

**CITY OF NEWPORT BEACH**

**Board of Library Trustees  
Meeting Minutes  
February 16, 2016 – 5:00 p.m.**

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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; Secretary Jill Johnson-Tucker; Board Member Robyn Grant; Board Member Janet Ray

Staff Present: Library Services Director Tim Hetherington; Administrative Support Specialist Elaine McMillion; Support Services Coordinator Melissa Kelly; Branch & Youth Services Coordinator Debbie Walker; Adult Services Coordinator Natalie Basmacyan

Excused Absence: Vice Chair John Prichard

**NOTICE TO THE PUBLIC** – Chair King

III. **PUBLIC COMMENTS**

Chair King opened public comments.

Jim Mosher commented that he had submitted written minor corrections to the proposed minutes. He will comment on the budget at the appropriate time on the agenda.

Chair King closed public comments and noted that additional public comments will be allowed on the Annual Budget Update following the staff report on that item.

IV. **CONSENT CALENDAR**

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.

**Motion** made by Board Member Grant and seconded by Board Member Ray and carried (4 -0-0-1) to approve the Consent Calendar, including the revisions to the minutes.

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

**V. CURRENT BUSINESS**

**A. Items for Review**

**1. Annual Budget Update**

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

Support Services Coordinator Melissa Kelly provided a staff report. She discussed the revenue projections for next year based upon current income. The Library's revenue projections are on track.

The Department was given instructions regarding operating accounts. In the past, they were instructed to have a flat budget. The bottom line is the same in operating budgets for the upcoming year. Changes were made in the budget for the Corona del Mar branch, knowing that it would be closed a few months into the fiscal year. The funds were moved into the Central Library account. They did not move utilities, as they will still be active at Corona del Mar during construction.

The City has not figured in the changes for the approved Memorandums of Understanding for personnel costs. The Department also has accounts for the replacement of equipment and vehicles; however, the figures have not been provided yet by the City. The budget for Information Technology will increase nominally due to new technology needed.

There were two supplemental items requested in the upcoming fiscal year including \$5,000 to replace the book drop at Mariner's Library and additional funds for a full-time Literacy Services Coordinator. This position will increase from 30 hours a week to full time. The Library will submit this request to the Literacy Board for approval. Pending approval, a supplemental budget request will be submitted to the City Manager. In the next fiscal year, there would be a \$44,000 impact to make the position full-time. There may be some fundraising required to increase that position to 100%.

Discussion ensued regarding the budget for the Corona del Mar Library including staffing, supplies, and facilities costs. The full amount of the Corona del Mar budget will be requested, however, and it will apportioned to the Central Library during the six months of the Corona del Mar branch construction. The utilities will be metered separately from the Fire Department. There should be fewer maintenance costs in the new building in the first year.

It was noted there were public comments submitted in writing.

Support Services Coordinator Kelly spoke about the Performance Plan, which was completed the previous Friday and not included in the packet for Monday's meeting. The Performance Plan is a narrative on how we use the money. There have been new goals that have been set for the Library. The significant changes are the updated goals that the Library Director set including conducting surveys, giving library customers the opportunity to determine how Library spaces are used, preserving local history, and encouraging technological literacy. The goals for the Literacy Board included going to specialized groups, such as PTA's, in order to assist parents with literacy needs.

There were no further requests for the Capital Improvement Plan as the Corona del Mar is the major project for the year. Discussion ensued regarding some restroom renovations.

Chair King requested a report on the Capital Improvement Plan at the next meeting.

Board Member Grant addressed her notes from her meeting with Support Services Coordinator Kelly. The relevant points are the supplemental items that are being requested. These items are needed to protect books and improve Literacy services. Other items include adjusting the budget to reflect the impact of the Corona del Mar branch construction on Central Library and the book drop. The salary and benefits are controlled at the City Executive level, and the Board does not have control over those numbers. The goals the Library Services Director and Administration are looking to achieve were also discussed. Support Services Coordinator Kelly stated that she would bring the Performance Plan to the Library Board sooner in future budget planning processes. Board Member Ray also spoke regarding the success of the Literacy Luncheon.

Support Services Coordinator Melissa Kelly responded to Mr. Mosher's written comments regarding the budget report. The initial money for Literacy services will all go into the salary for the Literacy Coordinator. Through the year the operating accounts have increased due to receipt of state grants and fundraising efforts. The Arts budget was static from the year before, although it looks different because the professional services amounts are supporting the sculpture garden installation.

Board Member Grant inquired about the Balboa Theatre Funds and tourism funding in regard to where the money "sits" and if it requires approval from the City Council. It was noted that the Balboa Theatre money, \$175,000, was approved by the City Council and was put into the City Manager's Fund. The Council would need to allocate the funds formally. Library Services Director Tim Hetherington reported that the money was supposed to be used toward the "performing arts" with a focus on the

Balboa Peninsula. The “performing arts” designation was not meant to be restrictive, but rather directed towards those types of efforts.

Library Services Director Hetherington stated that the designation was put in place to benefit those who gave the funds to the Balboa Theatre as they gave the money thinking it would result in a building or facility for the performing arts. The Arts Commission can request or suggest funding. The Tourism funding is in a City account. There has not been formal direction from Council on how those funds will be used.

Secretary Johnson-Ticker expressed concern about the City Art’s budget in upcoming years. Library Services Director Hetherington stated that the City of Newport Beach spends \$2.44 per resident on the Arts whereas the City of Laguna Beach is spending \$44. Support Services Coordinator Kelly spoke on the process for suggestions in allocating funds with the City Manager. The items must also go to the Finance Committee for their review.

Chair King inquired about a reserve fund for the Arts if there are additional donations. Support Services Coordinator Kelly stated that all donation accounts can roll from year to year.

Chair King opened public comments.

Jim Mosher commented regarding the significance of the revenues. The beginning statements of the Performance Plans state that there are set-asides of money outside of the General Fund. Last year it appeared that there was only \$3,000 in the Public Arts and Cultural Funds. He is not seeing where the grant funds are held. The Board gets the quarterly report but he is uncomfortable not seeing it in the City’s budget. He also inquired as to the accounts where revenue funds, such as for fines, is collected. Do they go back to the General Fund or to the Library?

Support Services Coordinator Kelly responded that all revenue accounts are going into the General Fund. The Library budget comes from the General Fund. If the Library takes in funds they go into the General Fund.

Chair King closed public comments.

**Motion** made by Secretary Johnson-Tucker and seconded by Board Member Grant and carried (4-0-0-1) to approve the proposed budget allocations and the supplemental items.

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

**2. Circulation Policy update to accept “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.

Adult Services Coordinator Natalie Basmacıyan proposed that the Department “reimagine” the technological experience in the Tech Lab. The Department was granted funds to expand the experience and has increased usage. Staff realized that they can circulate items that people can take home to convert their media. “Tech Toys” encourage people to learn how to use items in an easy way and they can use software to edit, add borders, and finish home media projects. She provided an example of one of the “Tech Toys.” They are also looking at USB-enabled turntables and other types of technology. Discussion ensued regarding the various types of items, including film conversion media.

Board Member Grant suggested having the “Tech Toys” company do a pilot plan in the media lab to sell it to other Libraries. Adult Services Coordinator Basmacıyan stated that some of the media toys will also plug into USB-enabled televisions. She described the various other units. Board Member Grant inquired into revenue charges for use of the “Tech Toys.”

Secretary Johnson-Tucker inquired regarding the training, upkeep, and liability issues if equipment does not work once checked out. Adult Services Coordinator Basmacıyan stated they will be providing training for staff and that there is a blurb in the documentation that testing of the items should take place before usage and check out. If the items get lost or stolen, many of the wear and tear matters are covered in the Library’s circulation policy. The “Tech Toys” are not commercial grade; rather they are introductory media in order to teach and train people how to use the new media. \$8000 was granted from the wish list for this upcoming fiscal year.

Support Services Coordinator Kelly addressed the updates in the circulation policy and referenced the redlined policy in the packet which will now include the “Tech Toys.” The items will likely be available in late March. The numbers proposed include the cases for each item. Discussion ensued regarding fines for the various items and for the disclaimer regarding the functionality of each of the items.

Staff stated that they will look at the language regarding liability and bring it back to the Board for review.

**Motion** made by Board Member Grant and seconded by Board Member Ray and carried (4-0-0-1) to approve the policy as proposed.

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

### **3. Arts and Cultural Update**

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

Library Services Director Hetherton described that the Cultural Arts Division is part of the Library. The Arts Coordinator position was not filled after the previous Coordinator retired, and duties were apportioned out to various employees. The Arts Commission has expanded its goals and objectives including hanging art throughout the City, the Summer Concerts on the Green, the Sculpture in Civic Center Park Exhibition, and the City Arts Commission grant program. Phase III of the Sculpture in Civic Center Park Exhibition may or may not go forward and is a decision that will be made by the City Council. There has been some discussion to seek possible private funding.

Chair King inquired whether there was a plan to identify wall space for additional art spaces and display at the Corona Del Mar Branch. Library Services Director Hetherton responded that future renderings will be provided when space is identified. It would be better to come up with a needs assessment and have public engagement earlier in the process in regard to this matter.

Board Member Johnson-Tucker inquired about the additional duties previously done by the Arts Coordinator that Library Services Director Hetherton now handles. There has been discussion about having a consultant hired to handle specific Arts related projects.

Chair King asked if another juried art show will be added in the future. Library Services Director Hetherton stated it is not currently being discussed as it is a large-scale project.

**4. Corona Del Mar Branch Library Project Update**

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

Library Services Director Hetherton presented the update on the Corona del Mar Library Project. Staff met with the architect and presented input on ease of use and a setup that would work, including Wi-Fi, electrical outlets, staff break room, getting the "Seagulls in Flight" sculpture back, lighting and how to control lighting.

Chair King opened public comments.

Joy Brenner inquired about the Rex Grant Mural and expressed concern that it was not being properly addressed. She believed that the community would support fundraising efforts to properly display the mural and inquired why it was not included in the planning process. Library Services Director Hetherton stated there were many issues of concern including the size of the building, its present configuration, and that something like the mural would have had to have the Library designed around it from the get go. There was not 20 feet of continuous space to support the mural.

Board Member Grant stated that the mural was considered but it was a political matter given the timing of the project and building an entire Branch around a piece of art versus other functional matters such as windows.

Linh Do inquired regarding the percentage of \$600,000 attributed to the Library and the Fire Station. Library Services Director Hetherton responded that the Library configuration changed and the Fire Station remained static from what they originally

designed. The Library got bigger, but he does not know the percentage. Additional costs are more likely attributed to the Library, as they gained approximately 1,500 square feet. Ms. Do said she would be interested in how the increase came about and how the funds were allocated.

Chair King closed public comments.

**5. Balboa Branch Library Project Update**

In response to a proposed plan to replace the Balboa Branch Library commencing in 2018, Staff recommends the creation of a needs assessment study. The staff seeks 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.

Library Services Director Hetherington requested a formal needs assessment in order to complete due diligence in preparation for the new Branch and provide staff an opportunity to gain professional development. They would be able to do the work, such as surveys and crunch numbers. He would like recommendations in place to provide a better understanding of what the Branch will need. He is of the mindset that Balboa will work better as a larger facility and that the Corona del Mar project should also provide some insight into the proposed Balboa project.

**B. Monthly Reports**

**6. Library Services**

Report of Library issues regarding services, customers and staff.

Library Services Director Hetherington reported on the budget season, new hires, and that there are still a few positions vacant in the Department.

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

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

Director Hetherington mentioned the most recent Friends' Board meeting, a book sale at the Corona del Mar branch, and a mock-up of a new Friends website with e-commerce capabilities.

Chair King stated there was no additional report.

**8. Library Foundation Liaison Report**

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

Library Services Director Hetherington stated that they are looking at a by-law revision to show changes to Tracy's duties and that they are at capacity with a slate of programming.

**9. Witte Lectures Committee Liaison Report**

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

There was no update on this item.

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

Secretary Johnson-Tucker inquired whether the next meeting at the Balboa Branch should include an opportunity for public input. Library Services Director Hetheron stated that it may be a bit premature. They will promote the March 21, 2016 meeting at the Balboa Branch on digital billboards.

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

Chair King opened public comments.

Jim Mosher inquired as to how donations from the Friends and Foundation are listed and stated in the budget so they do not get “hijacked” in future years.

Chair King closed public comments.

**VIII. ADJOURNMENT – 6:42 p.m.**

Submitted by: *Jerry King*  
Chair Approval of Minutes