

CITY OF NEWPORT BEACH

**Board of Library Trustees
Newport Beach Public Library
1000 Avocado Avenue, Newport Beach 92660
Meeting Minutes
July 16, 2018 - 5:00 p.m.**

I. **CALL MEETING TO ORDER** – Chair Johnson-Tucker called the meeting to order at 5:03 p.m.

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

Trustees Present: Chair Jill Johnson-Tucker, Vice Chair Janet Ray, Secretary Paul Watkins, Board Member Kurt Kost, Board Member Douglas Coulter

Trustees Absent: None

Staff Present: Library Services Director Tim Hetherton
Administrative Support Specialist Elaine McMillion
Assistant City Manager Carol Jacobs
Circulation & Technical Processing Coordinator Melissa Hartson
Branch & Youth Services Coordinator Debbie Walker

III. **ELECTION OF OFFICERS**

Motion made by Board Member Watkins, seconded by Board Member Coulter, and carried (5-0-0-0) to elect Board Member Ray to the office of Chair.

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

Motion made by Board Member Coulter, seconded by Board Member Johnson-Tucker, and carried (5-0-0-0) to elect Board Member Watkins to the office of Vice Chair.

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

Motion made by Board Member Watkins, seconded by Board Member Johnson-Tucker, and carried (5-0-0-0) to elect Board Member Coulter to the office of Secretary.

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

IV. NOTICE TO THE PUBLIC

V. PUBLIC COMMENTS

None

VI. CONSENT CALENDAR

A. Consent Calendar Items

1. Minutes of the June 18, 2018 Board of Library Trustees Meeting

Vice Chair Watkins revised the Minutes to add "in the Central Library" to the end of the first sentence of the first full paragraph on page 3 of the Minutes.

Motion made by Board Member Coulter, seconded by Board Member Johnson-Tucker, and carried (3-0-2-0) to approve the Minutes of the June 18, 2018 meeting as amended.

AYES: Watkins, Coulter, Johnson-Tucker

NOES:

ABSTENTIONS: Ray, Kost

ABSENCES:

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 Coulter, seconded by Board Member Johnson-Tucker, and carried (5-0-0-0) to approve the Consent Calendar.

AYES: Ray, Watkins, Coulter, Kost, Johnson-Tucker

NOES:

ABSTENTIONS:

ABSENCES:

VII. CURRENT BUSINESS

A. Items for Review

6. Corona del Mar Branch Project Update

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

Library Services Director Hetherington reported the slab has been poured for the new Corona del Mar Branch and the contractor is expecting delivery of steel beams. The Public Works Department continues to evaluate options for sound abatement. He will have a more detailed report in August.

Vice Chair Watkins advised that work is progressing at the site. The anticipated completion date is the summer of 2019.

7. Statistical Comparison Report of Peer Libraries/meeting Spaces

Staff will provide a statistical comparison of the Newport Beach Public Library and regional peer libraries.

Library Services Director Hetherington indicated the Newport Beach Library is at the top of its class in comparison to peer public libraries. The California State Library report does not include circulation statistics even though staff reports the data. The Library continues to spend a significant amount of its materials budget on print materials. The number of visits to the Cerritos library is unbelievable for the size of the city, but Cerritos' libraries are considered destinations. Information for lecture halls shows they are well used. He did not understand why the Newport Beach Public Library did not rate four stars when the Library is competitive with other libraries across all categories. The Newport Beach Library lags in the category of internet use probably because most households in Newport Beach have internet access and electronic devices.

Chair Ray requested a comparison of Newport Beach Public Library with other three-star libraries.

Vice Chair Watkins remarked that the Library will continue to improve its services with the support of the Library Board of Trustees regardless of its star rating.

After some discussion of population, program attendance, and visitors to the Cerritos library, Board Member Johnson-Tucker suggested the Library Board of Trustees visit the Cerritos library to see the facilities and programs.

Ronnie Watkins remarked that 44 percent of lower socioeconomic households rely on libraries for internet access.

Jim Mosher suggested a virtual visit to the Cerritos library or inviting a member of Cerritos' staff to a meeting. He concurred that staff and Board Members should not be concerned with the star rating and encouraged Board Members to review all data reported by the Library Journal.

8. Proposed Library Closures for Winter Holidays 2018

Staff recommends a proposed Library holiday schedule for Board approval.

Library Services Director Hetherton requested the Board of Library Trustees approve early closure on December 26-29, 2018, for all Library locations. Based on a labor agreement, all locations will close at 1:00 p.m. on December 24 and 29.

In response to Board Member Johnson-Tucker's question, Library Services Director Hetherton advised that the proposed closures are similar to closures approved in past years.

Motion made by Vice Chair Watkins, seconded by Board Member Coulter, and carried (5-0-0-0) to approve the 2018 winter holiday schedule as proposed.

AYES: Ray, Watkins, Coulter, Kost, Johnson-Tucker

NOES:

ABSTENTIONS:

ABSENCES:

9. Board of Library Trustees Manual and Policy Review

The Board of Library Trustees will be given a Board of Library Trustees Manual and discuss a plan to review each Library policy.

Library Services Director Hetherton reported staff placed all current Library policies and current and former Council policies applicable to the Library in the binders for Board Members. Once the Board of Library Trustees has reviewed or revised a Library policy, staff will provide hard copies with the appropriate annotation for inclusion in the binders. The subcommittee needs to develop a strategy for ongoing review of Library policies.

Vice Chair Watkins advised that the subcommittee will focus on all policies and recommend an ongoing schedule for reviewing policies.

Karen Clark recommended the manual contain the agreement between the City and the Library Board of Trustees for selection of the Library Services Director as the agreement is not well known. Board Member Johnson-Tucker concurred. Vice Chair Watkins suggested the Charter provision mentioning the agreement, if it exists, also be included in the manual. Library Services Director Hetherton noted the agreement is mentioned in the Bylaws for the Library Board of Trustees.

Jim Mosher shared his belief that the Library Board of Trustees' decisions should be memorialized in the form of a resolution with copies provided online and at the Central Library reference desk. In addition, copies of previous Library Policies should be retained for future reference.

10. Newport Beach Public Library Collection Development Policy

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

Circulation & Technical Processing Coordinator Melissa Hartson reviewed proposed changes to revise the title of "Request for Book Purchase Form" to "Suggest a Title;" to include the California Library Services Act language in universal borrowing information; and to add or refer to the American Library Association's Freedom to Read Statement. Language from the California Library Services Act should be included in the collection

Development Policy rather than the Circulation Policy because it allows customers to check out materials from any California public library that participates in universal borrowing.

Vice Chair Watkins supported staff's proposed changes and suggested the Freedom to Read Statement be included as an attachment to the Collection Development Policy. Board Member Johnson-Tucker and Board Member Coulter preferred staff include links to the Freedom to Read Statement and Library Bill of Rights in language of "the Newport Beach Public Library strives to achieve the principles set forth in the Library Bill of Rights and the Freedom to Read Statement." Incorporating the two documents into the policy would make them Library policy. Board Member Kost concurred with including links to both documents.

In response to questions, Circulation and Technical Processing Coordinator Hartson explained that universal borrowing is referenced in the Circulation Policy. The Collection Development Policy could contain language such as "the Newport Beach Public Library endorses the principles contained in the Library Bill of Rights and the Freedom to Read Statement."

Karen Clark believed most people are not interested in reading lengthy policies. If individuals are interested in the American Library Association's documents, they can follow the links contained in the policy.

Library Services Director Hetherington indicated staff will draft language to reference both documents and present a final policy draft for approval in August. Board Member Johnson-Tucker agreed to work with Circulation & Technical Processing Coordinator Hartson to craft language.

Jim Mosher suggested combining the two paragraphs regarding requesting a title. The Collection Development Policy does not explain universal borrowing. Staff can utilize the Freedom to Read Statement to explain why staff cannot remove material from the Library's collection. Language for the Collection Development Policy could be "the Library Board of Trustees directs staff to seek guidance in policies attached hereto." The Collection Development Policy is broad and does not provide much guidance as to materials staff should obtain for the Library collection.

Board Member Johnson-Tucker preferred a policy that is broad and allows new staff members to create an approach to collecting materials.

11. Lecture Hall Update

Chair 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 the team will meet on August 6 to hear opinions, develop ideas, and provide guidance to the architects. Lecture halls in association with libraries are common. Lecture halls are frequently located adjacent to libraries even when lecture halls are not a function of libraries.

12. Library Services

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

Library Services Director Hetherton advised that staff is adjusting to Melissa Kelly's retirement, and administrative staff has assumed her responsibilities. Recruitment for a Librarian III will launch in the next week or so. The Friends of the Library will present its check to the City Council on August 14.

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 reported the Friends sold 68 books on Amazon and earned \$1,325 in June 2018, an increase over June 2017 sales of 48 books for \$804. The book sale special for the previous Thursday and Friday was buy two books on the subjects of humor, religion, or self-help and the third was free. The Friends hope to have 750 boxes of books for sale on August 3 and 4. At the Newport Beach Art Exhibition, the Friends sold \$1,530 in art books. During the July 18-20 book sale, transportation books will be buy one, get a second one for 1 cent. In June, book sales totaled \$17,325. The Friends are doing a nice job.

14. Library Foundation Liaison Report

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

Board Member Johnson-Tucker reported the Library Foundation's Interim Director is terrific, and Cathy Voreyer is the new Foundation Board Chair. The Foundation held a reception for Dorothy Larson after the last meeting. The value of the Foundation's donation to the Library is closer to \$750,000 because of the Foundation's support for programs not included in the wish list. The Foundation Board discussed quarterly donations for the wish list, a mandatory donation for Foundation Board Members, increasing the donation amount for inclusion on the donor wall, and implementing some or all changes at the current time. The Foundation's donor reception is scheduled for September 13.

Karen Clark, Newport Beach Library Foundation Board Member, clarified that the Board voted to begin quarterly donations for the wish list. The Board of Library Trustees has to agree to changing the amount of the donation to be listed on the donor wall because the donor wall is a joint project. The Foundation is rethinking ways to honor donors. She noted the departure of the Executive Director and Director of Programs and the retirement of Janis Dinwiddie from the Board.

18. Witte Lectures Committee Liaison Report

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

Chair Ray reported all but one contract has been signed by guest lecturers.

VIII. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None

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

With the agreement of Board Members, Board Member Johnson-Tucker will serve as liaison to the Newport Beach Library Foundation, Board Member Kost to the Witte Lectures Committee, and Board Member Watkins to the Friends of the Library. Library Services Director Hetherton and Vice Chair Watkins will report on Newport/Mesa ProLiteracy events and board meetings. Chair Ray will learn more about Library Live and share information with the Board of Library Trustees.

Vice Chair Watkins congratulated Board Member Johnson-Tucker on a successful year as Chair of the Library Board of Trustees and welcomed Board Member Kost. Receptions for Melissa Kelly and Dorothy Larson went well.

Vice Chair Watkins will not be present for the August meeting, and Chair Ray will not be present for the October meeting.

X. ADJOURNMENT – 6:44 p.m.

Submitted by: Janet Ray

Chair Approval of Minutes