

CITY OF NEWPORT BEACH

**Board of Library Trustees
Meeting Minutes
February 17, 2015 – 5:00 p.m.**

CONVENED AT 5:00 p.m.

1) **CALL MEETING TO ORDER** – Chair Robyn Grant called the meeting to order.

2) **ROLL CALL** – Roll call by Chair Robyn Grant

Trustees Present: Chair Robyn Grant, Secretary Eleanor Palk, Jill Johnson-Tucker, Jerry King

Trustees Absent: Vice Chair John Prichard

Staff Present: Library Services Director Tim Hetheron, Library Services Manager Dave Curtis, Support Services Coordinator Melissa Kelly, Branch and Youth Services Coordinator Debbie Walker, Adult Services Coordinator Natalie Basmaciyan, Librarian Allen Kesinger, Administrative Support Specialist Elaine McMillion, NBPL Foundation Executive Director Tracy Keys, City Engineer/Deputy Public Works Director Mark Vukojevic

3) **PUBLIC COMMENTS**

Jim Mosher referenced the announcement read under Public Comments noting that the same announcement is included in the agenda for the Coastal Tidelands and Water Quality Committee and commented on the importance of allowing public comments on all items as the meeting progresses. Additionally, he commented on Item B.4 noting that the Library has downloadable materials on its website that can be accessed freely, but stated that the page is becoming harder to find. He commented on downloadable materials for the blind and disabled. Regarding Item B.5, he noted that it is difficult to ascertain whether a budget is good or not, without knowing what goes into the items for the various allocations in detail.

4) **APPROVAL OF MINUTES** – *Draft January 20, 2015 Minutes*

Chair Grant referenced corrections to the minutes submitted, in writing, by Mr. Mosher.

Motion made by Trustee King and seconded by Trustee Johnson-Tucker and carried (4-0-0-1) to approve the minutes of January 20, 2015, as referenced.

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

5) **CURRENT BUSINESS**

A. CONSENT CALENDAR

1. **Customer Comments** - *Monthly review of evaluations of library services through suggestions and requests received from customers.*

Chair Grant commented positively on how staff responds to customer comments. She thanked staff and customers for their participation.

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.*

Discussion followed regarding getting an update of City Council policy revisions with respect to the Library. Library Services Director Tim Hetheron reported that they were presented to the Board prior to City Council but indicated he would be happy to bring the matter back for the Board's consideration.

Discussion continued regarding the Corona del Mar Library and Library Services Director Hetheron suggested holding a study session to discuss some of the issues related to the Corona del Mar branch, in May, at 4:00 PM, prior to the regular meeting at 5:00 PM.

Brief discussion followed regarding conclusion of the survey and the possibility of implementing another one. Discussion continued regarding the possibility of scheduling a special meeting, in March, rather than a study session. Chair Grant will work with staff to determine an appropriate date for a special meeting. She added that Mr. Mosher requested adding an occasional review of the City's emergency plan to the Monitoring List. It was noted that it will be added in May.

Motion made by Trustee King and seconded by Secretary Palk and carried (4-0-0-1) to approve Consent Calendar Items as presented and discussed and with a revised schedule to the Board of Library Trustees Monitoring List.

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

B. ITEMS FOR REVIEW AND POSSIBLE ACTION

1. **Corona del Mar Branch Project Update** - *Public Works staff will give an update of recent activities pertaining to the proposed Library/Fire Station joint facility in Corona del Mar. (Committee liaisons: Vice Chair Prichard, and Trustee King)*

City Engineer/Deputy Public Works Director Mark Vukojevic provided a status update of recent activities relative to the Corona del Mar Library and Fire Station including awarding a design contract for an architect to design the Library and the Fire Station. He addressed the evaluation process, the subject sites, parking, a shared-lobby concept, floor plans, access and the length of time for the shutdown and teardown. He reported that the City has not budgeted for a temporary library during construction, but only for the Fire Station. He added that most of the cost of this project is related to the Fire Station and addressed the old versus new square footage.

Library Services Director Hetheron added there will be shared spaces so that usable space will not be lost.

Trustee King noted that many residents are unhappy with what is happening, as no consideration is being given to what they desire in terms of space.

Chair Grant stated that further discussion regarding that issue would be appropriate in March and noted the importance of having a Council Member attend that meeting.

City Engineer/Deputy Public Works Director Mark Vukojevic reiterated that the award of the design contract will be heard by Council at its March 10th meeting. The project will not be out to construction until the end of 2015 or beginning of 2016.

Trustee King asserted that locals will most likely begin using the Central Library.

City Engineer/Deputy Public Works Director Mark Vukojevic reported that the branch will be in operation until the end of this year and that interested groups will be involved throughout the process and he addressed the various reviews the project will have. He added that if the Board feels the square footage allowed for the Library is too small, they should provide input to Council.

Chair Grant suggested that residents express their comments directly to Council and Trustee King offered to call residents to advise them so they can have opportunities to address Council. Trustee King stated he would be happy to receive information to disseminate to residents.

City Engineer/Deputy Public Works Director Mark Vukojevic suggested that the public focus on specific issues which will be brought to Council at future meetings.

Discussion followed regarding the possibility of building two stories for the Library for meeting space such as Story time for children. It was noted that two stories would add to the complexity of the project. Discussion continued regarding access for the elderly, the popularity of meeting rooms at OASIS and the benefit of having a meeting room for CERT training.

Chair Grant recommended that Library users submit specific comments, in writing, to Council. She thanked City Engineer/Deputy Public Works Director Mark Vukojevic for his report and invited him to return, at any time, or an update.

2. **Arts & Cultural Update** - *City Arts Commission Chair Rita Goldberg will provide the annual update on the City Arts Commission's programs and activities.*

City Arts Commission Chair Rita Goldberg provided the annual update on the City Arts Commission's programs and activities. She distributed an update of the schedule and addressed creation of an Arts Master Plan and the Sculpture Garden, among other activities.

Discussion followed regarding permanent sculptures in the Sculpture Garden versus the Temporary Sculpture Program.

City Arts Commission Chair Goldberg explained the process, noting that another call for entry will be issued to double the amount of sculptures in the Garden and that the exhibit will be fresh and rotating. She noted there are opportunities to purchase those sculptures and donate them to the City.

Discussion followed regarding development of a computer application with information regarding the City's public art.

Additionally, she addressed a new Ad Hoc Committee that will focus on collaborative needs, outreach and will be involved with private businesses and philanthropists.

3. **Review of Library Expansion Donor Wall Naming / NBPL Foundation** - *NBPL Foundation Executive Director Tracy Keys will provide an update.*

NBPL Foundation Executive Director Tracy Keys provided an update including the naming of the reading area in honor of Dr. and Mrs. Charles Turner, who made a donation to the Foundation in the amount of \$100,000. The reading area will be named, "The Charles and Susan Turner Reading Area". She added that Dr. Turner was the former Chief of Staff at Hoag Hospital and became involved with the Library through the Saturday lectures.

Discussion followed regarding other naming opportunities for donors.

4. **Downloadable Services** - *Staff will give an overview of downloadable services.*

Adult Services Coordinator Natalie Basmacyan presented an overview of downloadable functions noting that some tasks have been reorganized, that customer feedback has been good and that people can now be directed to one site for all of their downloadable needs. She added that A to Z databases were added in July which are more consumer friendly than Reference USA. Additionally, the *Consumer Reports* database has been incorporated. Adult Services Coordinator Basmacyan addressed consideration of a downloadable music service, Overdrive, a downloadable e-book service, in Spanish and Chinese, downloadable videos, and the rollout of twelve new circulating Nooks.

Discussion followed regarding availability of help sheets for first-time users of functions and services, providing more copies of new releases, the reservation process and the availability of books listed in the *New York Times* books list.

5. **2015-2016 Proposed Budget for Library Services** - *Staff will present the proposed budget for fiscal year 2015/16 as discussed at the January 20, 2015 meeting for review and approval.*

Support Services Coordinator Melissa Kelly commented on changes made since last month including the addition of salaries and highlighted areas with major changes. She addressed changes to PERS contributions and the Corona del Mar budget.

Discussion followed regarding how Foundation gifts can affect the budget, the "wish list", monitoring and showing gifts received from the Foundation, providing a wrap-up of the previous year at the end of the fiscal year and showing actual and amended budgets.

Motion made by Trustee Johnson-Tucker and seconded by Secretary Palk and carried (4-0-0-1) to approve the budget as presented and discussed and to forward it to City Council for review.

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

6. **Display and Distribution of Materials in Library Policy** - *Staff will present the revisions to this policy and submit them to the Board of Library Trustees for approval.*

Library Services Director Hetherton commented on revisions to the aforementioned policy. He stated that the demand from organizations is non-existent and that the time needed for staff to delineate what supports the mission and what does not is not a good use of staff time. He added that it is better to provide an equitable basis for people to display materials. He stated that the existing policy works best and referenced changes as shown in the red-lined version within the report. He commented on including available Federal and State publications and presented recommendations.

Discussion followed regarding adding signage to the area and adding shelf space for free newspapers.

Motion made by Secretary Palk and seconded by Trustee King and carried (4-0-0-1) to adopt the Display and Distribution of Materials in Library Policy as revised and presented.

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

7. **Proposed Library Closure/Availability for July 4th Holiday** - *July 4th will fall on a Saturday this year (2015). As a result, most City departments will observe the Holiday on Friday July 3rd. The Library proposes to remain open on July 3rd and to close on July 4th for the observance of Independence Day.*

Library Services Director Hetherton presented the item for the Board's consideration.

Brief discussion followed regarding accommodating other holidays.

Motion made by Secretary Palk and seconded by Trustee Johnson-Tucker and carried (4-0-0-1) to accept that the Library remain open on July 3rd and close on July 4th for the observance of Independence Day.

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

C. MONTHLY REPORTS - *No written reports created prior to the Board of Library Trustees Meeting*

1. **Library Services Director Report** - *Report of Library issues regarding services, customers and staff.*

Library Services Director Hetherton provided a summary of demographics in Corona del Mar and statistics relative to the use of the Corona del Mar Branch Library. He addressed circulation, size of the collection, programs and continuation of services upon closure. Additionally, he addressed the proposed library square footage, making the space work and encouraging community members to speak at community and Council meetings. He reported speaking with the Community Development Department and noted that they approve a display area across from the Bistro. He will provide updates to the Board in March and every month thereafter.

Discussion followed regarding maintaining flexibility for non-art-related events and displays and it was noted that the exhibit space is not just for art displays. Mr. Hetherton will present a proposal to the Board at its March meeting.

2. **Friends of the Library Liaison Report** - *Trustee King's update of the most recently attended Friends of the Library Board meeting.*

Trustee King reported there is no update to present at this time.

3. **Library Foundation Liaison Report** - *Trustee Jill Johnson-Tucker's update of the most recently attended Newport Beach Public Library Foundation Board monthly meeting.*

Trustee Johnson-Tucker reported that the NBPLFB retreat was cancelled last month. She stated that she will go to the next meeting which will be held next week.

4. **DSLIS Liaison Report** - *Secretary Palk's update of the most recently attended Distinguished Speakers Lecture Series Committee's monthly meeting.*

Secretary Palk provided an update of the Distinguished Speakers Lecture Series Committee meeting addressing past lectures, and noted that they were very successful and had food trucks, music, and poetry. She provided information on the upcoming lecture which will be held at the end of February. She added that current members will be suggesting new Committee members and reported that the 2016 slate is presently being discussed.

Trustee Johnson-Tucker announced a Library event on March 3rd comprised of Courtroom art. Mr. Hetherton noted that an e-blast will be sent and a press release will be sent to *The Pilot*.

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) - None

7) PUBLIC COMMENTS ON NON-AGENDA ITEMS

Jim Mosher commented on City Council Policies and availability of same on the City's website and in a book in the City Clerk's office. He asserted that Council does not have the power to veto Board of Library Trustee policies. Additionally, he reported that the Central Library is a member of a consortium of libraries, SLS, which met in Newport Beach last week. He suggested that the Board may want to learn more about the costs and benefits and synergy with that organization.

Carl Cassidy referenced Trustee King's prior comments and offered to contact residents in Corona del Mar to encourage them to provide input regarding the Corona del Mar Branch Library. He agreed with the need for meeting room space. He commented on separate accounting for the Library budget and support groups such as the Foundation.

8) ADJOURNMENT – 6:52 p.m.

Submitted by: *Robyn Grant*
Chair Approval of Minutes