Council's consent calendar. Newport Beach Public Library's 25th Anniversary Celebration will be July 11. The Newport Beach Art Exhibition on June 15 will be followed by the first Concert on the Green featuring "The Side Deal" on June 16. The Grand Opening of the Sculpture Exhibition in Civic Center Park will be June 22.

B. Monthly Reports

11. 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 holding their Annual Membership luncheon on June 11. During the luncheon, the Friends will present a check for \$185,000 to the Newport Beach Public Library and another check for \$5,000 to Newport/Mesa ProLiteracy. The group is working on ways to increase the use of gift cards. In April, the Friends earned \$16,863 from bookstore and Amazon sales and member dues. The 50-percent sale raised \$1,824 from sales and \$720 from memberships. The Friends will be selling art books at the Newport Beach Art Exhibition on June 15.

12. Library Foundation Liaison Report

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

Library Services Manager Basmaciyan reported she attended the most recent meeting to review the Library's Wish List with the Foundation.

Karen Clark and Dorothy Larson, Newport Beach Public Library Foundation Board Members, advised that all Foundation programs are complete, and they were successful. The reception for Library Live sponsors has been expanded and moved to a private home. Foundation CEO Meg Linton has taken leave to do research for her novel. The Foundation is working on obtaining new members and sponsorships and budgeting.

13. Witte Lectures Committee Liaison Report

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

Board Member Kost indicated the Witte Lectures Committee held a breakfast to finalize the season. Three speakers have been signed for the upcoming season.

14. Literacy Services Liaison Report

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

Vice Chair Watkins announced the Gift for Literacy luncheon raised \$26,708. The Advisory Board has \$386,000 in funds. A luncheon for International Day of Literacy will be held in September.

15. Library Live Lectures Liaison Report

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

Chair Ray reported Library Services Director Hetherington and she met with the Foundation Program Director Kunga Wangmo to discuss programming.

VII. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Jim Mosher noted Orange County will be opening a new library in Costa Mesa. The Library Sound Lab Policy needs to be revised because it indicates patrons can sign up for sessions of four hours. Perhaps the Library would be interested in food programs by the Newport Restaurant Business Improvement District.

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 – 5:37 p.m.

Submitted by: *Janet Ray*
Chair Approval of Minutes