

CITY OF NEWPORT BEACH

**Board of Library Trustees
Newport Beach City Hall (via Zoom)
100 Civic Center Drive, Newport Beach, CA 92660
Meeting Minutes
September 21, 2020 – 5:00 p.m.**

I. **CALL MEETING TO ORDER** – Chair Watkins called the meeting to order at 5:00 P.M.

II. **ROLL CALL** – Roll Call by Administrative Support Specialist Francine Jacome

Trustees Present: Chair Paul Watkins, Vice Chair Douglas Coulter, Secretary Kurt Kost, Board Member Barbara Glabman, Board Member Janet Ray

Trustees Absent: None

Staff Present: Tim Hetherton, Library Services Director
Francine Jacome, Administrative Support Specialist

III. **PLEDGE OF ALLEGIANCE** – Secretary Kurt Kost

IV. **NOTICE TO THE PUBLIC**

Waived.

V. **CONSENT CALENDAR**

A. **Consent Calendar Items**

1. **Minutes of the August 17, 2020 Board of Library Trustees Meeting**

Chair Watkins noted Jim Mosher properly indicated the attachment as the Expression of Concern form at agenda item VI.A.7 during last month's meeting. There is an additional form on the Newport Beach Library website to request resources be added to the Library collection. He also noted the abbreviation for the company PBA Auctions referenced in last month's meeting on agenda item VI.B.17 stands for Pacific Book Auctions Galleries. PBA Auctions were responsible for the sales of books for the Friends of the Library.

Chair Watkins congratulated Liz Aaron and Andrew Page for their work that was recognized in an email submitted from a Library patron.

Chair Watkins indicated there were two budget pages with last month's agenda packet and suggested using handwritten page 28 because it is the more accurate budget, per Library Services Director Tim Hetherton.

2. **Patron Comments**

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

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 Ray, seconded by Board Member Glabman, and carried (5-0-0-0) to approve the Consent Calendar.

AYES: Watkins, Coulter, Kost, Glabman, Ray

NOES:

ABSTENTIONS:

ABSENCES:

VI. CURRENT BUSINESS

A. Items for Review

6. Expressive Use Areas Policy (NBPL 9) Review

Staff requests that the Board review the Expressive Use Areas policy (NBPL-9); and designate and approve the placement of an Expressive Use Area for the new CDM Branch.

Library Services Director Hetherton shared Staff requests the Board of Library Trustees review the policy. He noted the verbiage will have a minor change upon finalization changing the "customer" to "patron". A proposed expressive use area has been recommended for the Corona del Mar Branch by Staff, which is located to the left of the front door. This area assures patron access to the Library and its resources while providing the opportunity for demonstrators to express themselves and engage with the public.

Chair Watkins reiterated there have been discussions to revise the word "customer" to "patron", and revise the words "expressive activity area" as opposed to "expressive use area".

In response to Board Member Ray's question, Library Services Director Hetherton indicated attachment B is located on page 35 of the agenda packet.

Jim Mosher thanked Chair Watkins for addressing the difference between expressive activity areas and expressive use areas. He indicated many people prefer to use these areas on the weekends when Library Service Directors are not available. He questioned if Library Staff is aware of their authority to allow the use of these areas.

Motion made by Board Member Ray, seconded by Vice Chair Coulter, and carried (5-0-0-0) to approve the Expressive Use Areas Policy with alterations.

AYES: Watkins, Coulter, Kost, Glabman, Ray

NOES:

ABSTENTIONS:

ABSENCES:

7. **Literacy Services Update**

Literacy Coordinator Cherall Weiss will give an oral report on the Literacy program and events.

Literacy Coordinator Cherall Weiss thanked the Board of Library Trustees for the opportunity to present on behalf of the ProLiteracy Program. The mission of the ProLiteracy Program is to develop the literacy skills of adults and to empower them to achieve greater success in their lives at home, at work, and in the community. Fiscal Year (FY) 2019-2020 donations increased through private sources, with a \$20,000 donation to help improve the database. The FY 2019-2020 budget was \$125,000, \$85,000 coming from the City and the State. A major part of the budget is typically raised by private donations at the annual luncheon, which has been canceled this year due to the COVID-19 pandemic. Attendees had the choice this year to donate their purchased ticket price to the Literacy Program or be credited for the next luncheon. Community classes, including financial classes, census classes, and voting workshops, are now being held virtually. Community collaborations scheduled before March 2020 have been postponed. There are approximately 125 active learners, 74 active tutors, and 28 active volunteers. In the last FY, the Literacy Program worked with 147 learners and had 245 out of 420 goals met, including five new United States citizens and three high school graduates. A private graduation ceremony will be held for one of the graduates who was disappointed that graduation had been canceled due to COVID-19. Tickets to local museums have been donated to the learners to help introduce them to cultural arts. Within two weeks, all programming was successfully transitioned to a virtual setting allowing the continuation of services without interruption. Sarah Kim was the advanced writers winner for the Writer to Writer competition. Despite not holding tutor training due to COVID-19, 8,000 volunteer hours have been completed. A virtual happy hour is scheduled for October 24, 2020, featuring Author Julia Phillips. A second virtual happy hour has been scheduled for February 20, 2021, featuring Lily King. The Newport Beach ProLiteracy Program was again awarded a Great Nonprofit Certificate.

Vice Chair Coulter commended Cherall Weiss on holding a private graduation ceremony for one of the individuals that graduated.

In response to Chair Watkins' question, Literacy Coordinator Cherall Weiss shared the private graduation ceremony will be held on Saturday, September 26, 2020, with a limit of ten people.

Chair Watkins announced September is National Literacy month, September 8 is National Literacy Day, and September 22 is the City of Newport Beach Literacy Day. At 5:00 P.M. on September 22, 2020, there will be a resolution by Mayor O'Neill given to Literacy Coordinator Cherall Weiss commemorating the City of Newport Beach Literacy Day.

Chair Watkins shared his admiration for the ProLiteracy Program.

Board Member Glabman thanked Literacy Coordinator Cherall Weiss for bringing attention to how achievements by learners within the ProLiteracy Program also impact their family.

8. Lecture Hall Update

Staff will report on activities related to the Library Lecture Hall project.

Board Member Ray reported the first meeting since March 2020 was held this month. Robert Coffee presented the final layout schemes for the Lecture Hall building. Four of the five members of the ad hoc subcommittee were present and agreed on one layout scheme. The next meeting will be held after Robert Coffee and the architects finalize the building plans.

Chair Watkins commented on the great progress of the ad hoc subcommittee.

In reply to Chair Watkins' inquiry, Board Member Ray announced there are no plans for fundraising scheduled. Before the COVID-19 pandemic, many people had committed to contributions. At a future public sessions meeting, there will be an opportunity for the public to give their input on the project.

9. COVID-19 Closure Update and Reopening

Staff will update the Trustees on the Library's activities during the COVID-19 closure and on reopening plans.

Library Services Director Hetherton announced the Central Library was reopened with limited services on the date of the meeting. Some adjustments were made to the Board-approved plan for reopening due to staffing issues. The number of staff unavailable for in-person services was much greater than originally anticipated. All other branches continue to offer curb-side service only. Due to staffing issues, Corona del Mar will be eliminating curb-side service on Saturdays. The Central Library will offer a "grab and go" service model that allows patrons to browse the shelves, check out materials, and manage accounts. Public computers are being offered by appointment for one hour.

In reply to Chair Watkins' question, Library Services Director Hetherton indicated there are currently no reopening plans scheduled for the Crean Mariners Branch, Corona del Mar Branch, or the Balboa Branch. The State guidelines for building capacity restrictions would have to be relaxed before opening those branches.

10. Library Services

Report of Library issues regarding services, patrons and staff.

Library Services Director Hetherton reported August circulation decreased from July. Virtual programming will continue until gathering restrictions are lifted. WiFi amenities have been very popular. At the September 8, 2020 City Council meeting, a \$200,000 gift donation was accepted from the Friends of the Library. The Corona del Mar Branch is featured in the September/October issue of American Libraries Magazine. Library Services Director Hetherton apologized for the error he made regarding the date for the Literacy Services Proclamation. It is scheduled for September 22, 2020, at 5:00 P.M. in Council Chambers. The Newport Beach Public Library Foundation will be presenting their check to the City on October 27, 2020, at 4:00 P.M. in Council Chambers.

B. Monthly Reports

11. Library Foundation Liaison Reports

A. Library Foundation Board – Report of the most recently attended meeting.

Library Services Director Hetherton shared the Library Foundation is searching for new methods to keep the public aware of the Foundation. Donations have declined, but the Board is confident that donations will increase as matters improve with the pandemic. The Library Foundation is pleased with the reopening of the Library and is eager to see the Gift Shop and Passport Office open soon.

In response to Board Member Ray's question, Library Services Director Hetherton stated the Passport Office opening is dependent upon sufficient staffing and relaxed social distancing guidelines to allow for capacity in a smaller space.

B. Library Live Lectures Committee – Report of the most recently attended meeting.

Board Member Glabman announced the speaker line-up for the Library Live Lectures is confidential until the Newport Beach Public Library Foundation officially announces the details in the near future.

C. Witte Lectures Committee – Report of the most recently attended meeting

Secretary Kost indicated the Witte Lectures Committee had a meeting via Zoom on September 10, 2020. The guests scheduled are confidential until the official announcement. Speakers are scheduled for January, February, March, and April of 2021. Fees for shows will be \$20 for members of the Library Foundation and \$25 for non-members, with a 500-person capacity for all shows.

12. Friends of the Library Liaison Report

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

Vice Chair Coulter shared the Friends of the Library began accepting book donations again on September 14 and are preparing to reopen their Bookstore in a temporary location in the Friends Meeting Room. August's income was \$1,519 stemming from member renewals and Amazon sales. The Friends of the Library has 822 current members. A donation was presented to the Library for \$200,000 from the Friends of the Library.

Library Services Director Hetherton shared that the Friends Bookstore will open on Thursday, September 24, 2020, for members only, and to the general public beginning on September 25, 2020, from 10:30 A.M. to 3:00 P.M., Mondays through Saturdays.

Jim Mosher suggested updating the signs above the outdoor book drops to advise people when and where to donate books.

13. Literacy Services Liaison Report

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

See agenda item VI.A.7.

VII. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

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)

Chair Watkins advised the next meeting will be Monday, October 19, 2020.

Chair Watkins congratulated Library Services Manager and current City Homeless Coordinator Natalie Basmaciyan on being named the 2020 Dorothy Palen Employee of the Year.

IX. ADJOURNMENT – 5:48 P.M.

Submitted by: Paul Watkins

Chair Approval of Minutes