

CITY OF NEWPORT BEACH

Board of Library Trustees Meeting Minutes July 21, 2014 – 5:00 p.m.

The agenda for the Regular Meeting was posted on July 16, 2014, at 11:05 a.m. on the City Hall Electronic Bulletin Board located in the entrance of the City Council Chambers at 100 Civic Center Drive; at 11:35 a.m. on the City's website, and at 12:05 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** – Chair Johnson-Tucker called the meeting to order.

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

Trustees Present: Chair Jill Johnson-Tucker, Vice-Chair Jerry King, Robyn Grant, and John Prichard

Trustees Absent: Secretary Eleanor Palk

Staff Present: Library Services Director Tim Hetheron, Library Services Manager Dave Curtis, Support Services Coordinator Melissa Kelly, and Administrative Support Specialist Elaine McMillion

3) **PUBLIC COMMENTS**

Jim Mosher noted that a very important agenda item is on tomorrow's City Council meeting agenda. He noted the difficulty for public to comment on agenda items before knowing what they are going to be. He complimented staff on the recommendation to remain open during the holidays noted on agenda item B.6. *Proposed Library Closures for Winter Holidays 2014.*

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

Motion made by Vice Chair King and seconded by Trustee Prichard and carried (3-0-1-1) to approve the minutes of Monday, June 16, 2014.

AYES: King, Grant, Prichard

NOES: None

ABSTENTIONS: Johnson-Tucker

ABSENT: Palk

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.*

Chair Johnson-Tucker commented on how nicely the comments are handled by staff and Trustee Grant noted that it is nice to see the positive comments as well. Trustee Prichard asked for clarification on the Consent Calendar items and the Board of Library Trustees Monitoring List.

Motion made by Trustee Prichard and seconded by Vice Chair King and carried (4-0-0-1) to approve the Consent Calendar Items as presented.

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

B. ITEMS FOR REVIEW AND POSSIBLE ACTION

1. Election of Board of Library Trustees Officers

Chair Johnson-Tucker began by thanking the Board for allowing her to serve as Chair for the past two years. Vice Chair King nominated Trustee Grant to serve as Chair, Trustee Prichard to serve as Vice Chair, and Secretary Palk to remain as Secretary on the Board of Library Trustees for the 2014/2015 Fiscal Year.

Motion made by Trustee King and seconded by Trustee Johnson-Tucker and carried (4-0-0-1) to accept the nominations as noted.

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

Previous Chair Johnson-Tucker passed the gavel to newly elected Chair Grant.

2. Selection of Board of Library Trustees Liaisons

Selections were made as follows: Vice Chair Prichard to replace Chair Grant as liaison to the Library Foundation, Trustee Johnson-Tucker to remain as liaison to the Friends of the Library and Secretary Palk to remain as liaison on the Distinguished Speaker Lecture Series (DSL) Committee. Chair Grant noted that the Foundation meets the second Monday of every month in the Friends Meeting Room at 5:00pm.

Motion made by Trustee King and seconded by Trustee Johnson-Tucker and carried (4-0-0-1) to accept selection of the Board of Library Trustees as noted, to serve as liaisons to the Library Foundation, Friends of the Library and DSLS Committee.

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

3. Donation Acceptance from Newport/Mesa ProLiteracy

Support Services Coordinator Melissa Kelly began by explaining that the Newport/Mesa Pro Literacy is the Board that works with the NBPL Literacy Program. The funds received fund salaries for the two part time staff members, events, materials, and supplies. If this donation is approved it will be allocated through a staff report presented to City Council at a September meeting. Chair Grant asked for clarification on funds that are raised for the Literacy Program. Melissa Kelly further clarified the allocation process of the resources received for the Literacy Program through grants, donations and fund raising programs.

Motion made by Trustee King and seconded by Vice Chair Prichard and carried (4-0-0-1) to accept the \$35,000 donation as presented.

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

4. Donation Acceptance from the Newport Beach Public Library Foundation

Melissa Kelly explained that this donation collected through the NBPL Foundation from various donors is the remaining amount of donor-restricted funds received throughout the fiscal year ending June 30, 2014. The allocation of this donation will be made as specified in the attached letter.

Motion made by Trustee King and seconded by Trustee Johnson-Tucker and carried (4-0-0-1) to accept the \$19,495 donation as presented.

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

5. Proposed Library Closures for Winter Holidays 2014

Library Services Manager Dave Curtis noted that as noted in the staff report the proposed closures if approved would have minimal impact on Library users and would still provide the appropriate staffing levels. Closure history for the past years was provided and plenty of time would be provided to notice the public of the closure through E-blasts and on the Library website. In addition to the normal City closures; half-day on Wednesday, December 24, and all day on Thursday, December 25, staff proposes closing the Balboa, Corona del Mar and Mariners branch libraries all day on Friday, December 26. The Central Library would remain open from 9:00 a.m. - 6:00 p.m. On Monday, December 29, Central, Balboa and Mariners would close at 6:00 p.m. (Corona del Mar is always closed on Mondays). On Tuesday, December 30 all four locations would close at 6:00 p.m.

Motion made by Trustee Johnson-Tucker and seconded by Vice Chair Prichard and carried (4-0-0-1) to approve library holiday closures as specified in the written staff report.

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

6. Statistical Comparison Report of Regional Public Libraries

Library Services Manager Dave Curtis presented a report of peer libraries and noted the statistics that are common measures of these libraries to those of the Newport Beach Public Library (NBPL). The differences and similarities for each of the eight locations were presented and included population, staffing, budget, collection expenditures including print materials, databases and electronic book, and expenditures per capita. Circulation, reference transactions, library visits, and programs and program attendance, statistics were noted and discussed. He gave more detailed explanations for each of the presented categories for the Carlsbad City Library, in which he most recently worked at as Library Services Manager prior to being hired by the City of Newport Beach. The comparison of the Carlsbad City Library's coffee service and bookstore to the NBPL's were also discussed.

Chair Grant asked to include this as an annual agenda item on the Board of Library Trustees Monitoring List. Trustee Johnson-Tucker asked that staff present a report at a future meeting showing comparable libraries' meeting auditorium capacity, programming and cost.

The written staff report statistics were obtained through the *Institute of Museum and Library Services and the Census* at: <https://harvester.census.gov/imls/compare/Index.asp> from 2012, the latest date available at this time.

C. MONTHLY REPORTS

1. Library Services Director Report

Director Hetherton reported that Library Services Manager Curtis has made positive strides which have increased the media lab usage. The sound lab is fully operational and some aesthetic work will be done in this area to help improve sound lab usage. Approximately 3,000 people attended the Shakespeare in the Park performances this past weekend held in the Bonita Canyon Sports Park. The Library's marketing has been very beneficial. There has been a steady ebb and flow of customers with many people using the quiet study areas. Dave Curtis noted that on Friday, August 15 the Central Library parking lot will be resealed and slurry coated so the Civic Center parking structure will need to be utilized for Library parking that day. Signage and adequate and timely notification will be made. Vice Chair Prichard asked if there were any updates on the space across from the Bistro, and staff reported that there is nothing new to report.

2. Friends of the Library Liaison Report

Chair Johnson-Tucker reported that the Friends discussed the idea of using the space across from the Bistro at their last meeting. They will be holding their annual pot luck for Board members-only at their next meeting.

3. Library Foundation Liaison Report

Chair Grant reported that she was in attendance at the July 7 Newport Beach Public Library Foundation (NBPLF) board meeting and noted that they are a fabulous group and they are looking into ways in which to provide more funds for the Library. The NBPLF discussed individual fund raising and group related fund raising. A request was made to have each of the NBPLF board members provide Foundation Executive Director Tracy Keys with the names of five potential donors. Tracy is busy running the Foundation and needs more time for fund raising, and providing these names would help. The disbursement of the Library wish list funds and whether or not to fund the total at the beginning or throughout as the funds are needed was also discussed. Tim Hetherton explained the importance of receiving the funds up front as proposed to waiting to receive the funds. This would enable the Library to remain more flexible in providing services for Library customers. In some instances, such as the Making

Memories program, the NBPLF provides funds at the beginning and then the funds that are earned from the program go right back to the NBPLF. NBPLF board members were encouraged to invite potential sponsors for the DSLS series to the next DSLS Committee meeting to be held on August 21.

4. DSLS Liaison Report

No report given. Trustee Palk was absent and Vice Chair Prichard did not attend the most recent meeting.

5. CdM Branch and Fire Department Planning Committee Liaison Report

Trustees Johnson-Tucker and King attended a meeting with Library Services Director Hetheron, Library Services Manager Curtis and Support Services Coordinator Kelly. Five of the total request for proposals which were received from architects, were chosen for review. After they are reviewed individually by each committee member then the committee members will discuss together at their next Committee meeting. The City of Newport Beach Public Works Department received all of the proposals and then prepared a checklist for committee members to use in reviewing them. Having two Library Board of Trustees and pertinent Library staff involved will help provide a thorough overview of what the Library would like to see emanate from this project and which would also better serve Library customers. Chair Grant suggested that a more formal report be presented by this committee at the Board of Library Trustees meetings. Trustee King offered to talk with the Corona del Mar Resident's Association which is comprised of over thirty residents groups to see what the community values in a library. Vice Chair Prichard agreed to attend these meetings in place of Trustee Johnson-Tucker if needed for any future committee meetings. Trustee King will take the lead for the Board on this committee. Discussion continued on clarification in facilitating meetings with the City and it was stressed that the Board not get ahead of the City on this project. Director Hetheron will contact the City personnel in charge of this project to see if it would be appropriate to include a link on the Library's website to obtain public comment on this project.

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)

The Board requested that staff prepare a peer monitoring report as an annual agenda item forward from 2013, since the report given at this meeting was through 2012, and also include information on other libraries' meeting spaces.

7) PUBLIC COMMENTS ON NON-AGENDA ITEMS

Mr. Mosher complimented the Mariners Branch Library staff and felt it was a nice touch that they placed extra copies of newspapers they had received on a table, marked free for the public. He noted that it would be useful for editions of the Newport Beach Independent "Indy" to be available to the public also. He suggested that when the library is closed to the public that they make access to Wi-Fi available. He suggested the Board prepare a written report on the *CdM Branch and Fire Department Planning Committee Liaison Report* so that the public would be able to review it prior to the meeting and be prepared to make comment if they wished.

8) ADJOURNMENT – 6:18 p.m.

Submitted by: Robyn Grant

Approval of Minutes