



# CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES MEETING AGENDA

Newport Beach Public Library  
1000 Avocado Avenue, Newport Beach, CA 92660  
**Tuesday, February 16, 2016 – 5:00 PM**

***Board of Library Trustees:***

Jerry King, Chair  
John Prichard, Vice Chair  
Jill Johnson-Tucker, Secretary  
Robyn Grant, Board Member  
Janet Ray, Board Member

***Staff Members:***

Tim Hetherton, Library Services Director  
Dave Curtis, Library Services Manager  
Elaine McMillion, Administrative Support Specialist

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The Board of Library Trustee meeting is subject to the Ralph M. Brown Act. Among other things, the Brown Act requires that the Board of Library Trustees agenda be posted at least seventy-two (72) hours in advance of each regular meeting and that the public be allowed to comment on agenda items before the Board and items not on the agenda but are within the subject matter jurisdiction of the Board of Library Trustees. The Chair may limit public comments to a reasonable amount of time, generally three (3) minutes per person.

The City of Newport Beach's goal is to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, we will attempt to accommodate you in every reasonable manner. Please contact Tim Hetherton, Library Services Director, at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible at (949) 717-3801 or [thetherton@newportbeachca.gov](mailto:thetherton@newportbeachca.gov).

**NOTICE REGARDING PRESENTATIONS REQUIRING USE OF CITY EQUIPMENT**

Any presentation requiring the use of the City of Newport Beach's equipment must be submitted to the Library Services Department 24 hours prior to the scheduled meeting.

**I. CALL MEETING TO ORDER**

**II. ROLL CALL**

**III. NOTICE TO THE PUBLIC**

The City provides a yellow sign-in card to assist in the preparation of the minutes. The completion of the card is not required in order to address the Board of Library Trustees. If the optional sign-in card has been completed, it should be placed in the box provided at the podium.

The Board of Library Trustees of Newport Beach welcomes and encourages community participation. Public comments are generally limited to three (3) minutes per person to allow everyone to speak. Written comments are encouraged as well. The Board of Library Trustees has the discretion to extend or shorten the time limit on agenda or non-agenda items. As a courtesy, please turn cell phones off or set them in the silent mode.

**IV. PUBLIC COMMENTS**

Public comments are invited on agenda items. Speakers must limit comments to three (3) minutes. Before speaking, we invite, but do not require you to state your name for the record. The Board of Library Trustees has the discretion to extend or shorten the speakers' time limit on

agenda items, provided the time limit adjustment is applied equally to all speakers. As a courtesy, please turn cell phones off or set them in the silent mode.

**V. CONSENT CALENDAR**

All matters listed under CONSENT CALENDAR are considered to be routine and will all be enacted by one motion in the form listed below. The Board of Library Trustees have received detailed staff reports on each of the items recommending an action. There will be no separate discussion of these items prior to the time the Board of Library Trustees votes on the motion unless members of the Board of Library Trustees request specific items to be discussed and/or removed from the Consent Calendar for separate action. Members of the public who wish to discuss a Consent Calendar item should come forward to the lectern upon invitation by the Chair.

**A. Minutes of the January 19, 2016 Board of Library Trustees Meeting**

**B. 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.

**VI. CURRENT BUSINESS**

**A. Items for Review**

**5. Annual Budget Update**

Staff submits the Library's annual budget for Board of Library Trustees approval.

**6. Circulation Policy Update to Accommodate "Tech Toys" Collection**

Staff requests that the Board of Library Trustees approve an update to the Newport Beach Public Library Circulation Policy to accommodate the circulation of a new collection of "Tech Toys", such as GoPro camera kits, USB-enabled turntables, and media conversion equipment.

**7. Arts and Cultural Update**

Staff provides the annual overview of the activities of the Cultural Arts Division.

**8. Corona del Mar Branch Library Project Update**

Staff provides an update on the Corona del Mar Branch Library replacement project.

**9. Balboa Branch Library Project**

In response to a proposed plan to replace the Balboa Branch Library commencing in 2018, Staff recommends the creation of a needs assessment study to acquire an accurate and thorough picture of the Balboa Branch's operations and resources in order to improve upon them and meet existing and future challenges.

**B. Monthly Reports**

**10. Library Services**

Report of Library issues regarding services, customers and staff.

**11. Friends of the Library Liaison Report**

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

**12. Library Foundation Liaison Report**

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

**13. Witte Lectures Committee Liaison Report**

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

**VII. BOARD OF LIBRARY TRUSTEES ANNOUNCEMENTS OR MATTERS WHICH MEMBERS WOULD LIKE PLACED ON A FUTURE AGENDA FOR DISCUSSION, ACTION OR REPORT (NON-DISCUSSION ITEM)]**

**VIII. PUBLIC COMMENTS ON NON-AGENDA ITEMS**

Public comments are invited on non-agenda items generally considered to be within the subject matter jurisdiction of the Board of Library Trustees. Speakers must limit comments to three (3) minutes. Before speaking, we invite, but do not require, you to state your name for the record. The Board of Library Trustees has the discretion to extend or shorten the speakers' time limit on agenda or non-agenda items, provided the time limit adjustment is applied equally to all speakers. As a courtesy, please turn cell phones off or set them in the silent mode.

**IX. ADJOURNMENT**