

CITY OF NEWPORT BEACH

**Board of Library Trustees
Meeting Minutes
January 19, 2016 – 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; Secretary Jill Johnson-Tucker (arrived 5:06 p.m.); Board Member Robyn Grant; Board Member Janet Ray

Staff Present: Library Services Director Tim Hetheron; 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 Basmacyan; NBPL Foundation Board Member Toby Larson; City Arts Commission Chair Arlene Greer

III. **NOTICE TO THE PUBLIC** – Chair King

IV. **PUBLIC COMMENTS**

Chair King opened the public comments portion of the meeting.

Jim Mosher commented on the Library Activities Report and referenced the City's Facilities Financial Planning Tool in relation to the Corona del Mar Library renovation project, downsizing of the Balboa Branch Library and upsizing of the Fire Station. He noted that the City Manager stated that they "put a low number out" to see if some people push back. Additionally, he addressed customer comments, the statistical report relative to library use and the expenditure report.

Board Member Grant suggested that staff ask the City Manager to provide any reports in relation to the Balboa Branch Library plans in order to keep the Board updated regarding Library matters.

In response to Chair King's inquiry, Library Services Director Hetheron commented on the City's Capital Improvement Plan and the possibility of replacing the Balboa Branch Library. He stated there will probably be public engagement and involvement by the Board of Library Trustees. He added that resident commitment to that Branch is just as fervent as it is for the Corona del Mar Library. He announced Council's goal-setting meeting on Saturday, January 23rd, at Marina Park.

Chair King closed public comments.

V. **CONSENT CALENDAR**

A. Minutes of the November 16, 2015, Board of Library Trustees Meeting

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

Motion made by Vice Chair Prichard and seconded by Secretary Johnson-Tucker and carried (5-0-0-0) to approve the minutes of November 16, 2015, with revisions as submitted.

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

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.

Board Member Grant commented on the Board of Library Trustees Monitoring List in connection with the budget.

Motion made by Board Member Grant and seconded by Vice Chair Prichard 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 Update

Staff will provide an update on the project.

Library Services Director Hetherington reported that staff is planning the exit from the Corona del Mar Branch Library in preparation for the forthcoming construction. He added that key staff had been engaged and reported there is still no firm date as to when the Library will close but it could be by the end of the summer. A book drop will remain on the site during the closure and the Children's programs will be moved to the Community Youth Center at Grant Howald Park which is currently being coordinated with the Recreation & Senior Services Department. Additionally, the concierge service will still be available at OASIS and he reported that the Friends of the Library are considering holding a book sale of items that will not be kept in storage or integrated into collections at other branches.

Discussion followed regarding Children's collections, the book sale and distribution of revenue from same.

6. Review of Holidays and Meetings Schedule

Review by the Board of Library Trustees

Administrative Support Specialist Elaine McMillion presented the list of 2016 City Hall Holidays and the Board's 2016 meeting schedule. No scheduling conflicts were noted. The Board holds their Monday meetings that fall on a Monday City holiday on the Tuesday following the holiday as stated in the Board's By-Laws.

7. Newport Beach Public Library eBranch & Database Review

Staff presents a report on NBPL's eBranch resource, which features the Library's online resources and downloadable content.

Adult Services Coordinator Natalie Basmacyan provided details on this item. She reported that it is now easier to explain to customers regarding remote access and that staff has been going off-site and speaking with people who only use the Library's on-line resources. She listed databases available through the Library as well as access to same. She noted that the subscription to tutor.com was not renewed as it was a database that was under-performing. The savings from that subscription will help pay for the more-used databases.

Discussion followed regarding additional outreach to senior and other groups and potential drops in Library usage versus e-products.

8. Placement of donated art in the Central Library

Staff recommends that the Board of Library Trustees approve the placement of a Joan Irving Brandt painting in the Central Library in the same area as the Crain donation.

Library Services Director Hetherington provided details of the report noting that the City Arts Commission approved a donation of a painting by Joan Irving Brandt and asked the Board to approve its placement. He reported that, if the Board approves the placement, staff will place a plaque with information regarding the piece, the artist and who made the donation.

Discussion followed regarding the possibility of adding a small plaque on the frame rather than the wall, the artwork grouping, placing the Rex Brandt piece on top and the two other pieces on the bottom and alternative placement of the three pieces rather than what is shown in the staff report.

Library Services Director Hetherton suggested having some Trustees look at the space and offer recommendations for placement of the art pieces.

The matter will be brought back to the next Board of Library Trustees meeting to discuss more options for display.

City Arts Commission Chair Greer reported that considering the pieces on paper, can be deceiving.

Ensuing discussion pertained to considering what the pieces look like, from a distance.

Library Services Director Hetherton announced that the Joan Irving Brandt Centennial Celebration will be on Saturday, March 5, 2016, at 2:00 p.m.

B. Monthly Reports

9. Library Services

Report of Library issues regarding services, customers and staff.

Library Services Director Hetherton reported that the Central Library was deemed a three-star library by Library Journal. He reported that the month of December was somewhat slow but noted popular programs such as "The Nutcracker" and other children's programming with the holiday theme. He added that no complaints were received regarding the Library hours and stated that he is looking forward to getting much done in 2016.

Discussion followed regarding the Library Journal star system, the Library budget and grants and donations.

City Arts Commission Chair Greer departed at 5:37 p.m.

10. Friends of the Library Liaison Report

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

Chair King reported that he was out of town and that he has nothing to report at this time.

11. Library Foundation Liaison Report

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

Secretary Johnson-Tucker reported that the Library Foundation Board meeting will be held next week and therefore, there is nothing to report at this time.

12. Witte Lectures Committee Liaison Report

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

Vice Chair Prichard provided a report noting that the last Committee meeting was held on January 7, 2016. He reported that the upcoming lecture by Jessica Fellows, is sold out. The meeting in December dealt with sponsorships and Vice Chair Prichard reported that total sponsorships exceeded \$160,000 which is the most ever received. He added that finances are on track.

Chair King reported they have been doing a great job on promotions and advertising.

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)

Chair King reported that the Balboa Branch Library will be a regular item on the Board's agenda as well as the Corona del Mar Branch.

Secretary Johnson-Tucker suggested publicizing community engagement prior to the March meeting as it will be held at the Balboa Branch Library. She suggested inviting the public to attend through Home Owner Associations.

Discussion followed regarding timing for surveys and it was noted that the sooner, the better.

VIII. PUBLIC COMMENTS ON NON-AGENDA ITEMS

NBPL Foundation Board Member Toby Larson commended Library Services Director Hetherington for conducting Library tours and stated it is a wonderful way for good public relations and encouraging membership.

Jim Mosher reported that City Council will conduct its planning session this Saturday at Marina Park, that the agenda has been posted, and that discussion will include projections about the City's Capital Improvement Projects. He reported that planning for the Balboa Branch will be in the 2018 budget. Additionally, he referenced the Library Administrative Team goal-setting meeting last October and hoped the team would present a report to the Board of Library Trustees at a future meeting. He commented on the Harbor Commission setting goals and presenting them to Council and suggested the Board might want to consider doing the same as it would increase visibility.

Board Member Ray commented positively on the Literacy Luncheon and noted it is a valuable resource.

IX. ADJOURNMENT – 5:53 p.m.

Submitted by: *Jerry King*
Chair Approval of Minutes