

## CITY OF NEWPORT BEACH

**Board of Library Trustees**  
**Newport Beach Civic Center Council Chambers**  
**100 Civic Center Drive, Newport Beach, CA 92660**  
**Meeting Minutes**  
**Monday, October 19, 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

Trustees Absent: Board Member Janet Ray

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

III. **PLEDGE OF ALLEGIANCE** – Board Member Barbara Glabman

IV. **NOTICE TO THE PUBLIC**

Waived.

V. **CONSENT CALENDAR**

A. **Consent Calendar Items**

1. **Minutes of the September 21, 2020 Board of Library Trustees Meeting**

2. **Patron 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.

In response to Board Member Glabman's question, Youth and Branch Services Coordinator Debbie Walker explained SRP stands for Summer Reading Program.

Chair Watkins complimented Adult Services Coordinator Rebecca Lightfoot on her responsiveness to patron comments.

Motion made by Vice Chair Coulter, seconded by Board Member Glabman, and carried (4-0-0-1) to approve the Consent Calendar.

AYES: Watkins, Coulter, Kost, Glabman

NOES:

ABSTENTIONS:

ABSENCES: Ray

## **VI. CURRENT BUSINESS**

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

#### **6. Mariners Branch Update**

Branch Librarian Andrew Kachaturian will provide the annual overview of Mariners Branch operations.

Branch Librarian Andrew Kachaturian shared that the Mariners Branch opened in 2006, and it is a joint-use facility with Mariners Elementary School. While school is in session, the school portion of the Library is closed to the public. Under normal operations, the Mariners Branch is open the same hours as the Central Library and offers five story time sessions, a Lego club, and monthly crafts. Due to the current COVID-19 pandemic, the Mariners Branch is only offering curbside pickup service. In addition to the Branch Librarian, the Reference staff consists of two full-time Librarians, Jeremy Rodriguez and Christine Chapel, one full-time Library Assistant Janice Nikula, and two Part-Time Library Assistants Duncan Kistler and Rokhsan Shafiei. The Circulation team includes Senior Clerk Liz McKibbin, Rick Costa, Claire Constantino, Shelley Pricer and Amy Baltin, Piers Brown, and pages Kevin Holley, Craig Chamberlain, Katrina Kading, and Isabel Wang. There is currently one part-time clerk position open. Four staff members are currently on medical leave. Jackie Casella has returned this year as the Library Media Technician running the school side of the Library during school hours. Major facility maintenance was needed to the HVAC equipment, including the replacement of the compressor and hot water pump, and wiring issues needed to be reworked. Due to the constant maintenance of the HVAC, this equipment has been identified as a future candidate for city capital improvements. The flagpole installation was a small but successful project. Circulation has decreased, with just over 170,000 materials circulated and over 29,000 reference questions between July 2019 and June 2020. Between July 2019 and March 2020, the Mariners Branch hosted 157 story times with over 7,000 attendees, 37 other children events were also held with over 972 attendees. Virtual story time has been a successful program in the continuous efforts to serve the community through the closure. The Mariners collection currently consists of approximately 70,000 items, with some of the more popular items being movies, audiobooks, children's materials and general fiction. Before the pandemic, staff had been promoting advisory and digital services. Mariners Branch will continue to be available for patron questions, offer curbside pickup and continue to offer virtual programming for children and take-home crafts.

In reply to Chair Watkins' question, Branch Librarian Andrew Kachaturian shared he has been with the Library for 23 years and with the Mariners Branch for two years.

In response to Chair Watkins' inquiry, Branch Librarian Andrew Kachaturian stated the eight additional parking spaces have helped alleviate the parking congestion at the Mariners Branch.

Chair Watkins commented on the great landscape and well-maintained exterior of the Mariners Branch.

**7. Youth Services Update**

Acting Library Service Manager Debbie Walker will provide the annual overview of Youth Services

Youth and Branch Services Coordinator and Acting Library Service Manager Debbie Walker shared youth services was thriving prior to the COVID-19 closures with many programs, including in-person children's story time and craft programs. Many special monthly programs last year were successful, which included the Halloween Extravaganza that attracted over 350 attendees and the Noon Year's Eve party with over 240 attendees. October 2019 also brought first and second grade class visits to the Central Library. The Young Adult Advisory Council (YAAC) had been meeting in-person, once a month along with college planning and test preparation programs. With the Library closures beginning in mid-March, Youth Services were forced to reinvent ways to continue community outreach with young patrons. Virtual programming was launched, which included video story times, pre-recorded craft videos, Tune-in Tuesdays, and "Let's Talk Books for Kids" where staff posts a book recommendation via video. Virtual programming faces challenges as publisher online read aloud permission agreements are set to expire at the end of 2020. In honor of National Library Week, Mayor Will O'Neill, Council Member Diane Dixon, Assistant City Manager Carol Jacobs and other City Staff have contributed to virtual programming with recorded stories. The Summer Reading Program (SRP) was a successful event even with the challenges of the pandemic. It began on June 20 and ended August 8, with over 950 children registered, 600 welcome kits distributed, 600 prize books awarded, and 600 Grab & Go craft kits handed out. The Youth Services team is now meeting remotely and is currently evaluating key components from the SRP to implement for October and November programs. Halloween craft kits are now available, and a virtual costume contest and spooky story/art contest are planned. Family Storytime Bundles were introduced in July, which are themed bundles that include three books on a variety of topics. Presentations were made via Zoom to the Newport Coast Elementary PTA introducing the Library and virtual programs offered. More ways are now being explored to continue the involvement with the schools. In-person testing and college preparation programs through teen services have been postponed indefinitely, with virtual meetings being held. The positive energy and innovative ideas coming from the Youth Services team have helped virtual programming and curbside SRP successful.

Chair Watkins congratulated Youth and Branch Services Coordinator and Acting Library Service Manager Debbie Walker on her wonderful job during the pandemic.

Jim Mosher suggests reading classic children's stories that are no longer under copyright as an alternative when the publisher online read aloud permission agreements expire at the end of the year.

**8. Lecture Hall Update**

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

Chair Watkins reports on behalf of Board Member Ray that Monday, October 26, 2020, there will be a lecture hall meeting.

**9. COVID-19 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 Tim Hetherton shared that the Central Library reopened for Grab & Go services on September 21, 2020, with Plexi-Glass implementations, sanitation stations, and a day porter working from 10:00 a.m. to 6:00 p.m., Monday through Saturday spot-cleaning high traffic areas. All returned materials are quarantined for seven days. Public computers are available by appointment or by checking in at the front desk. Wi-Fi access hours have been extended to 6:00 a.m. to 10 p.m., Monday through Sunday. Regular hours and programming will not return until the County and State approve a full-scale reopening and sufficient staffing is available. Maintenance Specialist Eddie Flores has used the time of the closure to undertake and complete numerous maintenance projects during the Library closure, including improvements to the HVAC systems, painting, and parking lot recoating and restriping.

In reply to Board Member Kost's inquiry, Library Services Director Hetherton indicated attendance has been low with the modified hours and services opening with approximately 229 visitors per day. A press release, social media announcement, and email blasts were done to promote the modified opening.

Chair Watkins congratulated Maintenance Specialist Eddie Flores on his outstanding work.

**10. Library Services**

Report of Library issues regarding services, patrons and staff.

Library Services Director Hetherton shared if the Eucalyptus tree at the Balboa Branch is found to be unhealthy the Heron's nests would need to be relocated. There are two other trees on the premises that have been identified to hold the nests if needed. The City annually inspects and trims the trees with the next inspection scheduled for January. With the new facility planned for construction in the next few years, he urges architects to plan parking areas away from the Herons.

Chair Watkins thanked Jim Mosher for pointing out City Council Policy G-1 to the Board and the protection that the trees have under such policy. Follow-ups will be made with the City Arborist on the Herons and the Blue Gum Eucalyptus.

In answer to Vice Chair Coulter's inquiry, Chair Watkins shared the future construction of a new building will be the appropriate time to address concerns with the trees. In the meantime, the droppings are still a significant issue.

In response to Board Member Kost's question, Library Services Director Hetherton indicated he was unsure of costs in implementing temporary shelters or covered parking

to alleviate droppings. Covered parking could still result in maintenance issues with the accumulation of droppings on the top of the covering structure. He believes the best course of action right now is not to disturb the Herons and wait on news from the City on the Eucalyptus trees.

Chair Watkins shared that a local golf course lost hundreds of their Eucalyptus Trees due to an infestation of Australian Leaf Beetles.

Library Services Director Hetherton shared that Parks and Landscape Superintendent Kevin Pekar is concerned about this specific type of tree due to other issues they have encountered within the City.

Library Services Director Hetherton indicated he plans on speaking with the City Manager on filling a few part-time positions, despite a hiring freeze, to help staffing issues. The second round of interviews for the Marketing Specialist position will be held in the next few weeks. Presentation of the Foundation Check will be held on October 27<sup>th</sup> at 4:30 p.m. The next Board meeting location has yet to be determined.

In answer to Kurt Kost's question, Library Services Director Hetherton stated two full-time employees are currently working from home.

In response to Chair Watkins' inquiry, Library Services Director Hetherton shared the Library Board of Trustees is welcome to attend the check presentation on October 27<sup>th</sup>.

## **B. Monthly Reports**

### **11. Library Foundation Liaison Reports**

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

Chair Watkins reported on behalf of Board Member Ray that there are three lectures called the Local Luminary Lectures currently going on.

Library Services Director Hetherton shared he attended the last Library Foundation meeting, and there are some virtual programming plans for next year.

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

Board Member Glabman reported four programs are scheduled with speakers including Photographer Stuart Palley and Author Steven Rowley.

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

Board Member Kost shared speakers are scheduled from January through April 2021 for Witte Lectures.

### **12. Friends of the Library Liaison Report**

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

Vice Chair Coulter announced the Bookstore is open. Donations are being accepted Monday through Saturday, from 10:00 a.m. to 12:00 p.m. The Friends are offering different specials each week to bring in more customers. Money earned for September decreased to \$6,166, compared to \$19,050 at the same time last year.

### **13. Literacy Services Liaison Report**

Chair Watkins shared the Virtual Happy Hour will take place on October 24, 2020, with Author Julia Phillips. The next Virtual Happy Hour is scheduled for February 2021. Literacy Services has 131 active learners with 70 active/waiting tutors. An Advisory Board meeting is scheduled for November 10, 2020.

In reply to Board Member Glabman's question, Chair Watkins indicated active tutors are assigned multiple learners but only schedule one-on-one learning times.

### **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 announced there will be a closed session regarding a personnel matter at the November 16, 2020, meeting.

Chair Watkins honored John R. Stahr and offered condolences to his family. Mr. Stahr was an innovative thinker and contributor to the Newport Beach Central Library starting in 1989 with his fundraising campaign efforts that helped introduce exceptional collections, programs, and resources to the Library.

### **IX. ADJOURNMENT – 6:00 P.M.**

Submitted by: *Paul Watkins*  
Chair Approval of Minutes