

CITY OF NEWPORT BEACH

Board of Library Trustees Meeting Minutes June 16, 2014 – 5:00 p.m.

The agenda for the Regular Meeting was posted on June 12, 2014, at 3:15 p.m. on the City Hall Electronic Bulletin Board located in the entrance of the City Council Chambers at 100 Civic Center Drive; at 12:09 p.m. on the City's website, and at 3:00 p.m. in the Meeting Agenda Binder located in the entrance of the City Council Chambers at 100 Civic Center Drive.

CONVENED AT 5:00 p.m.

1) **CALL MEETING TO ORDER** – Vice-Chair King called the meeting to order.

2) **ROLL CALL** – Roll call by Admin Support Specialist Elaine McMillion.

Trustees Present: Vice-Chair Jerry King, Secretary Eleanor Palk, Robyn Grant, and John Prichard

Trustees Absent: Chair Jill Johnson-Tucker

Staff Present: Library Services Director Tim Hetheron, Library Services Manager Dave Curtis, Support Services Coordinator Melissa Kelly, Youth Services and Branch Coordinator Debbie Walker, Corona del Mar Branch Librarian Andrea Jason, Adult Services Coordinator Natalie Basmaciyani, and Admin Support Specialist Elaine McMillion

3) **PUBLIC COMMENTS**

Jim Mosher commented on agenda item 5.A.3., and a discrepancy in the Expenditure Status Report, and the total for the Library's operating budget and for a section called Capital Outlay. Staff seems to be spending money on the assumption that the budget limit for the year is \$1,745,000 for operating expenses and \$14,000 for the capital outlay portion. In the budget that the City Council saw on Tuesday, the operating budget listed in the performance plan and in the budget detail was \$2,525,000, and the capital outlay allocation was \$213,000. So that's about \$1,000,000 more to spend than what staff seems to be spending. This makes the donations received from the Friends of the Library (FOL) and the Library Foundation (NBPLF) pale in comparison. The million dollars seems to be allocated out of the general fund and then is not.

Vice-Chair King noted that the budget is almost totally spent for Fiscal Year 2013/2014.

Support Services Coordinator Kelly had been asked by Chair Johnson-Tucker at last month's meeting to address this. She explained that the City budget office made a mistake in the performance plan and they rolled the donations from the FOL and the NBPLF into the bottom lines from the previous years and this year also. In previous years the Library's allocations for capital outlay were much smaller as it didn't bring in the amounts from the FOL and NBPLF. When the final performance plan is submitted it will reflect the actual allocation in the Capital Equipment of \$2,000.

Mr. Mosher asked about the operating expenses which were the largest discrepancies.

Melissa Kelly explained that the difference from what was presented and proposed to the Board of Library Trustees at their February meeting and what was presented in the actual budget to City Council,

was partially due to an amount of \$50,000, which the Library used to cover operating expenses relating to the new building. The City paid more for window washing for both the City and the Library at a figure that was higher than we had estimated in the past, using a different vendor. The other higher cost was for utilities which the Library prorated to include the expansion. The cost to run special equipment such as an ice maker and other items for the Bistro was not factored in. The internal service fund for the City's Information Technology division was also a significant increase and that figure was not available for the presentation to the Board before the Library's budget went to City Council. The Expenditure Status Report Elaine McMillion had prepared for the May meeting packet included some accounts that we normally do not include and that also caused some of the discrepancy.

4) **APPROVAL OF MINUTES** – May 19, 2014 Meeting Minutes

Motion made by Secretary Palk and seconded by Trustee Grant and carried (4-0-0-1) to approve the minutes of Monday, May 19, 2014.

AYES: King, Palk, Grant, Prichard
NOES: None
ABSTENTIONS: None
ABSENT: Johnson-Tucker

5) **CURRENT BUSINESS**

A. **CONSENT CALENDAR**

1. **Customer Comments** – *Monthly review of evaluations of library services through suggestions and requests received from customers.*
2. **Library Activities** – *Monthly update of library events, services, and statistics.*
3. **Expenditure Status Report** – *Monthly expenditure status of the Library's operating expenses, services, salaries, and benefits by department.*
4. **Board of Library Trustees Monitoring List** – *List of agenda items and dates for monthly review of projects by the Board of Library Trustees.*

Trustee Prichard asked about the negative office expense of \$25,992.75 listed in the Expenditure Status Report. Melissa explained that the City had not ordered the tables and chairs that go in the Bistro area until after the project was done. Afterward, the City decided to take the cost from the Library's budget instead of out of the City Building Project budget. That amount was supposed to be deposited back into the Library's budget, and has yet to be done. However, that amount will be reconciled by the end of this fiscal year. Trustee Prichard asked if the financials are on an accrual basis showing negative expenditures. Melissa explained that negative amounts that show in an expenditure line are acceptable as the City looks at the bottom line total.

Motion made by Secretary Palk and seconded by Trustee Grant and carried (4-0-0-1) to approve the Consent Calendar Items as presented.

AYES: King, Palk, Grant, Prichard
NOES: None
ABSTENTIONS: None
ABSENT: Johnson-Tucker

B. ITEMS FOR REVIEW AND POSSIBLE ACTION

1. Corona del Mar Branch Report

Corona de Mar (CdM) Branch Librarian Andrea Jason began her report by noting that in 2008 the staff realized that 2009 would mark the 50 year anniversary of the branch. Since the branch at that time was undergoing a renovation it was decided that this would be an appropriate time to mark its anniversary and a celebration was planned for July 2009. At that time the entire adult section had been reconfigured to open up the space and provide more study and reading areas. Andrea reviewed the programs held there which include the Summer Reading Program, Books & Babies, and Songs and Stories for one to five year olds. This branch is beloved by the residents. She asked everyone to step outside to tour the area between the branch, the neighboring City Fire Station, and the City owned parking lot behind the fire station. This lot had been used for the Coco's restaurant which is now closed. A bank has been put in the restaurant's place and this parking lot is not used on a regular basis for bank parking. This area would provide space for the CdM branch and City Fire Station expansion, and would allow better egress for the fire trucks. The Board thanked Andrea for this presentation.

2. Internet Use Policy

The Library's Internet Use Policy included in the meeting packet was reviewed. This policy is working well and staff has not received any complaints. No action was made as the Board did not make revisions to this policy.

3. NBPL Sound Lab Policy and NBPL Media Center Use Policy

Adult Services Coordinator Natalie Basmaciyan noted that the red-lined revisions that were included in this meeting packet and made at the May 19, 2014 Board meeting were working well. The only revisions made at this meeting was the removal of a comma after 'group study' in bullet number eight of the NBPL Sound Lab Policy and bullet number seven of the NBPL Media Center Use Policy. All red-lined revisions as presented were approved.

Motion made by Trustee Prichard and seconded by Secretary Palk and carried (4-0-0-1) to approve the NBPL Sound Lab Policy and the NBPL Media Use Policy as presented.

AYES: King, Palk, Grant, Prichard
NOES: None
ABSTENTIONS: None
ABSENT: Johnson-Tucker

4. Donor Wall

Tim Hetheron presented a report on the naming on the donor wall in Study Area K on the second floor of the Central Library. The requested 44 two-inch letters and 8 one-and-a-half-inch spaces total 8 feet 4 inches if put on one line. This would exceed the previously approved guideline of seven feet in this designated area. The donors have asked that their middle names be included in their recognition request which has increased the length of the initial recognition. Staff asked that the Board make an exception to the guidelines and allow two recognition lines instead of one in order to stay within the seven foot guideline. This would satisfy the donor's naming request, be aesthetically pleasing, and assist the Library in funding library resources and programming for the public. Trustee Grant expressed concerns. She noted that by accepting donations prior to the Board's approval of the recognition naming and details was not appropriate. In this case the gift has already been received. The Board asked that staff present to the Board for approval the details prior to any future donation being accepted for this purpose as these recognition areas are publically used spaces. Trustee Grant also expressed the importance of staying consistent and maintaining the previously set guidelines. Secretary Palk noted that the previously set guidelines were made to allow flexibility and since these are significant donations the Board should move to approve. Director Hetheron noted that the lettering size and spacing is the same

as that on the Thorpe recognition wall. Staff agreed that in the future they would bring the details to the Board for approval prior to accepting the donation.

Motion made by Secretary Palk and seconded by Trustee Prichard and carried (3-1-0-1) to accept the donor recognition request for two lines as noted in the written report.

AYES: King, Palk, Prichard
NOES: Grant
ABSTENTIONS: None
ABSENT: Johnson-Tucker

C. MONTHLY REPORTS

1. Library Services Director Report

Director Hetherton reported that the NBPL Foundation approved the Library wish list and that the check for the donation amount will be presented at a future City Council meeting. Over seven hundred passport applications have been processed by the Library's Passport Services staff. The Books and Bunnies program was a success and more programming is being planned for and includes musical programs and a children's chorus. A new and very attractive Library book drop has been installed and is in operation in the Civic Center parking structure. The Aging as Art exhibit will be located on the second floor and will be displayed from June 20 through July 17. Well-known artist James Strombotne will exhibit his work and the exhibit is scheduled to be installed at the Central Library tomorrow. The latest developments with the Media Center, increased hours of service, and Lynda.com were also discussed. Vice-Chair King noted that it would be beneficial if staff were to share with the Board the information received from follow-up questionnaires obtained from lecture attendees. Further discussion on the possibilities for creating a mind-mixer link on the Library website in order to receive public feedback was discussed. He also suggested that staff find a way to disperse the press releases to the Board so that they may be more aware of the Library services and activities advertised. Staff noted that the Library website is also a great source of information on Library activities and services.

2. Friends of the Library Liaison Report

Chair Johnson-Tucker was absent at this meeting and no report was given.

3. Library Foundation Liaison Report

Trustee Grant reported that she was in attendance for half of the Foundation's Board meeting which was held on June 9. The Foundation Board discussed the Library's wish list. Funding for e-Books was discussed in length. Tim was present at this meeting and explained the importance of funding the software required for the e-Book service in order to help the Library provide up-to-date, enhanced services and that this also helps the Library to be on the cutting edge. Secretary Palk commented on how essential Overdrive has been to her. Director Hetherton noted that other libraries do not have as extensive an eBook service as our Library does, and that by providing this service the NBPL use is appropriate enhancement.

4. DSLS Liaison Report

Nothing reported.

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

Nothing reported.

7) PUBLIC COMMENTS ON NON-AGENDA ITEMS

Mr. Mosher stated that the future of the Corona del Mar Branch seems to be one of the bigger issues facing the Library Board in the next year or two. If this branch is the most beloved branch of all of the branches in the City he thinks that the customers would have ideas and thoughts about what they feel the future of this branch should be. At the last Board of Library Trustees meeting Director Hetherington noted that this meeting would provide an opportunity for others to share their ideas about the branch. However, this item was not put on this meeting's agenda. Doing so would have been an opportunity for the Board to collect information from the public and what they may want for the future of this branch. At the May 19 Board meeting Chair Johnson-Tucker and Vice-Chair King were appointed as liaisons to a committee for the planning on the Corona del Mar branch and neighboring fire station. As liaisons of this committee they would be observers and report back to the Board after their attendance at the planning committee meetings in order to keep the entire Board aware of what is being planned and to discuss as a whole their ideas for a proper plan for the Library. This would prevent them from being told to accept any plan given to them and would help initiate public input as well.

Vice-Chair King thanked Mr. Mosher for his comments.

8) ADJOURNMENT – 5:46 p.m.

Submitted by: *Jerry King*
Approval of Minutes