

CITY OF NEWPORT BEACH

Board of Library Trustees
Meeting Minutes
March 16, 2015 – 5:00 p.m.

CONVENED AT 5:00 p.m. at the Balboa Branch Library

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

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

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

Staff Present: Library Services Director Tim Hetheron, Library Services Manager Dave Curtis, Branch and Youth Services Coordinator Debbie Walker, Support Services Coordinator Melissa Kelly, Adult Services Coordinator Natalie Basmaciyan, Administrative Support Specialist Elaine McMillion, Balboa Branch Librarian Rebecca Lightfoot, Librarian II Melissa Hartson

3) **PUBLIC COMMENTS**

Jim Mosher commented on Item B-1, noting that he is not aware that the Board has seen any architectural concepts. He addressed Item B-2 and suggested increased budget spending to advertise the matter and letting residents know that the Board is open to receiving public input. Regarding B-4, he commented on City Council policies and made suggestions regarding the Board of Library Trustees approval of specific policies.

4) **APPROVAL OF MINUTES** – *Draft February 17, 2015 Minutes*

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

Motion made by Secretary Palk and seconded by Trustee Johnson-Tucker and carried (4-0-1-0) to approve the minutes of February 17, 2015, as corrected.

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

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.*

Discussion followed regarding adding a review of the City Emergency Plan in May, to the monitoring list, and it was noted that the topic is static and does not need to be added to the list. A presentation will be provided in May, but an annual review is not needed. A suggestion was made to address only those items that relate to the Library and not necessarily City-wide and Trustee King asked for excerpts of the plan, in advance, with the meeting packet for the meeting in May.

It was noted that part of the Library plan dovetails into the City plan.

Discussion ensued regarding Page 15 of the staff report relative to circulation and customer service, month-by-month versus yearly and why these trend down, month-by-month.

Motion made by Trustee Johnson-Tucker and seconded by Secretary Palk and carried (5-0-0-0) to approve the Consent Calendar, as discussed.

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

B. ITEMS FOR REVIEW AND POSSIBLE ACTION

1. **Corona del Mar Branch Project Update** –*Staff will provide 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)*

Library Services Director Tim Hetheron reported that the design plan for both the Library and the Fire station will be considered by City Council on March 24, 2015. He added that it will be a 2,500 square foot footprint and subject to input from the Library Board, staff and residents.

Discussion followed regarding the possibility of holding a future meeting of the Board at the Corona del Mar Library to obtain public input and the need to merge into meetings already scheduled.

Library Services Director Hetheron reported that part of the design plan includes community engagement. He stated he will return in April with a report on the process noting that the Board will be involved and addressing next steps. He added that the architects meeting will be with stakeholders and that, in April, he will report on how the plan will be executed.

Trustee King reported that he understands there will be no external architectural changes to the existing buildings and commented on practices relative to the selection of an architect. He noted there hasn't been an opportunity for residents to talk to architects or City Council. He added there is a lot of dissatisfaction in the process. He commented on a reluctance to open up the process.

Chair Grant reported that this was discussed at the last meeting and encouraged those interested in the topic, to attend the upcoming City Council meeting and make comments at the meeting, adding that is the way the system works. She encouraged Trustee King to attend the next meeting of the Corona del Mar Residents Association and remind them to attend the City Council meeting on March 24th.

Library Services Director Hetheron stated that hopefully, this will get approved at the next Council meeting and then the process will start. He addressed challenges, in terms of the size of the parcel, but reported that the outer façade of the building will be made "Corona del Mar-appropriate" and will fit in with the architecture. He commented on programming space and the need to use space, efficiently and wisely.

2. **Balboa Branch Update** – *Branch Librarian Rebecca Lightfoot will present the annual update on Balboa Branch activities.*

Balboa Branch Librarian Rebecca Lightfoot presented a staff report addressing staff, milestones, donations from the Foundation, replacement of furniture, new trees and replacement of the emergency stairwell.

Brief discussion followed regarding ADA access, the possibility of developing a storage area for historical materials, branch programs and community feedback.

Discussion followed regarding posting information regarding upcoming meetings of the Library Board at the front desk and facilitating either in-person or written public comments.

3. **Media Suite Update** – *Staff will report on Media and Sound Lab usage, resources, and management.*

Adult Services Coordinator Natalie Basmaciyan provided a staff report addressing prior open house sessions, the number of Sound Lab sessions since the open house, types of groups using the Sound Lab and next steps, equipment, changes in Media Lab hours, classes, encouraging teen use of the labs and media and outreach.

Members of the Board commented positively on the materials provided.

4. **Library Material Selection** – *Librarian II Melissa Hartson will provide the annual update on Collection Development activities.*

Librarian II Melissa Hartson presented a report addressing Collection Development policies, types of materials acquired, evaluation of donated materials, review journals consulted and other criteria assisting in selection of materials. She addressed the acceptance of patron requests, purchase alerts, working within the Library budget, components of the budget, purchasing and ordering of materials, updating materials and determination of what to withdraw from collections.

Discussion followed regarding the availability of space and probable physical limitations, continual removal of outdated materials to make space for new materials, periodicals and magazines, and making journals available for patrons.

Melissa Hartson reported on the availability of a journal base providing access to many types of magazines, journals, thesis papers, peer-review journals and articles and specific periodicals.

Discussion continued regarding the use of e-book services.

5. **Community Gallery on 2nd Floor Expansion** - *Staff will report on the planning and management of the proposed exhibit space on the 2nd Floor expansion.*

Library Services Director Hetherington reported that the Community Development Division has approved the use of exhibit space on the 2nd floor expansion and commented on use of the storage area adjacent to same. He announced a contest to name the space and reported that it will go live in November, 2015. He will continue to provide a monthly update to the Board.

Brief discussion followed regarding the possibility of having a Library store.

6. **Discussion of an Auditorium** – *Trustee Johnson-Tucker will report on the Library Foundation visit to the San Diego Central Library auditorium, and discuss the potential of planning an auditorium at the Newport Beach Central Library site.*

Trustee Johnson-Tucker provided an overview of a recent trip by the Library Foundation to the San Diego Central Library Auditorium and spoke regarding the possibility of planning one for the Newport Beach Central Library site. She suggested exploring the topic with stakeholders and residents.

Discussion followed regarding capacity, required square footage, the possibility of establishing a public/private partnership for funding, the need to consider parking, the possibility of establishing a committee to review the matter, City guidelines regarding naming of facilities and whether the matter was considered prior to all of the new work being done. Brief discussion followed regarding the possibility of expanding the Friends Room for use as an auditorium.

Vice Chair Prichard offered to work with Trustee Johnson-Tucker, in a Sub-committee, regarding this matter, as necessary.

Discussion followed regarding whether or not to add the matter to the Monthly Reports portion of the agenda. It was noted that Trustee Johnson-Tucker will inform staff if a report will be provided.

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 Hetherington reported on the recent Santiago Library System (SLS) meeting and addressed items considered and discussed. Additionally, he reported presenting to Angelitos de Oro, regarding the Library and the Sculpture Exhibition. He addressed input he provided to the Orange County Register and referenced a resulting article and reported establishing a relationship with San Jose State University for interns to work on a special project relative to Sherman Gardens. He commended the Library Administrative Team for their work and efforts.

Discussion followed regarding incorporating the Sherman Gardens catalogue into the Central Library catalogue and borrowing collections from them for display at the Central Library.

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

No report was provided 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 on the most recent meeting of the Foundation Board and addressed items discussed.

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 overview of the most recent DSLIS Committee meeting.

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)

Chair Grant reiterated placing a report from Trustee Johnson-Tucker regarding the matter of an auditorium and discussion of the Emergency Plan, in May.

7) PUBLIC COMMENTS ON NON-AGENDA ITEMS

Jim Mosher commented on the Collection Development policies. He noted that they do not have a date nor is it identified as to how to approve them. He spoke regarding collections in the City including Nautical and History collections and suggested the possibility of building a separate new area for same.

8) ADJOURNMENT – 6:34 p.m.

Submitted by: *Robyn Grant*
Chair Approval of Minutes