

CITY OF NEWPORT BEACH

Board of Library Trustees Meeting Minutes September 21, 2015 – 5:00 p.m.

CONVENED AT 5:00 p.m.

1) **CALL MEETING TO ORDER** – Chair Robyn Grant called the meeting to order at 5:00 p.m.

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

Trustees Present: Chair Robyn Grant; Vice Chair John Prichard; Jill Johnson-Tucker; Jerry King

Trustee Absent: Janet Ray (Excused)

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; CdM Branch Librarian Andrea Jason; Civil Principal Engineer Fong Tse; Public Works Director Dave Webb; Deputy Public Works Director/Civic Engineer Mark Vukojevic

3) ELECTION OF OFFICERS

Chair Grant declared the positions of Chair, Vice Chair and Secretary of the Board of Library Trustees, vacant, and called for nominations.

Chair Grant nominated Jerry King for Chair and John Prichard for Vice Chair.

Motion made by Chair Grant and seconded by Trustee Johnson-Tucker to approve Jerry King as Chair and John Prichard as Vice Chair.

Chair Grant nominated Jill Johnson-Tucker for Secretary.

Amended Motion by Chair Grant and seconded by Trustee Johnson-Tucker and carried (4-0-0-1) to approve Jerry King as Chair, John Prichard as Vice Chair, and Jill Johnson-Tucker as Secretary, to the Board of Library Trustees.

AYES: Grant; Johnson-Tucker; King; Prichard
NOES: None
ABSTENTION: None
ABSENT: Ray

Chair King took over as Chair of the meeting.

4) PUBLIC COMMENTS

Chair King invited public comments. Seeing no one wishing to address the Board, Chair King closed public comments.

Joy Brenner, a member of the public, asked that the Board allow public comments on Agenda Item B1, after staff's presentation.

5) APPROVAL OF MINUTES - Draft August 17, 2015 Minutes

It was noted that Jim Mosher's submitted written changes to the minutes will be incorporated into the minutes.

Motion made by Secretary Johnson-Tucker and seconded by Vice Chair Prichard and carried (4-0-0-1) to approve the Minutes of August 17, 2015, as presented.

AYES:	Grant; Johnson-Tucker; King; Prichard
NOES:	None
ABSTENTION:	None
ABSENT:	Ray

6) 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. **Financial Report** - Monthly financial report of the Library's operating expenses.
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 Secretary Johnson-Tucker and carried (4-0-0-1) to approve the Consent Calendar.

AYES:	Grant; Johnson-Tucker; King; Prichard
NOES:	None
ABSTENTION:	None
ABSENT:	Ray

B. ITEMS FOR REVIEW AND POSSIBLE ACTION

1. **Corona del Mar Branch Library Project Interior Layout and Exterior Design** – Staff requests that the Board of Library Trustees select Option D-3 as a desirable floor plan and layout for the proposed Corona del Mar Branch Library for recommendation to City Council. Staff also requests that the Board of Library Trustees select two proposed exterior renderings of the branch for recommendation to City Council.

Library Services Director Hetherton provided details of the staff report and addressed noise control, layout, location of the service desk, changing tables in both bathrooms, workroom and recommendations.

Discussion followed regarding the basis of the plan under Option D-3, incorporating suggestions made by the public, suggestions for furniture placement, location of bathrooms, the changing nature of the work, circulation desk and staffing, visibility, workflow, differences between the layouts, the size of the facility, storage areas, location of staff bathroom, the outdoor patio, ensuring appropriate zoning and whether it is necessary to act on this matter at this time or if it can be delayed to allow additional consideration.

Library Services Director Hetherton noted the need for the design to be open and inviting to everyone and stated that staff's preference would be to act on this matter, tonight, in order to move the project forward. However, it would be no problem to delay it another month, if the Board of Library Trustees so desires.

Discussion followed regarding the narrow footprints, the need for an attached workroom, accommodating adults as well as children, exterior patio on the second level, the possibility of including benches outside, having an open space area to allow for flexibility and expansion, internal barriers/room dividers and screens for noise abatement, and having at least one child-size toilet in the bathrooms.

Chair King opened public comments on this matter.

Joy Brenner spoke regarding the need to take the public's input into consideration and that she felt there had been a bit of a bait and switch in the design from the preferred L-shape to a square open space. She is disappointed that the public was not allowed to work with the architect directly, and suggested moving the workroom to the back, by the storage area and placing the restroom further away from the children's area. She commented on the windows, and noted the need to bring Trustee Ray up to date on the project and the process when she attends her first meeting in October. Additionally she spoke in support of installing some type of separation between the adult and children's areas and suggested having the children's area towards the back. She listed results of an informal poll of residents favoring the various options in terms of the designs presented with 78 in favor of the D-2 L-shaped plan, and 14 in favor of the D-3 open plan. For the exterior plans presented, there are 7 in favor of Option 1, 11 in favor of Option 2, and 77 in favor of Option 3.

Mary Lou Hergel noted that children make noise and spoke in support of separating the children's area from the adult area. She commented on the amount of interest being garnered over a short period of time and spoke in support of taking additional time to study the matter before it is presented to City Council.

Chair King commented on the efforts made by the Friends of the Corona del Mar Library, and staff, and the amount of outreach undertaken.

Mary Lou Hergel reiterated her recommendation to allow more time to study the item.

Secretary Johnson-Tucker asked regarding the possibility of overlaying the dimensions of the current area with the new area noting that users of the current library are comfortable with the "L" shape as opposed to an open plan.

Linh Do provided width and depth measurements and noted that cutouts were used for illustration of various options. She added that there is no reason for not changing the configuration to suit everyone and expressed her willingness to work with the architect. Additionally, she wondered whether there has been an opportunity for Library staff to work with the Board. She stated that she had been told by staff that they had been informed not to share their ideas with the public. She would like Library staff to work with the Board. Additionally, she noted her willingness to engage in fundraising and that she would be willing to donate \$10,000 towards the children's area.

Joy Brenner stated that other donations have been pledged if the Library moves forward with fundraising.

Chair King commented on Library staff working with the Board as long as any proposed changes are not expensive and do not delay the process.

Library Services Director Hetherton stated that he has spoken with staff and they have provided significant input, and that there has never been a "hush" order issued.

Jim Mosher commented on the issues before the Board at this time and hoped that the Library will be functional for, at least, 50 years. He added that the layout will evolve in the future and that needs will change. He suggested having the architect create a dimensional drawing or rendering of the proposed layout. He reported that he prefers the D2-A layout and commented that windows are nice but that they are hard to see without seeing renderings. In terms of external open space, he stated that it is not particularly functional.

Support Services Coordinator Melissa Kelly noted that the open area provides flexibility, that she has seen how the use has changed and that the Central Library outgrew its children's area one year after it opened. Additionally, she expressed concerns regarding funding.

Danielle Rivas stated she likes the option that doors could be open or closed between the children's and adult areas, suggested keeping it charming and added that she would like renderings showing windows. She noted the Fire Department parking spots and suggested moving staff parking near the Fire Department parking area.

Chair King closed public comments.

Chair King recommended not voting on the matter at this time, but directing staff to bring it back to the Board, for further consideration at the October Board meeting. Additionally, he addressed the stroller area.

Secretary Johnson-Tucker commented on the upper areas, sliding doors to the reading porch and costs.

Trustee Grant asked about the possibility of voting on the exterior portion of the Library at this time.

Library Services Director Hetherton suggesting waiting until October to act on the entire matter.

Discussion followed regarding the exterior and the possibility of adding windows in the back.

Chair King thanked the public for the input and asked that they come prepared to the next meeting of the Board to continue discussions on this matter.

Chair King reopened public comments.

Joy Brenner stated a majority of residents preferred exterior Option 3.

Chair King closed public comments.

Discussion followed regarding the exterior, stroller parking, and planting drought-tolerant landscaping. Ensuing discussion pertained to exterior materials, a sliding door on the reading porch, installing windows on the back wall on the "L" shape, if adopted, and enclosing a children's reading area on the grass strip.

Discussion continued regarding the entryway, the possibility of a retractable or constructed overhang or awning on the porch, instead of umbrellas, compliance and having the windows shown on renderings.

Chair King opened public comments.

Jim Mosher stated he wants a building that will age well and commented on the statements made by other residents at the Sherman Garden meeting.

Joy Brenner commented positively on Exterior Option 3 noting that it is classic and timeless and suggested directing staff to iron out the details.

Linh Do commented on Option 3 and reported that she likes the reading porch and more open wall offered in Option 2 and commented on limiting use hours.

Chair King closed public comments.

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. - None*
2. **Friends of the Library Liaison Report** - *Trustee King's update of the most recently attended Friends of the Library Board meeting.*

Chair King stated he misunderstood funding for the Friends of the Library luncheon. He was under the impression that the Board of Library Trustees had approved the Library's funding of this event at the Board's August meeting. He suggested placing the matter on next month's agenda. Other Trustees present noted that it was not approved at the last meeting and that the Volunteer Appreciation event that the Library provides for volunteers is sufficient.

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

Secretary Johnson-Tucker stated she was out of town last week and commented positively on the Foundation's new website. She reported that the most recent lecture was well-received.

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

Vice Chair Prichard commented positively on the most recently attended Witte Lectures Committee's monthly meeting and addressed topics discussed including brainstorming and focusing on sponsorships.

- 7) **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

- 8) **PUBLIC COMMENTS ON NON-AGENDA ITEMS** - None

- 9) **ADJOURNMENT** – 6:58 p.m.

Submitted by: *Jerry King*
Chair Approval of Minutes