

CITY OF NEWPORT BEACH

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

I. CALL MEETING TO ORDER – Chair King called the meeting to order at 5:02 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; Janet Ray

Trustee Absent: Robyn Grant

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

NBPL Foundation: Executive Director, Tracy Keys; Foundation Board Member Toby Larson

CNB Staff Present: Public Works Finance Director Steve Montano; Senior Accountant Theresa Schweitzer

NOTICE TO THE PUBLIC

Other than Board of Library Trustees members, Chair King requested that the other attendees introduce themselves.

III. PUBLIC COMMENTS

Chair King opened public comments.

Jim Mosher commented that upon reviewing the Library's Expenditure Report, it seemed that the Library is a little under budget. However, he noted that a citywide budget was released and that the expenditures of the Library may be over budget. He suggested that the Board look into it and see where the discrepancy is coming from.

Chair King closed public comments.

IV. CONSENT CALENDAR

1. Minutes of the April 18, 2016, Board of Library Trustees Meeting

2. Customer Comments

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

3. Library Activities

Monthly update of library events, services and statistics.

Mr. Prichard noted the increase in programming trends over the past 5 years. He asked if the decrease in the reference statistics was due to the availability for customers to perform online reference work and researching.

Library Services Director Tim Hetheron replied by stating that reference is moving away from print collections and the Library is incorporating digital research capabilities to handle this business. He also stated that under-utilized print materials can be removed in order to create additional space for new collections and public space.

4. Expenditure Status Report

Monthly expenditure status of the library's operating expenses, services, salaries and benefits by department.

5. Board of Library Trustees Monitoring List

List of agenda items and dates for monthly review of projects by the Board of Library Trustees.

Vice Chair Prichard asked if the Financial Report Comparison is referring to last year's budget.

Melissa Kelly, Support Service Coordinator explained that per the request of the Library Trustee Committee, staff was instructed to create a comparison list showing fund allocations from the beginning of the year to the end of the year. The report currently being reviewed shows the difference in this year's numbers as opposed to last year's numbers. She will produce additional information showing the differences in fund allocation in more detail.

Motion made by Vice Chair Prichard and seconded by Board Member Ray, and carried (3-0-1-1) to approve the Consent Calendar with revisions in written public comments to be accepted. Secretary Johnson-Tucker abstained from voting due to not being present for the April 18, 2016 Board of Library Trustees meeting.

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

V. CURRENT BUSINESS

A. Items for Review

6. NBPL Foundation Update

Newport Beach Public Library Foundation Executive Director Tracy Keys will report on Foundation activities and provide an update on Library Expansion Donor Wall naming.

Ms. Keys reported that \$272,032 was invested in programming to support the Library's mission to be the cultural, educational, and informational heart of the City, in addition to wish list gifts and other donor restricted gifts received. The funds invested for programming were allocated to the following programs:

- Witte lectures – Five speakers
- Library Live – Seven authors
- Children programs
 - Children's authors
 - Bunny Logo Contest
 - Fancy Nancy with Robin Preiss Glasser
 - Bunnies & Books for Kids Festival – Approximately 400 in attendance
- It's Your Money / It's Your Estate Workshops – 100-130 in attendance at each workshop

Ms. Keys also reported that cash given to the Library totaled \$236,605 and since July 1, 2015, a total of \$508,637 has been provided in cash and programs for the Library.

Ms. Keys reported that the Foundation provides marketing support for the Medicine in Our Backyard program which has been well attended. The Foundation hired Susan Groux as their new Program Director. Ms. Keys also stated that the Foundation has three new board members; Jason Sherr, Lisa Edwards and Rebecca Gonzalez. Currently, the Foundation has 11 board members.

The Board of Library Trustees noted their appreciation of all that the Foundation has accomplished, including how Library Live has taken off. Ms. Keys also noted that if the Foundation has to pay the author presenting, then tickets will be required. However, it will be nominal. In response to questions from the Board on what Ms. Keys next goal is, Ms. Keys stated it was naming the remaining five areas in the Central Library.

Vice Chair Prichard asked how the naming process works.

Ms. Keys stated that she has a document she refers to that provides information regarding the process, such as number of characters, size, et cetera. This was previously approved by the Board of Library Trustees.

Chair King stated that while attending an event at Corona del Mar High School, he was questioned by a student regarding attending the Board of Library Trustee meetings. Chair King referred the student to Mr. Hetherton who will follow up with the request.

Chair King opened for public comments

Mr. Mosher was curious to know how long the wall names remain up for viewing in the library, and asked if programming has a fundraising objective to it, or does the Foundation have a dual role of being a fundraiser and a programmer.

Tracy replied and referred to the Foundation's mission statement which includes "Public Programs."

Chair King closed public comments.

7. Library Meeting Room Fee Update

Staff requests that the Board recommend the meeting room fees as described in the staff report. Upon the Board's recommendation, staff will present these fees as part of the wider fee schedule recommendation to the Finance Committee on Thursday, June 16, 2016, for their approval, and ultimately City Council in summer 2016.

Theresa Schweitzer, Senior Accountant, reported on the Library room fee update.

Ms. Schweitzer reported that Council Policy I-7 allows for fees to be charged for the use of the library meeting rooms. Ms. Schweitzer stated that Council approves the meeting room fees, based on a recommendation from the Board of Library Trustees.

Ms. Schweitzer reported that Municipal code dictates that cost recovery for user services shall be 100 percent unless otherwise specified in the Code or statute. Ms. Schweitzer stated the City has contracted with a fee study consultant, MGT of America to perform a fee study on each department on a rotating basis every three to five years. The last Library study conducted by the City was in 2011. The purpose of the study is to determine the expense to the City to provide various library related services to users. The following describe the recommended changes to the fee schedule:

- Cancellation Charge rather than two fees on the fee schedule – Staff is proposing to delete the Refund Charge and increase the Cancellation Charge fee from \$31.00 to \$59.00 to reflect the full cost of service. This fee has not been increased since 2011, at which time it was increased by \$1.00.
- Staff recommends reducing the refundable cleaning deposit from \$105.00 to \$96.00 to reflect pass through cost of an unscheduled cleaning service.
- Staff recommends the removal of the setup and cleanup fee for the use of the kitchen. Currently, there is no additional cost billed by the cleaning company to clean the kitchen, unless it is an unscheduled cleanup. If, however, additional cleanup is required after a rental, staff will deduct the funds from the refundable cleaning deposit. The fee is increasing from \$75.00 to \$114.00 to reflect current staff cost. This fee has not been changed for over 10 years.
- Staff recommends the removal of the energy surcharge fee. Historically, this fee has not been charged.
- Staff recommends no changes to the remaining fees such as the deposit for the use of the PA system and the facility use fees.

In response to Chair King's question regarding whether or not the deposit fee is for a particular room where cleanup could be greater depending on the usage, Ms. Schweitzer answered in the affirmative. Ms. Schweitzer also stated that the fee is calculated based on a two-hour, two-people cleanup fee.

Pertaining to the historically no charge comment, Vice Chair Prichard and Secretary Johnson-Tucker asked for clarification on the no charge comment. Ms. Kelly answered that it was due to staff's discretion as that fee has never been used, therefore it can't justify the usage fee.

Conclusion, upon recommendation from the Board, staff will present to the Finance Committee the cost of service fees and the proposed department study at their June 16th meeting. Upon Finance Committee's approval the document will be forwarded to City Council.

Chair King opened public comments.

Mr. Mosher stated that it would have been helpful for the Finance Department to present the actual cost of the services rather than the proposed charges, and compare it to what the costs are for use of the City Community Room, which is a similar space. He questioned the fees and whether or not they are actually providing a cost recovery of one percent, per the City ordinance.

Motion made by Vice Chair Prichard and seconded by Secretary Johnson-Tucker, and carried (4-0-0-1) to approve the Library Meeting Room Fee update as presented.

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

8. NBPL Friends of the Library Wish List for Fiscal Year 2016/2017

Staff requests that the Board of Library Trustees approve the wish list for submission to the Friends of the Library.

Tim Hetherington reported on the NBPL Friends of the Library Wish List for Fiscal Year 2016/2017. Mr. Hetherington stated that on an annual basis, the Library Admin Team presents wish lists for funding opportunities to the Board of Library Trustees. If the Trustees approve the lists, they are then presented to the two Library support groups for final approval.

Mr. Hetherington reviewed this wish list which focuses on collections and programs with a request for materials for the new Corona del Mar Branch. Staff will be submitting funding requests for new releases system wide for adult, teen, and children's collections. Funds for the Corona del Mar Branch opening day collections, programming and Literacy Program were also requested. Upon the Board's approval, these recommendations will be sent to the NBPL Friends of the Library at their June meeting.

Motion made by Secretary Johnson-Tucker and seconded by Vice Chair Prichard, and carried (4-0-0-1) to approve the NBPL Friends of the Library Wish List for Fiscal Year 2016/2017.

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

9. NBPL Foundation Wish List for Fiscal Year 2016/2017

Staff requests that the Board of Library Trustees approve the wish list for submission to the Library Foundation

Mr. Hetherton reported that the while the NBPL Friends of the Library focuses on funding materials, the NBPL Foundation funds collections as well as technology and enhancements to the building. Mr. Hetherton noted that the Library is proposing that the Foundation fund a conversion of the back copies of the Daily Pilot, the Newport Balboa News, and the Harbor Ensign to a digital format. Mr. Hetherton stated that he believes converting to digital will not only be important for the customers to be able to access files digitally but will also help staff in locating various documents and thus improve customer service.

The Board questioned why the Library would undertake the conversion rather than accessing back copies through the Daily Pilot. Mr. Hetherton noted that the Daily Pilot does not provide discs and only retains digital files for a period of time. In response to the Board's question as to how long it's been since digital files were sent to the library by the Daily Pilot, staff stated that the Daily Pilot converted to digital format in 2003 and then to microfilm in 2007.

Mr. Hetherton reported on the repurposing of the Charles Sword room. Mr. Hetherton stated the room is not being used to its maximum potential, and that the goal for the room is to convert it into a meeting space, such as a study group, conference room or any purpose suitable for large crowd.

Chair King asked if changing the room equates to additional space for staff, and if it would be used for special occasions. Mr. Hetherton replied that the room will not be used for private seating, but for meetings.

Mr. Hetherton reported on the Media Lab enhancement. Library staff has requested additional sound recording equipment, tablets, and an iPad 4, for the facility.

Mr. Hetherton reported that the library has had a relationship with Score114 since 2008. Mr. Hetherton also reported that the program brings in a lot of adults. Mr. Hetherton stated that the program is geared towards business topics such as social media and technology.

Chair King questioned if the target audience were business startups or existing businesses looking to make changes in technology. Mr. Hetherton replied in the affirmative to both.

Chair King opened public comments.

Mr. Mosher stated that he does not like the idea of spending \$7,500 to repurpose the Sword Room. Mr. Mosher stated that if the reason is to have maximum usage of available square footage, then he is not sure there is a valid reason to change the room. Mr. Mosher suggested instead moving the local history collection to the Sword Room and converting the present history space into a meeting area. He mentioned the earlier conversion of the business room into the teen area.

Chair King replied by stating that how the rooms are being utilized is up to the Library Services Director.

Chair King closed public comments.

Motion made by Vice Chair Prichard and seconded by Board Member Ray, and carried (4-0-0-1) to approve the NBPL Foundation Wish List for Fiscal Year 2016/2017. Board Member Johnson-Tucker stated that she is undecided on the Sword Room conversion but will support recommending that the NBPL Foundation study it further while considering the funding request. Thus, she voted in favor of the full package.

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

B. Monthly Reports

10. Library Services

Report of Library issues regarding services, customers and staff.

Mr. Hetheron reported that the library hired a part time Library Assistant and a full time Children's Librarian. Mr. Hetheron stated that comments from the public are very favorable regarding the new hires. Mr. Hetheron also reported that two staff members attended the Public Library Conference in Denver. The purpose of the staff attending the conference is to gather information and ideas to be discussed and hopefully implemented.

11. Friends of the Library Liaison Report

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

Chair King reported that with the addition of 13 new members, Friends of the Library membership now stands at 855. Chair King reported that they had \$14,000 in sales for the month of April and continues to receive generous contributions of materials.

12. Library Foundation Liaison Report

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

Secretary Johnson-Tucker thanked Tracy Keys for her update which covered most of the Foundation news. Foundation Board Member Toby Larson stated that the Library Live program is growing by leaps and bounds and that they are working on getting more sponsors, and doing more fundraising.

Chair King asked if all positions on the board are filled. Foundation Executive Director Tracy Keys stated that three positions have been filled. Secretary Johnson-Tucker noted that thanks to Foundation Board member Karen Clark, many revisions have been made to the by-laws and they are also working on creating guidelines to ensure that all committee members are on the same page regarding what's expected from each board member.

13. Witte Lectures Committee Liaison Report

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

Vice Chair Prichard reported that recent discussion is centered on popular speakers and higher fee levels. He noted that 2017 will be a good season.

He also reported that the committee had a very successful 2016 season. They budgeted for a net income of \$7,600 and ended up with net income of \$63,000, the remainder of which will roll into the 2017 series. It was reported that the funds are restricted to the Witte Lecture Series and can't be used for any other events. Mr. Prichard stated that the committee works very well together and the interaction, functioning and success of the committee is very impressive.

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)]

None

VII. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Chair King opened public comments.

Paul Watkins stated that the first Thursday of the month, Wake Up Newport is held. Mr. Watkins stated that Wake Up Newport consists of panelists, campaigns and debates. He stated that at the Sunday musicale it was difficult to see the performers, and noted that setting up a stage would help. Mr. Hetheron will follow up.

Mr. Mosher commented on copyright issues when patrons download digital materials from the Library database. Mr. Mosher also stated that the Board and staff might be interested in archiving the Board minutes in a form searchable for future use.

Chair King closed public comments.

VIII. ADJOURNMENT – 6:15 p.m.

Submitted by: *Jerry King*
Chair Approval of Minutes