

CITY OF NEWPORT BEACH

**Board of Library Trustees
Meeting Minutes
April 20, 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, Vice Chair John Prichard, Secretary Eleanor Palk, Jill Johnson-Tucker, Jerry King

Staff Present: Library Services Director Tim Hetherton, Library Services Manager Dave Curtis, Administrative Support Specialist Elaine McMillion, Support Services Coordinator Melissa Kelly, Youth Services and Branch Coordinator Debbie Walker, Adult Services Coordinator Natalie Basmacyan, Marketing Specialist Katherine Mielke, Principal Civil Engineer Fong Tse, Deputy Public Works Director Mark Vukojevic

3) **PUBLIC COMMENTS**

Elizabeth Stahr noted some Corona del Mar history and the reason she is in attendance.

City Arts Commission Vice-Chair Arlene Greer introduced herself and announced the upcoming City Art Exhibition and noted that the Commission is seeking artists for this event.

Karen Carlson expressed her support for what Elizabeth noted. She also noted her concerns regarding the viability and size of the Corona del Mar Library. She noted the growth of children's programs and that the Library is a tremendous resource for the City. She commended staff and stated she was hoping for a pet-friendly area or patio at the Corona del Mar Library.

Bruce Beardsley, a Corona del Mar Residents Association board member, introduced himself.

Jim Mosher hoped that the public would have additional opportunities to comment and address the Board about the Corona del Mar Branch after the report is given. He noted in Agenda Item 5) A.3. Expenditure Status Report as an example the Advertising & Public Relations expenditures line item and the confusing way it tracks the money spent each month. He suggested that staff revise this report to show the actual period expenditures in that column. He spoke regarding the Corona del Mar Branch and suggested that staff research innovative library designs, online. He added that he would like to see the integration of inside and outside even though it's a small space with windows and ambient light.

The Board agreed to allow additional public comments after Agenda Item B.1. has been presented.

4) **APPROVAL OF MINUTES** – *Draft March 16, 2015 Minutes*

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

Motion made by Vice Chair Prichard and seconded by Trustee Johnson-Tucker and carried (5-0-0-0) to approve the minutes of March 16, 2015, with revisions as noted in the written public comments.

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

ABSTENTION: None
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, including Friends of the Library and Foundation donations.*
4. **Board of Library Trustees Monitoring List** - *List of agenda items and dates for monthly review of projects by the Board of Library Trustees.*

Support Services Coordinator Melissa Kelly explained the Expenditure Status Report noting that the City looks at expenditures by accounting period. She added that the City will be changing to a new system in July 2015 and that Library staff does not have to use "canned" reports but may be able to develop a more-appropriate system of reporting.

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** – *Kelley Needham of WLC Architects will discuss the planning and design process of the Library/Fire Station joint facility in Corona del Mar. (Committee liaisons: Vice Chair Prichard, and Trustee King)*

Deputy Director of Public Works Mark Vukojevic reported that the City recently awarded the design contract to WLC Architects and that originally, Mr. Needham of WLC Architects was scheduled to present but was unable to attend tonight's meeting. He will therefore, be scheduled for a future meeting. Deputy Director of Public Works Vukojevic added that the plan is to present to the Board and subsequently schedule community meetings for increased outreach.

Brief discussion followed regarding the schedule presented during the last City Council meeting and other opportunities for the public to provide feedback.

Trustee Johnson-Tucker hoped for an increase in the proposed size with an upstairs loft, a second floor, an outdoor area and that it fit with the neighborhood, aesthetically.

Karen Carlson asked regarding the relationship, in terms of design, of the Library and the Fire Station.

Vice Chair Prichard commented on parking and the allocation of space.

Discussion followed regarding maximizing all available parking, the possibility of additional parking spaces, the Library being a "pedestrian" library, parking encroachment by local businesses, bank parking, current parking restrictions, the proposed shared lobby, public restrooms and a waiting area. It was noted that the shared lobby may be wasted space.

Trustee King commented on the need for a second floor for support facilities and the importance of meeting City codes. He opined that the City should be an example in meeting Code requirements for its facilities.

Discussion followed regarding exterior stairs in the back and the possibility of using that space for the Library and a requirement to have a certain percentage for open space.

Chair Grant opened public comments.

Karen Carlson encouraged the use of funds for the Corona del Mar Library and stated that Corona del Mar is a walking community. She added that she has never had a problem with parking and spoke in support of having a second-floor loft for the Library as well as an outside area. She encouraged increasing light and windows as well as keeping the design comparable to the neighborhood.

Elizabeth Stahr commented on beach houses in Corona del Mar and commented on changes to the area in terms of increased traffic and the need for more parking.

Jim Mosher commented unfavorably on the facade of a library designed by WLC Architects in the City of Anaheim. He commented positively on their Children's Theater and offered his opinion regarding other library facilities presented as examples. Additionally, he commented on the proposed site plan.

Bruce Beardsley, a retired Fire Captain, commented on the proposed design and noted that there are features that are pertinent in a Fire Station that are lacking in the proposed design. He commented on elements needed for the safety of equipment and fire fighters and felt there is a lot of information missing.

Deputy Director of Public Works Vukojevic reiterated that a thorough presentation will be provided to the Board, next month, and noted that the Board's June meeting will be held at the Corona del Mar Library.

It was noted that every time a library is improved, use increases.

Trustee King suggested that staff distribute printed documents, before the next meeting, so that Trustees can have the opportunity to study them prior to the next meeting. Additionally, he suggested stamping the plans as "preliminary" so that readers may understand that it is a work in process.

Support Services Coordinator Melissa Kelly suggested developing preliminary plans for the public to review.

Deputy Director of Public Works Vukojevic addressed next steps.

Trustee King commented on the changing demographics for the area and the importance of getting as much outside input as possible.

Library Services Director Tim Hetherington reported that Mr. Needham will present to the Board in May and commented on trying to get as much community input as possible.

2. **Marketing Update** – *Library Marketing Specialist Katherine Mielke will present an overview of NBPL marketing activities for 2015.*

Marketing Specialist Katherine Mielke provided an overview of Newport Beach Public Library marketing activities for 2015 and addressed library users, reaching the public, goals, and a summary of events,

cultural arts events, literacy events and major projects. The latter include the e-branch, Media Lab, Library Exhibit/Display, publicity, public relations, NBTv, printed materials, electronic marketing, social marketing and community outreach. She added that the Library has developed a lot of partnerships with different organizations and provided an overview of marketing goals for next year including a survey to obtain feedback regarding the Library website.

3. **Annual Wish Lists to Support Groups** – *Staff will present funding requests for the Friends of the Library and Newport Beach Public Library Foundation for Board approval.*

Library Services Manager Dave Curtis presented funding requests for the upcoming fiscal year for the Friends of the Library and Newport Beach Public Library Foundation. He explained the difference between what is listed under "support" and what is listed under "wish list".

Discussion followed regarding the requests made last year for each category.

Library Services Manager Curtis addressed expenditures to date, changes to the layout of furnishings, databases and expansions to the Media Lab, and details of additional requests.

Discussion followed regarding requests categorized as audio/visual.

Motion made by Secretary Palk and seconded by Vice Chair Prichard and carried (5-0-0-0) to accept the wish list for the Friends of the Library and the Library Foundation, as presented.

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

4. **Acceptance of Art** - *The City Arts Commission requests that the Library accept two paintings donated from the Gene and Diane Dixon Crain collection for display in Central Library.*

Library Services Director Hetherington reported that Gene Crain is a local attorney and art aficionado who approached the Arts Commission offering to donate paintings by Rex Brandt and Joan Irving-Brandt, with the stipulation that they be displayed in a public area and identified in memory of Rex and Joan's daughter, Joan Scarborough and her husband, Clark Scarborough.

Discussion followed regarding whether these are to be donated to the City or the Library and whether there is a separate Library collection. Clarification was made that the paintings are being donated to the City for display in the Central Library and to be maintained by the City rather than the Library.

City Arts Commission Vice Chair Arlene Greer provided additional details of the donation process and the Crain's efforts promoting the arts in the City. She described the two paintings for donation to the City.

Discussion followed regarding the terms of the request, contents of the plaque, City policy relative to donations and acceptance of the art in perpetuity.

City Arts Commission Vice Chair Greer noted that the Arts Commission is planning a Joan Irving-Brandt Centennial Celebration in March, 2016.

Motion made by Secretary Palk and seconded by Vice Chair Prichard and carried (5-0-0-0) to recommend acceptance of two paintings donated from the Gene and Diane Dixon Crain collection for public display, in accordance to City Council Policy I-11 and as specified in the staff report, for presentation to and per approval by City Council.

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

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 commented on the development of retail space and reported there is a suitor that has expressed interest in leasing the space as a credit union and which would also provide an ATM. He stated that the matter will be placed on the agenda for the Board's meeting in May.

He provided an update on the restoration of "Seagulls in Flight" and reported speaking with representatives of Big Canyon Spy Glass on the Hill who commented positively on the Library and its services.

Director Hetherton announced the promotion of the Balboa Branch Librarian Rebecca Lightfoot to the Mariners Branch Librarian position.

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 was less than full attendance at the most recent Friends of the Library Board meeting and noted that book sales are well attended and profitable. There was discussion regarding donations and Trustee King thanked Library staff for providing the Friends with additional space for checking in and pricing their book donations, as this would free up much needed space in the bookstore workroom.

Discussion followed regarding the donation of 800 cookbooks from a local chef and which were priced and sold quickly.

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

Trustee Johnson-Tucker reported that the Foundation cancelled their meeting last month so there is nothing to report.

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 recent Distinguished Speakers Lecture Series Committee's monthly meeting and lectures. Additionally, she reported that some speakers for 2016 have already been chosen, and that the series is being referred to now as The Witte Lectures.

5. **Auditorium Planning Subcommittee** – *Trustee Johnson-Tucker's and Vice Chair Prichard's update on planning.*

Trustee Johnson-Tucker reported that the Committee has not met yet but that she has spoken with various people and suggested it may be time to consider doing a feasibility study.

Discussion followed regarding funds needed for a feasibility study, whether there is opposition or acceptance by City Council and the possibility of making a presentation to Council at a future meeting.

Library Services Director Hetherington reported he will write something up for the meeting in May with various funding options and for the Board's action at that time.

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)

Support Services Coordinator Melissa Kelly will present the City's new system for Expenditure Status Reporting in either May, June or July.

Additionally, the May agenda will include a report as discussed under C.5. above, for the Board to act on a request to approach Council regarding a feasibility study.

The June meeting of the Board will be held at the Corona del Mar Branch Library.

The May agenda will include a presentation by staff with details on the vacant space upstairs in the Central Library.

7) PUBLIC COMMENTS ON NON-AGENDA ITEMS

Jim Mosher spoke regarding the replacement of the Corona del Mar Library, but not the construction of a new lecture hall, being in the City's Facilities Financing Plan, and suggested displaying art in the Mariners, Corona del Mar and Balboa Branches as well as at Central.

Youth Services and Branch Coordinator Debbie Walker thanked Board Members who participated in the *National Library Week at Storytimes*.

8) ADJOURNMENT – 7:10 p.m.

Submitted by: Robyn Grant
Chair Approval of Minutes