

CITY OF NEWPORT BEACH

Board of Library Trustees
Meeting Minutes
June 15, 2015 – 5:00 p.m.

CONVENED AT 5:00 p.m. at the Corona del Mar Branch Library

1) **CALL MEETING TO ORDER** – Vice Chair John Prichard called the meeting to order.

2) **ROLL CALL** – Roll call by Vice Chair John Prichard

Trustees Present: Vice Chair John Prichard, Secretary Eleanor Palk, and Jerry King

Trustees Absent: Chair Robyn Grant, and Jill Johnson-Tucker

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 Basmaciyan, Principal Civil Engineer Fong Tse, Deputy Public Works Director Mark Vukojevic, Fire Chief Scott Poster, City Council Member Scott Peotter

3) **PUBLIC COMMENTS**

Vice Chair John Prichard invited public comments. There was no response and Vice Chair Prichard closed public comments.

4) **APPROVAL OF MINUTES** – *Draft May 18, 2015 Minutes*

Motion made by Secretary Palk and seconded by Trustee King and carried (3-0-0-2) to approve the minutes of May 18, 2015, as presented.

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

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.*

Motion made by Trustee King and seconded by Secretary Palk and carried (3-0-0-2) to approve the Consent Calendar, as presented.

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

B. ITEMS FOR REVIEW AND POSSIBLE ACTION

1. **Corona del Mar Branch Project Update** – *Staff will provide the annual update on the Corona del Mar Branch services.*

Youth Services and Branch Coordinator Debbie Walker provided a presentation addressing a general history of the facility, a "Village feel" identity, demographics, registered members, availability of the report on the City's website, budgeting, adoption of the service model, media circulation, materials collections, children's programming, staffing, new areas for seating and keeping the children's area large to accommodate programs.

Brief discussion followed regarding tracking attendance at meetings and programs.

2. **Corona del Mar Branch Project Update** – *Kelley Needham of WLC Architects and Public Works staff will present layouts and receive public input for the Corona del Mar branch project slated for construction in spring 2017.*

City Engineer/Deputy Public Works Director Mark Vukojevic provided an update on the Corona del Mar Brand project addressing public input and incorporating them into four different concept plans for consideration at this time that can be found at, <http://www.newportbeachca.gov/trending/projects-issues/corona-del-mar-library-fire-station> . He introduced and deferred to Kelley Needham, WLC Architects, for a presentation.

Mr. Needham provided details of each of four options including changes that were incorporated after the last Board meeting. He addressed restrooms, the lobby and entrance, children's area, storage areas, accommodating strollers, the current and proposed square footage, interior and exterior areas, reductions in square footage, changing the entrance location, and divisions between the adult and children's area. Mr. Needham addressed parking, consideration of a two-story option and parking for deliveries.

Discussion followed regarding the need to demolish the existing building, ceiling heights, the possibility of having a loft, dedicated staff parking, staff opinions and recommendations, attempts to accommodate all users, reasons why the Fire Department needs a larger footprint, the number of Fire Fighters stationed at this location and landscaping versus parking.

It was noted that staff will continue to work with the architect to ensure that the communities concerns are addressed. The renderings will be added to the website for accessibility by the public.

RECESS/RECONVENE

Staff called for a recess to allow the public to review renderings.

The assembly reconvened with all Members, present, except Chair Robyn Grant, and Jill Johnson-Tucker.

Discussion followed regarding the proposed architectural style and façade, the need to make it look like a public building while blending with the community, the patio offering architectural relief, consideration of the designs by the Fire Department, costs, difference between the options presented, the total budget for the project and the possibility of building the Rex Brandt mural into the library.

Arlene Greer, Vice Chair of the City Arts Commission, provided a brief description of the Rex Brandt mural. She addressed the size, medium and colors of the mural.

Brief discussion followed regarding library parking.

City Engineer/Deputy Public Works Director Mark Vukojevic addressed next steps including additional public meetings.

3. **Financial Report Comparison of Beginning Budget to End of the Year Amended Budget**
- Staff will report on Budget Amendments for Fiscal Year 2014-2015.

Support Services Coordinator Melissa Kelly provided details of the staff report noting that most of the amendments were related to donations. She addressed allocations to the Literacy Program and offered to respond to questions.

Motion made by Secretary Palk and seconded by Trustee King and carried (3-0-0-2) to propose amendments to the Fiscal Year 2014-2015 Budget as discussed and presented.

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

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 Credit Union of Southern California. Further information regarding the proposal, including the terms of the lease will be provided.*

Library Services Director Tim Hetherton provided a report and addressed details of the lease. He noted the attendance of Dave Gunderson, a representative of the Credit Union of Southern California and deferred to him for a presentation.

Mr. Gunderson stated they would be honored to open a branch in Corona del Mar and noted they are merging with the City Employee's Credit Union. He provided information regarding the organization and the services they offer. He addressed issues that differentiate the organization from others and commented on who can become a member of the credit union. He noted they are supportive of the community, especially, non-profit organizations and commented on plans to support the library.

Credit Union representative Michelle Hunter spoke regarding free financial services offered to members and provided information regarding hours of operation.

Discussion followed regarding the timeline for integration and approval.

Motion made by Trustee King and seconded by Secretary Palk and carried (3-0-0-2) to recommend to City Council, that the second-floor expansion be leased, including the terms of the lease, to Credit Union of Southern California.

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

5. **Donation Acceptance for the Library Literacy Program** – *Staff recommends the Board of Library Trustees accept a donation from the Schulein Family Donor Advised Philanthropic Fund. If accepted, the \$500 donations will be allocated into operating accounts for Literacy.*

Vice Chair John Prichard presented the item for consideration.

Motion made by Trustee King and seconded by Secretary Palk and carried (3-0-0-2) to accept a donation from the Schulein Family Donor Advised Philanthropic Fund. If accepted, the \$500 donations will be allocated into operating accounts for Literacy.

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

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 Tim Hetherington addressed approval of the budget, a recent literacy event and the Library Foundation's *Bunnies and Books* program.

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

Trustee King commented on the recent Annual meeting of the Friends of the Library and commended volunteers who helped make it a successful event.

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

No report, as Trustee Johnson-Tucker was absent.

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

Vice Chair Prichard reported on the recent Witte Lecture Committee's meeting and lecture series, and addressed issues discussed at same. He announced an upcoming retreat and noted items that may be discussed during the event.

- 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

A member of the public spoke regarding the possibility of engaging in fundraising efforts to expand and build out the Corona del Mar Branch Library.

- 8) **ADJOURNMENT** – 6:25 p.m.

Submitted by: John Prichard
Vice-Chair Approval of Minutes