

CITY OF NEWPORT BEACH

Board of Library Trustees
Meeting Minutes
October 19, 2015 – 5:00 p.m.

CONVENED AT 5:00 p.m.

I. **CALL MEETING TO ORDER** – Chair King called the meeting to order at 5:00 p.m. in the Children’s Storytime Room at the Mariners Branch Library

II. **ROLL CALL** – Roll call by Chair King

Trustees Present: Chair Jerry King; Vice Chair John Prichard; Secretary Jill Johnson-Tucker; Board Member Robyn Grant; Board Member Janet Ray

Staff Present: Library Services Director Tim Hetherton; Library Services Manager Dave Curtis; Administrative Support Specialist Elaine McMillion; NBPL Foundation Liaison Toby Larson; City Arts Commission Chair Arlene Greer; Principal Civil Engineer Fong Tse; Deputy Public Works Director/City Engineer Mark Vukojevic; Branch and Youth Services Coordinator Debbie Walker; Support Services Coordinator Melissa Kelly; Adult Services Coordinator Natalie Basmacyan; Mariners Branch Librarian Rebecca Lightfoot

III. **NOTICE TO THE PUBLIC**

IV. **PUBLIC COMMENTS ON CONSENT CALENDAR**

Chair King opened public comments on the Consent Calendar.

Joy Brenner offered corrections to the minutes from the Board of Library Trustees meeting of September 21, 2015.

Jim Mosher commented on the Library Monitoring list and suggested the Board add discussion of the City's vision for the future of libraries to its annual review list.

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

V. **CONSENT CALENDAR**

A. **Consent Calendar Items**

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 Secretary Johnson-Tucker and seconded by Vice Chair Prichard and carried (5-0-0-0) to approve Consent Calendar items, as presented.

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

B. Minutes of the September 21, 2015 Board of Library Trustees Meeting

Revisions to the minutes as suggested and submitted by Jim Mosher and revisions as suggested by Joy Brenner were noted and accepted.

Motion made by Secretary Johnson-Tucker and seconded by Vice Chair Prichard and carried (4-0-1-0) to approve the Minutes as revised.

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

VI. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Jim Mosher noted that public comments on non-agenda items usually occurred towards the end of meetings, in the past. He recommended adding a brief survey to the CASSIE computer reservation logout so that the public can provide comments as to how their experience could be improved.

Discussion followed regarding the new agenda format on public comments and clarifying same in the future.

Mr. Mosher also commented on the Mariners Branch Update.

VII. CURRENT BUSINESS

A. Items for Review and Possible Action

5. Mariners Branch Update

Staff will provide the annual overview of branch operations.

Mariners Branch Librarian Rebecca Lightfoot provided the annual overview of branch operations. She addressed operating hours, sharing the Library with the adjacent elementary school, personnel changes and staffing. The facility, service population, special programs, and the success of the summer reading program were also reviewed.

Discussion followed regarding future plans for the branch and potential improvements, the rental book program, use of the Jorgenson meeting room, bike racks and parking.

**Item No. 8 was moved up to this point on the agenda as there were many members of the public present to speak on same.*

6. Youth Services Update

Staff will provide the annual overview of Children's Services.

Branch and Youth Services Coordinator Debbie Walker provided an overview of the Children's Services department. She addressed general programming, funding, the Making Memories program, story-time programs, the 1,000 Books before Kindergarten program and funding, National Library Week, the Summer Reading program, Teen Volunteers and hours of service. Additionally, she addressed programs and special events, regular author visits, the Young Adult Advisory Council (YAAC) and outreach. She reported on the Library's materials collection, marketing the collection and the Accelerated Readers program.

Discussion followed regarding the 1,000 Books before Kindergarten program, the turnover on the Children's Collection and the length of time YAAC has been in service.

7. Review of Library Capital Improvements and/or Capital Outlay Needs

Prior to drafting the next year's budget for the Library, the Library Administration is considering various capital improvements to address the appearance and/or functionality of the libraries. An oral report will be presented for the Board's consideration and is not an actionable item.

Support Services Coordinator Melissa Kelly provided a report on capital improvements projects for the Library. She noted that the big project, this year, is the Corona del Mar Branch Library and Fire Station, and that many of the projects on the list last year are moving forward, including remodeling the bathrooms at the Central Library and replacing the carpet in the Friend's Room. She addressed the Mariners Library and potential upcoming items.

Discussion followed regarding the design process for the Mariners Library, expansion of the branch and the Jorgenson Room.

Support Services Coordinator Kelly addressed the possibility of having representatives from the Board work with her on the budget.

Chair King agreed to have representatives appointed during the November Board meeting.

8. Corona del Mar Branch Library Project Interior Layout and Exterior Design

Staff requests that the Library Board of Trustees select Option D-4 as the 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.

**This item was heard immediately after Item No. 5.*

Library Services Director Tim Hetheron presented details of the report addressing public engagement and input, details of the design, working with residents to develop a suitable plan and recommendations.

Members of the Board commended Library Services Director Hetheron and staff for their patience and work on this endeavor.

Chair King opened public comments.

Joy Brenner commended Library Services Director Hetheron and staff and commented positively on the process and stated she will also note this when this item is presented to City Council. Additionally, she reported the intent to meet with individual City Council Members and emphasize that this is a collaborative project.

Board Trustee Grant commented on members of the public interested in combining efforts with the City regarding the project budget. She noted a prior offer from a member of the public to contribute towards the project and stressed the importance of encouraging those efforts.

Joy Brenner reported having at least four commitments from the public to contribute towards this effort when the time comes, so, she noted that the support is there.

Mary Lou Hergel stated that residents will contribute when funds are needed.

Joy Brenner added that Elizabeth Stahr understands this process as well.

Chair King noted that connections were made during the Corona del Mar Friend's outreach.

The Board's recommendations will be considered by City Council at an upcoming meeting.

Deputy Public Works Director/City Engineer Mark Vukojevic verified that this will be considered by City Council on November 24, 2015.

Mary Lou Hergel asked if the financial conditions have changed. Deputy Public Works Director/City Engineer Vukojevic noted that funding will be discussed with the architect.

Ms. Hergel thanked Chair King for his efforts with the Corona del Mar residents on this matter.

Jim Mosher commented positively on the final layout and commented on the interior rendering. He stated he is unable to determine where book shelves will be located within the layout.

Library Services Director Hetheron addressed the collection and noted the matter is being reviewed.

Linh Do noted the handout D-5 which illustrates another way to change D-2 and suggested having a focus or working group early in the process to save time and money. She expressed her appreciation to Director Hetheron and staff as well as to the Board of Library Trustees.

Secretary Johnson-Tucker stated that she prefers D-4 as it addressed the majority of concerns and seems like a compromise. She stated that the layout is similar to the existing "L" shape and noted there is room for stacks comparable to what currently exists.

Chair King spoke in support of D-4 noting that it provides for flexibility, is open and is similar to the existing concept.

Motion made by Trustee Grant and seconded by Secretary Johnson-Tucker and carried (5-0-0-0) to recommend to City Council, approval of the proposed layout, D-4.

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

In response to Vice Chair Prichard's inquiry, Deputy Public Works Director/Civil Engineer Vukojevic explained the scope of the Board's recommendation to City Council.

Discussion followed regarding the Exterior Designs including the possibility of changing the exterior color as presented in the renderings, whether a patio is proposed upstairs, addressing details in the future, benefits of the flat roof, the similarities in the various options, stroller parking, making a broad-stroke approval with the knowledge that things might change in the future, consideration of the homeless plight and opportunities for future input in terms of design details.

Secretary Johnson-Tucker commented on window placement and clarified that the current approval is in terms of the general aesthetics of the exterior. It was noted that D-4 allows for windows in the back.

Deputy Public Works Director/Civil Engineer Vukojevic asked that if the Board or public have comments as the project moves ahead, that these be provided ahead of time to determine if any changes need to be incorporated.

Secretary Johnson-Tucker asked to see any significant changes prior to being implemented.

Trustee Ray commented positively on everyone working together to develop an acceptable solution.

Linh Do inquired about stroller parking and Deputy Public Works Director/Civil Engineer Vukojevic noted that currently, it is shown as a reserved area.

Principal Civil Engineer Fong Tse commented on a placeholder for strollers which may be an open or enclosed area.

Linh Do suggested a speed bump be placed in that area for increased safety and containment, and that planting bushes for the same purpose may be an option.

Principal Civil Engineer Fong Tse added that it is easier to make changes on paper rather than during construction.

Jim Mosher commented on the necessity for bike racks.

Joy Brenner noted that regarding the exterior, there were 79 for Option 3, 11 for Option 2 and 4 for Option 1. She suggested that the fact the yellow box was on top of Option 1, was a deterrent and that Option 1 could be the second favorite.

Chair King closed public comments.

By vote, it was agreed by the Board that Option 3 was their first choice and Option 2 their second as follows:

	<u>Exterior 1</u>	<u>Exterior 2</u>	<u>Exterior 3</u>
Johnson-Tucker		2 nd Choice	1 st Choice
King		2 nd Choice	1 st Choice
Prichard		2 nd Choice	1 st Choice
Ray	2 nd Choice		1 st Choice
Grant	2 nd Choice		1 st Choice

Motion made by Trustee Grant and seconded by Vice Chair Prichard and carried (5-0-0-0) to declare Option 3 as the first choice and Option 2 as the second choice.

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

**Item No. 6 was heard at this juncture and the Board continued to consider the remaining items on the agenda, in order.*

9. Placement of Rex Brandt and Joan Irving Brandt Paintings in the Central Library

Staff recommends that the Board of Library Trustees appoint a Trustee to coordinate with the City Arts Commission to approve the site placement of 2 paintings in the Central Library donated by Gene and Diane Crain.

Chair King asked Trustee Ray to take the lead on this issue for proposed site placement and she agreed.

City Arts Commission Chair Greer commented on the suitability of various areas.

Discussion followed regarding having the City Arts Commission make recommendations to the Board on appropriate placement of the artwork.

Library Services Director Hetherington stated he will work with Arts Commission Chair Greer and Commissioner Logan and coordinate with staff on this matter.

Board Member Ray asked that visual information be provided in the next agenda packet to help the Board in its consideration.

City Arts Commissioner Chair Greer noted that the required space dimensions are 80 inches by 40 inches.

C. Monthly Reports

10. Library Services

Report on Library issues regarding services, customers and staff.

Library Services Director Hetherington thanked Library staff for their work on the Corona del Mar Library project. He addressed a celebration of Literacy Day and noted the booklet with a compilation of volunteer stories which will be reviewed at the November 16th Board Meeting when the Literacy Program update is provided. The Library's emergency planning and disaster preparedness were discussed at the most recent Library All Staff meeting. He welcomed new Trustee Janet Ray.

11. Friends of the Library Liaison Report

Trustee update of the most recently attended Friends of the Library Board meeting.

Chair King presented an update of the most recently attended Friends of the Library Board meeting.

12. Library Foundation Liaison Report

Trustee update of the most recently attended Friends of the Library Foundation meeting.

Board Member Johnson-Tucker provided an update of the most recently-attended Library Foundation meeting, including the Library Live Program.

13. Witte Lectures Committee Liaison Report

Trustee update of the most recently attended Witte Lectures Committee's monthly meeting.

Vice Chair Prichard noted that there was no meeting last month. However, he reported that the new series season will begin in January 2016, and that a number of sponsorships have been confirmed.

PUBLIC COMMENTS

Discussion followed regarding revision of the City's new software program, agenda template which is used for all City Boards, Commissions and Committees, so that public comments on agenda items be given at the beginning and non-agenda item comments be given at the end, of each meeting, instead of the format as presented at this meeting.

Jim Mosher noted that the agenda has not been imposed by City Council and commented on the changes to agendas by City staff. He added that the format of the agenda is up to the Board and should not be imposed by anyone else. Additionally, he noted that the public needs to have an opportunity to comment on every item that the Board discusses.

VIII. ADJOURNMENT – 6:51 p.m.

Submitted by: *Jerry King*
Chair Approval of Minutes