

CITY OF NEWPORT BEACH

Board of Library Trustees Meeting Minutes May 18, 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 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 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, Principal Civil Engineer Fong Tse, Deputy Public Works Director Mark Vukojevic, Foundation Director of NBPL Tracy Keys

3) **PUBLIC COMMENTS**

Jim Mosher commented on the number of people in attendance regarding the replacement plans for the Corona del Mar Library and suggested allowing the public to comment on those plans after the architect has presented a report. He commented on Item B4 and expressed disappointment at the current proposal noting that the Board previously endorsed a more creative use of that space.

The Board agreed to allow public comments after the report on Item No. B1.

Karen Carlson, Corona del Mar, spoke in support of the expansion of the Corona del Mar Library noting the desire to at least, keep the Library at its existing size or more and to maintain its atmosphere and sense of community.

Linh Do, Corona del Mar, spoke in support of the expansion of the Corona del Mar Library and the importance to residents, of being able to walk to it. She stated there is sufficient parking and spoke positively regarding its programs.

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

Chair Grant referenced corrections to the minutes submitted, in writing, by Members of Commission and a member of the public.

Motion made by Vice Chair Prichard and seconded by Secretary Palk and carried (5-0-0-0) to approve the minutes of April 20, 2015, as corrected.

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.*

Chair Grant pointed out that as usual, customer comments have been positive and favorable. She commented regarding concerns with "holds" and thanked staff for addressing them.

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.*

Motion made by Vice Chair Prichard and seconded by Trustee Johnson-Tucker 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 and Public Works staff will give an update of recent activities pertaining to the proposed Library/Fire Station joint facility in Corona del Mar.*

Deputy Public Works Director Mark Vukojevic noted the attendance of Principal Civil Engineer Fong Tse and introduced Kelly Needham and Bill Louie, of WLC Architects, and deferred to them for a presentation.

Kelley Needham, WLC Architects, provided a PowerPoint presentation addressing a topographic survey, site layout, working closely with the Fire Department to ensure their needs are met, shared lobby, parking, and firefighter parking stalls, details of the Fire Station component, Library spaces, Library layout, and Library staff parking.

Trustee King expressed concerns whether the code is met relative to bathrooms and wondered why a second level was not considered for the Library. He stressed that he does not want to see a reduction in existing square footage. He suggested the need for additional bathrooms and expressed concerns regarding the functionality of the design and the evaluation and public input process.

Secretary Palk expressed similar concerns and commented on the feasibility of adding a second story to the existing Library. She noted the popularity of children's programs and the need for more rooms.

Trustee Johnson-Tucker commented positively on the proposed improvements. She spoke in support of adding a second story to the Library to use as a community room or for programming. She expressed concerns regarding the reduced number of stacks and opined that to reduce the square footage from what currently exists is short-sighted. Additionally, she suggested that it would be nice to have a children's bathroom inside the Library.

Vice Chair Prichard reported that, given the space concerns, it is important to share spaces with the Fire Department. He addressed outdoor spaces and spoke in favor of a second story. He expressed concerns with decreasing the square footage and its effect on the Library's collection, programming and staffing.

Chair Grant addressed the number of stacks and division between the children's area and adult area.

Mr. Needham reported on the number of stacks that will remain, that Library staff is seeing this report for the first time, and noted that stacks will be placed around the perimeter and that there will be an open children's area. He added that the current capacity will be maintained and that input is yet to be received from staff.

Chair Grant addressed shared restrooms and agreed with the possibility of adding a children's bathroom inside the Library. She liked the stroller parking area and expressed interest in the reading porch. In response to her inquiry, Mr. Needham reported that the reading porch area is an addition to the square footage. Chair Grant noted she favors the idea of adding a second story and wondered why it was not considered from the outset.

Discussion followed regarding the importance of getting input from staff, the feasibility of adding a second story and the need to consider cost and budget.

Deputy Public Works Director Vukojevic addressed City Council direction, cost and size, shared family restrooms, the proposed shared lobby and use of the outdoor environment. He added that staff could present a stack-by-stack comparison of the existing and the proposed Library as well as unusable/usable space.

Trustee King asked regarding direction given to reduce the square footage of the Library to give to the Fire Department and why public input was not considered. He expressed concerns with the "shared bathroom" process and noted that having staff bathrooms is important, but, not at the expense of serving the public. He commented on allocation of square footage and stated that residents may not like what is being proposed.

Trustee Johnson-Tucker asked whether consideration was given to adding a second story to the Library.

Mr. Needham responded that it was considered but the costs were prohibitive and the City does not currently have the budget for adding a second story to the Library.

Discussion followed regarding the need for a lobby for the Fire Station, the possibility of including the lobby in an office, benefits of sharing a community room with the Fire Station, meeting ADA requirements, the need to keep within the specific budget, and the additional costs of adding a simple second story.

Mr. Needham addressed the need for an elevator, stairs and adding heating/cooling for the space. He reported that the Fire Station is exempt, past the lobby, from ADA requirements.

Chair Grant opened public comments.

Joy Brenner referenced a copy of the minutes from a recent Friends of the Corona del Mar Library meeting. She commented on the importance of having a sink for crafts in the Library, offering plenty of storage space, on the contribution of a Rex Brandt mural and the possibility of adding it to the new Library in the construction process. She noted the need to maintain the ambiance of the existing Library and agreed with the benefits of adding a community room. She added that the exterior must fit in with the community architecture. She added that the Friends will be holding subsequent meetings and urged the Board to stay in contact with them. She suggested this would be a great place for the Rex Brandt Memorial Library and reported that the Principal at Harbor View Elementary discussed the idea of having

a space for elementary school students to work on projects. She agreed with the need for added space and a second story.

Chair Grant noted the attendance of Council Member Scott Peotter at the Friends of Corona del Mar meeting and addressed the importance of having open communication with City Council Members. She encouraged keeping that channel of communication open.

Ms. Brenner added that in discussions, Council Member Peotter addressed the possibility of fundraising and that a meeting has been scheduled with him as well as with Mayor Pro Tem Diane Dixon.

Chair Grant commented on the Rex Brandt mural and it was noted that the Arts Commission has an interest in the project.

In response to Trustee King's inquiry, it was noted that City staff is making plans to present to the various Corona del Mar Home Owner Associations.

Trustee Johnson-Tucker wondered if there is sufficient wall space to include the Rex Brandt mural.

Mr. Needham stated they would like to incorporate a piece of the mural into the Library construction.

Discussion followed regarding the size of the piece and possible locations of placement.

Wendy Salter noted the importance of the Library to Corona del Mar residents and regional visitors. She addressed the importance of not "short-changing" the Library, at this point, and spoke in favor of adding a second story and not hurrying through the process.

Elizabeth Stahr reported that her husband and she were asked by the Board of Library Trustees to help raise money for the existing Library; noting that the City wanted to see demonstration of public support through private donations. She suggested this could be done, again, if the City is not willing to help build a second story.

Jim Mosher spoke regarding the size of the proposed Library, existing constraints, whether the Fire Station is designed to maximize the Library area, suggested a tandem arrangement for Fire Department vehicles, the possibility of making parking more efficient, the importance for the public to have a concept of what the architect has in mind, creative use of windows and natural light, work room and patio areas, the need for an explanation of the details of the plan and other designs by WLC Architects.

A resident expressed concerns regarding use of the public restroom by beach-goers and suggested keeping the restrooms opening into the Library, as they are currently. She opined that the lobby space seems like wasted space and suggested a reconfiguration of the Fire Station desk space. She expressed support for a second story and suggested ensuring that the structure would accommodate a second story in the future.

Another resident commented on the shared restrooms and lobby.

Chair Grant closed public comments.

Members of the Board noted the need for additional work on the plan. The public was encouraged to attend the next City Council meeting to provide input and discuss the possibility of providing funding for a second story.

Discussion followed regarding the project timeline, providing a report at the Board's next meeting, the possibility of reconfiguring the restroom, considering different ideas and recommendations for the public to address City Council.

Library Services Director Tim Hetherington reported that the matter will not be on Council's next agenda but that the public could comment on non-agenda items or contact Council, directly, through the City's website.

It was noted that Council will be approving the City's final budget for 2015/2016 and the public could speak to that in terms of increasing the budget to allow for a second story.

Discussion followed regarding the budget process and the possibility of making improved technology available at the various Library branches, making technology more accessible/portable.

Chair Grant stated she looks forward to hearing more on the project next month.

2. **Newport Beach Public Library Emergency Response Plan** – *Staff will provide an overview of the Library's emergency response preparation, management, and operations.*

Support Services Coordinator Melissa Kelly referenced the staff report and addressed procedures set for staff to follow, during an emergency. She addressed staff training, an emergency response manual, evacuation plans and drills, participation in the City's overall emergency planning, dissemination of information to the public, dependency on the City's IT Department, backup of Library information, priorities in terms of securing people and the Library's collection, insurance, and, special collections.

Discussion followed regarding the possibility of staff being CERT trained, certification of staff through FEMA, CPR training, introducing new staff members through the process and procedures via orientation, posted signage, closing procedures and updating the BLT monitoring list and staff procedures.

It was noted this is not a Library policy, but rather a procedure/plan.

3. **Feasibility Study for Library Lecture Hall/Auditorium** – *Staff requests that the Board of Library Trustees approve a proposal from the Auditorium Planning Subcommittee to seek City Council funding for a study to examine the feasibility of constructing a lecture hall/auditorium on the Central Library site.*

Library Services Director Hetherington provided a staff report addressing the Friends room reaching capacity, the number of programs going on there, increased competition for the Friends room, potential ways to accommodate the needs, practices by other libraries, considerations and actions by the Auditorium Planning Subcommittee and requests made to City Council.

Trustee Johnson-Tucker added speaking with the Library Foundation and noted their approval for moving forward with the request.

It was noted that the project is worthy of a feasibility study. Discussion followed regarding options for consideration, the need for professional advice, the San Diego facility being rented out to area businesses, and the Newport Beach Witte Lecture Series.

Motion made by Secretary Palk and seconded by Trustee King and carried (5-0-0-0) to approve a proposal from the Auditorium Planning Subcommittee to seek City Council funding for a study to examine the feasibility of constructing a lecture hall/auditorium on the Central Library site.

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

4. **Retail Space on the Second Floor Expansion** - *Staff will request that the Board of Library Trustees recommend to City Council that the retail space on the second floor expansion be leased by the Credit Union of Southern California.*

Library Services Director Hetherton provided a staff report addressing background, options considered, original plans, benefits of the use, costs with changing the facility, and recommendations.

Trustee Johnson-Tucker commented unfavorably on the idea noting that she was excited with the idea of turning it into an art space or a store. She asked regarding consideration by the Arts Commission and use of the funds recently contributed by the Balboa Theater.

Library Services Director Hetherton reported that the money is targeted towards performing arts programming.

Trustee Johnson-Tucker stated she does not see the benefit of having a credit union occupy the space and suggested creating a use that is appealing to everybody and is attractive and desirable.

Brief discussion followed regarding the terms of the lease.

Vice Chair Prichard stated he will defer to the good judgement of staff.

Chair Grant commented on the desirability of having a use that is library or arts related but understood the economy of having a paying customer in there. She reported that it is not feasible to maintain an arts-related lease there. She added that she sees the need for City employees to have a credit union and noted it was part of the original plan for City Hall.

Discussion followed regarding challenges with Library staff in maintaining an arts-related use, being sensitive to the City's original intent and the availability of an ATM machine.

Trustee King spoke in support of a credit union and an ATM machine in the space.

Discussion followed regarding required action, public and staff opinions/support regarding the item and lease terms.

Library Services Director Hetherton reported the matter will be considered by City Council in July and that he will have a representative from the City's Community Development Department provide a report at the Board's meeting in June.

Chair Grant added that it would be helpful to invite Members of the Arts Commission to attend the Board's next meeting.

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 an update of Library activities including outreach to residents about the proposed Corona del Mar Library and activities and programming during the month of April. He reported that Tina Watson retired and addressed restoration of the "Seagulls in Flight" sculpture.

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

Trustee King provided an update of a recent meeting of the Friends of the Library and addressed topics discussed and actions taken including use of credit cards. Additionally, he reported that membership is up and that book sales continue to be very popular. Their next meeting will be on June 9th.

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 provided an update of the Library Foundation's recent Board meeting. She addressed topics considered including an update of the lecture series, the Library's wish list and the need for a lecture hall/auditorium.

4. **Witte Lectures Committee Liaison Report** - *Secretary Palk's update of the most recently attended Witte Lectures Committee's monthly meeting.*

Secretary Palk provided an update of the Witte Lectures Committee's monthly meeting including planning for next season, evaluations, suggestions for improving future lectures and an upcoming retreat. She reported she will be unable to attend their next meeting and Vice Chair Prichard offered to attend in her place. The meeting will be held on June 4th at 9:00 a.m.

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 noted next month will be a heavy agenda and listed items currently on same.

Library Services Director Hetherington stated that the Adult Services Update can be postponed until December 2015.

The June agenda will include an update on the Corona del Mar Branch Library, the Budget report, use of the Retail Space and consideration of the proposed changes to the Corona del Mar Library and Fire Station.

7) PUBLIC COMMENTS ON NON-AGENDA ITEMS

Jim Mosher commented positively on the Library's Emergency Plan, the importance of updating the plan in terms of protecting technology and agreed with Trustee Johnson-Tucker's comments regarding use of the retail space in the Library. Additionally, he commented on a recent meeting of the Friends of the Library and made suggestions regarding the visioning for the future.

- 8) **ADJOURNMENT** – 7:02 p.m.

Submitted by: Chair Robyn Grant
Approval of Minutes