DRAFT

CITY OF NEWPORT BEACH

Board of Library Trustees
Meeting Minutes
November 16, 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.

II. ROLL CALL – Roll call by Administrative Support Specialist Elaine McMillion

Trustees Present: Chair Jerry King; Vice Chair John Prichard (arrived at 5:06 p.m.); Secretary Jill Johnson-Tucker; Trustee Robyn Grant; Trustee Janet Ray

Staff Present: Library Services Director Tim Hetherton; Library Services Manager Dave Curtis; Administrative Support Specialist Elaine McMillion; Support Services Coordinator Melissa Kelly; Branch and Youth Services Coordinator Debbie Walker; Adult Services Coordinator Natalie Basmaciyan; Literacy Program Coordinator Cherall Weiss

III. NOTICE TO THE PUBLIC – Chair King

IV. PUBLIC COMMENTS

Chair King opened the public comments portion of the meeting.

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

V. CONSENT CALENDAR

A. Minutes of the October 19, 2015 Board of Library Trustees Meeting

Chair King noted written corrections to the minutes were submitted by Mr. Jim Mosher.

Motion made by Secretary Johnson-Tucker and seconded by Board Member Ray and carried (4-0-0-1) to approve the minutes of October 19, 2015, as corrected.

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

B. Consent Calendar Items

1. Customer Comments

Monthly review of evaluations of library services through suggestions and requests received from customers.

Board Member Grant referenced a customer comment regarding upstairs meeting rooms and confirmed that they are very noisy, uncomfortable and not welcoming. She suggested considering improving them, such as padding the walls with colorful fabric, when resources are available.

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 Board Member Grant and seconded by Secretary Johnson-Tucker and carried (5-0-0-0) to approve the Consent Calendar.

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

VI. CURRENT BUSINESS

A. Items for Review

5. **Corona del Mar Branch Library Project Interior Layout and Exterior Design**
   Staff resubmits the request 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.

Library Services Director Tim Hetherton reported bringing this back to the Board as two of the Trustees have a conflict and need to recuse themselves from the matter, as they own property within 500 feet of the subject property.

Vice Chair Prichard and Trustee Ray recused themselves from action on this item and left the meeting room.

Chair King indicated he liked the changes that have been made over the last few meetings. He added that it is a workable plan and offers a great deal.

Chair King opened public comments.

Resident Jim Mosher asked whether the Friends of the Corona del Mar Library know that the item would be reconsidered at this time. He noted the motion regarding the options may change.

Chair King closed public comments.

Library Services Director Hetherton reported that he did contact Joy Brenner of the Friends of the Corona del Mar Library, regarding this matter.

Motion regarding the interior layout options. Motion made by Board Member Grant and seconded by Secretary Johnson-Tucker and carried (3-0-2-0) to recommend City Council approval of the proposed layout, D-4.

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

Motion regarding the exterior design options. Motion made by Board Member Grant and seconded by Secretary Johnson-Tucker and carried (3-0-2-0) to recommend Option 3 as the first choice and Option 1 as the second choice.

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

Vice Chair Prichard and Board Member Ray returned to the meeting room.

6. **Literacy Program Update**
   Staff will provide the annual overview of the Literacy program.

Jason Brady, President of Advisory Board for the Newport-Mesa Literacy Program, presented a report addressing the organization's mission, number of adult learners served per year, the organization's goals and results of its efforts.

Members of the Board commented positively on the program.

Mr. Brady acknowledged the efforts of staff and volunteer tutors and thanked staff for the success of the program.

Literacy Program Coordinator Cherall Weiss addressed volunteer hours, measures of success, implementation of an online tutor orientation, receipt of a grant, online screening of tutors and classes for learners while they wait for assigned tutors. She reported that Board of Library Trustees should have received an online invitation for the Literacy Holiday party which will be held on December 12, 2015.

Mr. Brady thanked the Board, the Friends, the Foundation and City Council for its support of the program.

Discussion followed regarding the length of time most people stay in the program, fundraisers, their annual luncheon, funding from the State and City, the program growth and individual donations.

On behalf of the Board, Chair King congratulated Mr. Brady and Literacy Program Coordinator Weiss for their success.

7. **Corona del Mar Branch Library Project Update**
   Staff will provide an update on the project.

Library Services Director Hetherton reported that the Corona del Mar Library project will be presented to City Council on November 24, 2015. Part of the consideration will be to determine a budget for the additional square footage.

Chair King requested that copies of the City Council staff report be sent to each Board of Library Trustee prior to the City Council meeting.

8. **Placement of Art Donated from Gene and Diane Dixon Crain in Honor of Joan Brandt Scarboro and Clark Scarboro**
   Staff recommends that the Board of Library Trustees approve the placement of art, donated from Gene and Diane Dixon Crain in honor of Joan Brandt Scarboro and Clark Scarboro, in the reading area on the second floor of the Central Library.

Board Member Ray reported meeting with Members of the Arts Commission and staff to study potential placement for the art.

Library Services Director Hetherton added that upon approval by the Board, the recommended space will be painted blue and the piece will be hung shortly after.

It was noted that the recommended placement creates the feel of an interior room as part of a larger space and allows for contemplation of the art.

Motion made by Vice Chair Prichard and seconded by Board Member Ray and carried (5-0-0-0) to approve the placement of art, donated from Gene and Diane Dixon Crain in honor of Joan Brandt Scarboro and Clark Scarboro, in the designated reading area on the second floor of the Central Library.

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

9. **Appointment of Two Board of Library Trustees to Assist Staff on the Library Budget**
   The Board of Library Trustees shall nominate and elect two Trustees to serve as liaisons to staff in preparing the FY 2016/2017 Library budget.

Chair King introduced the item and asked for volunteers or nominations.

Discussion followed regarding the Board Members who helped last year.

Chair King appointed Trustees Grant and Ray to serve as liaisons to staff in preparing the FY 2016/2017 Library budget.

B. <u>Monthly Reports</u>

10. Library Services
Report of Library issues regarding services, customers and staff.

Library Services Director Hetherton provided details of the report and addressed customer service and support, encouraging new uses, evaluating customer experience, facilitating use of technology by customers, encouraging the perception of the Library as a resource, preserving the memories of the City, and public space use. He reported that the Library Administrative team met to evaluate the Library and generate goals and objectives. That report will be provided to the Board in the near future.

Discussion followed regarding developing a formal strategic plan for the Library and the need to reinvigorate upstairs meeting rooms.

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

Chair King provided an update and addressed the possibility of providing gift certificates for purchases in the Library store. He reported that book sales are good and addressed membership and volunteers.

Discussion followed regarding establishing terms and rules for the gift certificates and Chair King reported he will address the matter with the Friends.

12. Library Foundation Liaison Report
Trustee update of the most recently attended Library Foundation Board meeting.

Newport Beach Public Library Foundation Board Liaison Karen Clark reported that she needs to leave the meeting to attend a Foundation Board Meeting. She provided an overview of Foundation events and commented on Library Live. In response to Chair King's inquiry, she addressed plans for future fundraising.

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

Board Member Prichard provided an update of the most recent Witte Lectures Committee's meeting noting that the upcoming lecture by Jessica Fellows has sold out. He addressed sponsorships and noted that there was an article featured in *Coast Magazine* about the lecture series.

VII. <u>BOARD OF LIBRARY TRUSTEES ANNOUNCEMENTS OR MATTERS WHICH MEMBERS WOULD LIKE PLACED ON A FUTURE AGENDA FOR DISCUSSION, ACTION OR REPORT (NON-DISCUSSION ITEM)]</u> - None

VIII. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Jim Mosher commented on the City's new software for posting agendas and reported that all meeting materials are being archived in a new place on the City's website. He referenced the Harbor Commission's listing of goals and objectives and suggested the Library Board consider doing so, as well.

Branch and Youth Services Coordinator Debbie Walker commented on a painting currently in the Children's Room.

IX. ADJOURNMENT – 5:55 p.m.

Submitted by: _____
Approval of Minutes