

## CITY OF NEWPORT BEACH

Board of Library Trustees  
Newport Beach Public Library  
1000 Avocado Avenue, Newport Beach 92660  
Meeting Minutes  
August 20, 2018 - 5:00 p.m.

I. **CALL MEETING TO ORDER** – Chair Ray called the meeting to order at 5:00 p.m.

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

Trustees Present: Chair Janet Ray, Secretary Douglas Coulter, Board Member Jill Johnson-Tucker (departed at 5:24 p.m.), Board Member Kurt Kost

Trustees Absent: Vice Chair Paul Watkins (excused)

Staff Present: Tim Hetheron, Library Services Director  
Elaine McMillion, Administrative Support Specialist  
Natalie Basmacyan, Library Services Manager  
Melissa Hartson, Circulation & Technical Processing Coordinator  
Avery Maglinti, IT Supervisor  
Jackie Luengas-Alwafai, IT Manager  
Dustin Houston, Police Officer

III. **NOTICE TO THE PUBLIC**

IV. **PUBLIC COMMENTS**

None

V. **CONSENT CALENDAR**

A. **Consent Calendar Items**

1. **Minutes of the July 16, 2018 Board of Library Trustees Meeting**

Library Services Director Hetheron recommended the Board include Vice Chair Watkins' and Mr. Mosher's revisions of California State Library for Library Journal and "all of the data" for "all data" in the last paragraph of Item 7, December 24 and 31 for December 24 and 29 in the first paragraph of item 8, and Board Member Coulter as the liaison to the Friends of the Library in item IX. In September, staff will provide a comparison of Newport Beach Public Library with other three-star libraries as requested by Chair Ray.

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.
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.

Motion made by Board Member Johnson-Tucker, seconded by Board Member Kost, and carried (4-0-0-1) to approve the Consent Calendar including amendments to the Minutes of the July 18, 2018 meeting.

AYES: Ray, Coulter, Kost, Johnson-Tucker  
NOES:  
ABSTENTIONS:  
ABSENCES: Watkins

## VI. **CURRENT BUSINESS**

### A. **Items for Review**

6. **Appeal to Board of Library Trustees**  
Mr. Kenneth Lundy will appeal his suspension to the Board of Library Trustees.

Chair Ray announced this item has been removed from the agenda.

Library Services Director Hetherington advised that Mr. Lundy withdrew his appeal after agreeing to his card being suspended until September 15.

[The Library Board of Trustees heard the remaining agenda items in the following order: 9, 11, 14, 7, 8, 10, 12, 13, 15, 17, 16.]

7. **Informational Technology Update**  
Mr. Avery Maglinti, City Information Technology Applications Supervisor, will provide an update on Library IT services and projects.

Information Technology (IT) Applications Supervisor Avery Maglinti reported staff facilitated the Corona del Mar Branch closure, salvaged equipment from the Branch when possible, moved and reinstalled equipment at Mariners Branch and Central Library for the re-carpeting project, upgraded all machines in the Media Lab, created a satellite branch at Marina Park, replaced all public laptops at Central Library and Mariners Branch, replaced the scan station at Central Library, and enabled auto updating for common apps at all public computers in addition to resolving 840 IT tickets over the past year. Staff is completing the process for obtaining a new Integrated Library System (ILS) for the Library. IT staff and Circulation and Technical Processing Coordinator Melissa Hartson have been reviewing vendors for a wayfinding kiosk for Central Library. The *Daily Pilot* archiving

project was completed the prior week. Upcoming projects include a new ILS and procuring and installing new equipment at the Corona del Mar Branch when it opens.

In response to questions, IT Applications Supervisor Maglinti explained that one kiosk would be installed near the main entrance of Central Library as a pilot program. Circulation and Technical Processing Coordinator Hartson added that the Library Foundation provided the funds for the kiosk. IT Applications Supervisor Maglinti advised that the plan for virtual terminals was discarded after staff determined virtual terminals would not be cost effective. The City is no longer hosting the Library Foundation's website, but the website should be linked through the Library's webpage.

Board Member Kost reported he had utilized the new system to search for a newspaper article from 1952. The system located the article in a very short time.

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

Staff will update the Board on the Corona del Mar Branch Library replacement project.

Library Services Director Hetheron indicated work on the Corona del Mar Branch is progressing rapidly, and the completion date may be moved from the summer to the spring of 2019. Board Members Coulter and Kost and Vice Chair Watkins along with staff attended the topping ceremony. Public Works staff continues to investigate enhanced sound abatement by installing a floor underlayment.

**9. Board of Library Trustees Policy Review**

The Library Policy Ad Hoc Subcommittee requests that the Board of Library Trustees approve the following:

- a) Add the Memorandum of Understanding relating to the shared governance of the Newport Beach Library Director, Cooperating Agreement Between the Newport Beach Public Library Board of Library Trustees and the Newport Beach Public Library Foundation, to policy binder;
- b) Revise the Board Policy binder Table of Contents to reflect a separate listing of Council Policies and Library policies;
- c) Adopt a labeling scheme for former Council Policies and Library policies;
- d) Combine the Gift and Donor Policy and Newport Beach Public Library Gift Policy into a single policy;
- e) Add, at the end of each posted Library policy, the following language: "This Policy will be periodically reviewed by the Board of Library Trustees on the first to occur of (i) as circumstances may require or (ii) every two years from the date of adoption, last amendment, or last review. Last reviewed by the Board of Library Trustees on \_\_\_\_\_, 20\_\_";
- f) Update each binder with tabs and replacement pages for the Table of Contents, City Council Policies, and Library policies.

Library Services Director Hetheron reviewed the subcommittee's recommendations for review of Library policies. The binder should also include the Articles of Incorporation and Bylaws for the Friends of the Library. Having all the information in one location for each

Board Member and having a clear procedure for review of policies will be more efficient and effective. Vice Chair Watkins submitted a written recommendation to place language of "adopted, last amended, or last reviewed on \_\_\_\_, 20\_\_" at the end of each Library policy.

Board Member Johnson-Tucker concurred with use of the shorter language reflecting the date of review or revision of each policy.

Motion made by Board Member Coulter, seconded by Board Member Johnson-Tucker, and carried (4-0-0-1) to approve the recommendations of the Library Policy Ad Hoc Subcommittee.

Jim Mosher suggested the Library Board of Trustees provide input to the annual review of the Library Services Director and meet twice a year with the City Manager as allowed by the terms of the Memorandum of Understanding. An executed copy of the Cooperating Agreement between the Foundation and the Board should be included in the binder. He questioned whether the Foundation revised its Bylaws to be consistent with the agreement.

AYES: Ray, Coulter, Kost, Johnson-Tucker  
NOES:  
ABSTENTIONS:  
ABSENCES: Watkins

**10. Collection Development Policy**

Staff requests that the Board review and approve the Newport Beach Public Library Collection Development Policy.

Circulation and Technical Processing Coordinator Hartson reported she revised the Collection Development Policy based on Board Members' feedback at the prior meeting.

Motion made by Board Member Coulter, seconded by Board Member Kost, and carried (3-0-0-2) to adopt the Collection Development Policy as presented.

AYES: Ray, Coulter, Kost  
NOES:  
ABSTENTIONS:  
ABSENCES: Watkins, Johnson-Tucker

**11. Lecture Hall Update**

Board Member Johnson-Tucker will provide an update on activities related to efforts to integrate a lecture hall on the Central Library site.

Board Member Johnson-Tucker reported members of staff, the Board, and the Library Foundation met with the architects to launch the conceptual planning phase for a lecture hall. Participants brainstormed ideas, identified features they wanted and did not want, and visited the site. Another meeting will be held in a few weeks.

**12. Library Services**

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

Library Services Director Hetherton noted Library activities around the Summer Reading Program, staff training, and recruitments for new staff.

In reply to an inquiry, Library Services Manager Natalie Basmaciyen reported she oversees the Librarian IIIs in their coordinator roles, liaises with the police department, manages hiring and adult programming, and handles other responsibilities as needed.

**B. Monthly Reports**

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

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

Board Member Coulter shared upcoming promotions and sales. The Friends raised \$3,057 from the recent Friday and Saturday book sale. Currently, the Friends has 883 members. Amazon sales in July totaled \$2,507. The Friends of the Library continues to implement innovative ideas.

**14. Library Foundation Liaison Report**

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

Board Member Johnson-Tucker advised that the Foundation is searching for an Executive Director. The Foundation is planning a donor reception for September 12.

**15. Witte Lectures Committee Liaison Report**

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

Board Member Kost reported the committee now has access to the Library Foundation's budget, which helps the committee develop its budget. Speakers for the 2019 lecture series are confirmed. The committee is reviewing the benefits provided to the different levels of sponsors.

**16. Literacy Services Liaison Report**

Trustee update of the most recently attended Literacy Services Advisory Board meeting.

Library Services Director Hetherton related that International Literacy Day is September 13. Happy Hour with author Aimee Bender is scheduled for October 6.

**17. Library Live Lectures Liaison Report**

Trustee update of the most recently attended Library Live Lectures Committee's meeting.

Chair Ray will provide a report in September.

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

Jim Mosher recounted his experience with having to pay for a temporary library card to use the public computers at the Redondo Beach Library. Closing the Mariners Branch to install new carpeting seemed to benefit staff and the contractors rather than the public, especially since Central Library did not close for installation of new carpet.

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

Board Member Coulter reported he would not be present for the September meeting of the Board.

**IX. ADJOURNMENT – 5:51 p.m.**

Submitted by: *Janet Ray*

Chair Approval of Minutes