

CITY OF NEWPORT BEACH

Board of Library Trustees
Newport Beach City Hall (via Zoom)
100 Civic Center Drive, Newport Beach, CA 92660
Meeting Minutes
Monday, March 15, 2021 – 5:00 p.m.

I. **CALL MEETING TO ORDER** – Chair Watkins called the meeting to order at 5:01 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 Janet Ray, Board Member Barbara Glabman

Trustees Absent:

Staff Present: Tim Hetherton, Library Services Director
Francine Jacome, Administrative Support Specialist
Rebecca Lightfoot, Adult Services Coordinator
Debbie Walker, Youth & Branch Services Coordinator
Melissa Hartson, Circulation & Technical Processing Coordinator/
Acting Library Services Manager

Staff Absent:

III. **PLEDGE OF ALLEGIANCE** – Led by Chair Watkins

IV. **NOTICE TO THE PUBLIC**

V. **CONSENT CALENDAR**

A. **Consent Calendar Items**

1. **Minutes of the January 19, and February 16, 2021 Board of Library Trustees Meetings**

Chair Watkins stated that the Board needed to look at the January 19, and February 16, 2021 meeting minutes. Board Member Ray will abstain from the January 19 vote.

With respect to the January 19, 2021 minutes Chair Watkins had the following changes:

- Handwritten Page 6, Item 5, “Chair Watkins said that at the suggestion of Newport Beach Resident Mr. Mosher they reorganized the agenda items and policy reviews to...” should be followed with “more evenly spread out the Board’s work over the course of the year.”
- Handwritten Page 7, Item 9, 1st paragraph, second to last item: “Kanopy”
- Handwritten Page 8, Item 13, it should be Mr. “Stahr.”
- Handwritten Page 10, Item 8, The City Council’s planning session should be listed as January 30 and “Empire Station” should be changed to “Fire Station”.

With respect to the February 16, 2021 minutes Chair Watkins had the following changes:

- Handwritten Page 11, Vice Chair Coulter and Board Member Glabman's absences were excused and should be noted as such.
- Handwritten Page 14, last line reads: "Board Member Ray was pleased..." add the word "with".
- Handwritten Page 15, Item 9, first paragraph, last line: "Board Member Ray is pleased with the progress."

Chair Watkins complimented the thoughtful and researched response by Adult Services Coordinator Rebecca Lightfoot on Handwritten Page 19. He also complimented Circulation & Technical Processing Coordinator/Acting Library Services Manager Melissa Hartson for her wonderful response on Handwritten Page 20.

Chair Watkins commented that on the Expenditure Status Report that they are still underbudget by 8% through February 2021.

Motion made by Board Member Glabman, seconded by Secretary Kost, and carried (4-0-1-0) to approve the January 19, 2021 meeting minutes as amended.

AYES: Watkins, Coulter, Kost, Glabman
NOES:
ABSTENTIONS: Ray
ABSENCES:

Motion made by Board Member Ray, seconded by Secretary Kost, and carried (3-0-2-0) to approve the February 16, 2021 meeting minutes as amended.

AYES: Watkins, Kost, Ray
NOES:
ABSTENTIONS: Coulter, Glabman
ABSENCES:

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.

Board Member Glabman questioned Youth & Branch Services Coordinator Debbie Walker on her February presentation. Specifically, she wanted to know about the Principal of Newport Coast Elementary's request for the Library to do a video for an online assembly. She asked if the Board could reach out to schools in order to be more proactive in that area and if the Library received feedback on the video.

Youth & Branch Services Coordinator Walker said they planned to reach out to schools with a summer reading video. There was no feedback from the school on the last video, but it was of Children's Librarian Liz Aaron giving a short tour with a theme of organization.

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 Secretary Kost, and carried (5-0-0-0) to approve Items 2 through 5 of the Consent Calendar.

AYES: Watkins, Coulter, Kost, Ray, Glabman

NOES:

ABSTENTIONS:

ABSENCES:

VI. CURRENT BUSINESS

A. Items for Review

6. Review of the Newport Beach Public Library Use Policy (NBPL 1)

Staff requests that the Board review and approve the NBPL Use Policy (NBPL 1), with minor revision to the introductory paragraph of the policy, and to Item 20, in the list of Prohibited Activities.

Library Services Director Tim Hetherington stated there were minor changes to NBPL 1. One change is an additional sentence in the introductory paragraph and the other change is to Item 20 and is a specification of what it means to disturb other patrons or staff. The new language is "any unwanted or threatening behavior towards others including, but not limited to harassment, abusive language or gestures, assault and battery."

Library Services Director Hetherington thought the policy is effective and is made stronger by the appeals process. He stated there was a numbering error that would be fixed prior to publication.

Chair Watkins stated the following changes he wanted made as recommended by Newport Beach resident Jim Mosher:

- Handwritten Page 36, Corona del Mar should have a lowercase d.
- "Everyone has a right to quality library services in an atmosphere that is safe and free of disturbances from others" belongs before the sentence that reads "Patrons may remain in the library during posted business hours."

There was no public comment.

Motion made by Board Member Glabman, seconded by Board Member Ray, and carried (5-0-0-0) to approve NBPL 1 as revised.

AYES: Watkins, Coulter, Kost, Ray, Glabman

NOES:

ABSTENTIONS:
ABSENCES:

7. Lecture Hall Update

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

Board Member Ray explained the March 15, 2021 meeting has been postponed because the architect is completing a cost analysis of the project and needed additional time to complete an accurate report. She stated she would have an update for the Board at the next meeting.

The public had no comment, so the Board received and filed the report.

8. COVID-19 Update

Staff will update the Trustees on the Library's activities during COVID-19.

Library Services Director Tim Hetherington stated Orange County moved into the Red tier on March 14, 2021. Public libraries can now open at 50% capacity so beginning on March 16 the Central Library will allow a total capacity of 220 patrons and staff. On Monday, March 27, the Mariners branch will open at 50% capacity.

Library Services Director Hetherington also reported that the City Manager approved recruitment for five part-time clerk positions and five part-time page positions. In response to Chair Watkins' question Library Services Director Hetherington explained the new hires would be assigned based on need and stated they could be asked to move from one location to another.

In response to Secretary Kost's question Library Services Director Hetherington explained that the Balboa and Corona del Mar branches have lower capacity as they are smaller spaces. The main reason they cannot reopen is because of staffing. They are down five clerks, five pages, and shortly will be down a librarian. He assured the Board they would reevaluate the situation with the new hires.

The public had no comment, so the Board received and filed the report.

9. Library Services

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

Library Services Director Hetherington provided an update on the Friend's gift shop and the Foundation Passport Office. The merchandise will be ordered shortly, and the City Finance Department will help with access to the City's reseller's permit so that merchandise can be obtained at cost and sold at retail. They are also ordering a cash register, shelving, and other items for the gift shop. The Marketing Specialist is working on branding and signage for the shop. Passport staff have undergone notary training but are unable to be certified because that must be done in person. Due to COVID-19 there is limited in person service. Staff is watching the availability and will continue to try to get certified.

Library Services Director Hetherton stated he did a site walk of the Balboa branch with Public Works Director Dave Webb, Fire Department Chief Jeff Boyles, and Recreation and Senior Services Director Laura Detweiler, which is slated for replacement soon. The lot is expansive and has room for many things. Library Services Director Hetherton encouraged the Board to have staff conduct a needs assessment and outreach to the public.

Library Services Director Hetherton invited Board Members to attend the proclamation on April 13, 2021 in Council Chambers for National Library Week at 4:00 p.m. The public are allowed into Council Chambers on a limited basis and Library Services Director Hetherton expects increased involvement.

Library Services Director Hetherton announced Library Live on April 9th, a Witte Lecture on April 16th, and a Newport/Mesa ProLiteracy happy hour on April 24.

In response to Chair Watkins' question Library Services Director Hetherton said Board Members could do a story time video for National Library Week. Youth & Branch Services Coordinator Walker advised that the deadline is March 23, 2021.

Vice Chair Coulter stated that when he offered to do a video, he learned the times were full, so he declined to participate since they had enough people. Youth & Branch Services Coordinator Walker assured him that if he wanted to participate, he could.

Chair Watkins said he had fun working with Annika on his video.

Chair Watkins confirmed that Library Services Director Hetherton received an opinion from the City Attorney's office that stated that it is inappropriate to disrupt or interfere with the Great Blue Heron population at the Balboa branch. He will continue to work with Library Services Director Hetherton and staff on ways to make parking more accessible to patrons of the branch without disrupting the birds. The birds could also have an impact on the construction of the new facilities on the lot.

In response to Vice Chair Coulter's question Library Services Director Hetherton stated that the Deputy City Attorney based her opinion on the wording of the Migratory Bird Treaty Act of 1918.

The public had no comment, so the Board received and filed the report.

B. Monthly Reports

10. Library Foundation Liaison Reports

A. Library Foundation Board – Report on the most recent activities.

Board Member Ray stated Meg Linton resigned and Kunga Wangmo-Upshaw is the interim CEO until a permanent replacement is selected. The P.J. O'Rourke event went well with a nice article in the *Newport Beach Independent*. The Library Live event with Jenny Offill also went well and was commended by Parks, Beaches and Recreation Commissioner Laird Hayes.

In response to Chair Watkin's question Board Member Ray said that she was sure the search for Ms. Linton's replacement was ongoing.

The public had no comment, so the Board received and filed the report.

B. Library Live Lectures Committee – Report on the most recent activities.

Board Member Glabman advised that Library Live did not meet this month. The schedule is ready for 2022, but it is not to be announced to the public yet. Stuart Palley, a photographer who follows fires and was at all the major California fires, will speak on April 9, 2021. Board Member Glabman thought his lecture would attract younger people and people who might not normally attend Library Live.

The public had no comment, so the Board received and filed the report.

C. Witte Lectures Committee – Report on the most recent activities.

Secretary Kost had little to report as he missed the last meeting. Shahzia Sikander is scheduled for Friday, April 16, 2021 at 6:19. The Witte Lectures Committee is working on the 2022 schedule and being prepared whether the events will be live or via Zoom.

In response to Board Member Ray's question Secretary Kost stated he did not know why they start at 6:19 p.m. instead of 6:00.

The public had no comment. The Board received and filed the Witte Lectures Committee report.

11. Friends of the Library Liaison Report

Trustee update on the most recent activities of the Friends of the Library.

Vice Chair Coulter reported that the collection donations come in from 10:30 to 12:00 Monday to Saturday and the bookstore is open from 10:30 to 3:00 p.m. The main store sales were \$13,535 and with Amazon and the PBA Gallery the total is \$14,576. There are currently 712 members. Over the last month the Friends of the Library have offered a variety of sales on many genres and mediums. Vice Chair Coulter stated he is pleased to be associated with the group.

Board Member Glabman commended the Friends of the Library on their sales tactics.

The public had no comment. The Board received and filed the report.

12. Literacy Services Liaison Report

Trustee update on the most recent activities of Literacy Services.

Chair Watkins reported that ProLiteracy has about \$440,000 in the bank. COVID has not been a financial setback. The Lily King happy hour was a success and raised significant funds. The next happy hour is with Marla Jo Fisher, a humorist with a column in the *Register*. Chair Watkins is looking forward to the event on April 24, 2021 at 5:00 p.m.

Chair Watkins reported that there are 68 active tutors and 5 waiting for the new tutor group. There are 108 active learners with another 4 people waiting. The Career Online High School program offers diplomas and there are 4 attendees at present.

The public had no comment. The Board received and filed the Literacy Services Liaison Report.

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 the next meeting on April 19, 2020 at 5:00 p.m. with a location to be determined.

On March 9, 2021 City Council made decisions on various fees and charges. They suggested that the libraries charge \$0.35/page for black and white copies and \$0.45/page for color copies. Newport Beach resident Jim Mosher surveyed 10 to 15 libraries and Chair Watkins also did research and determined that those figures were not in line with other libraries. Chair Watkins requested a recommendation to City Council to lower fees for copies placed on a future agenda.

Board Member Ray commended Homeless Liaison Natalie Basmacyan on her presentation on Speak Up Newport. Chair Watkins stated that Natalie Basmacyan is assigned to the Homeless Taskforce for the foreseeable future.

IX. ADJOURNMENT – 5:51 P.M.

Submitted by: *Paul Watkins*

Chair Approval of Minutes