

CITY OF NEWPORT BEACH

**Board of Library Trustees
Corona del Mar Branch Library
410 Marigold Avenue, Corona del Mar, CA 92625
Meeting Minutes
Monday, June 21, 2021 – 5:00 p.m.**

I. CALL MEETING TO ORDER – Chair Watkins called the meeting to order at 5:02 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, Trustee Barbara Glabman

Trustees Absent: Trustee Janet Ray (excused)

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

Staff Absent:

III. PLEDGE OF ALLEGIANCE – Led by Trustee Glabman

INTRODUCTIONS

Library Services Director Tim Hetheron introduced Nadia Dallstream, Corona del Mar (CdM) Branch Librarian. Chair Watkins asked the Newport Beach Public Library Foundation (NBPLF) Board Members Karen Clark and Dorothy Larson to introduce Jerold Kappel, the new NBPLF CEO. Mr. Kappel stated he was pleased to be a part of the Foundation.

IV. NOTICE TO THE PUBLIC

V. CONSENT CALENDAR

A. Consent Calendar Items

1. Minutes of the May 24, 2021, Board of Library Trustees Meetings

With respect to the May 24, 2021, minutes Chair Watkins had the following changes:

- Handwritten Page 5, correct the spelling of judgment. And in the last line change “customers” to “patrons.”
- Page 7, change “contest” to “content.”
- Page 10, Ms. Larson said “file,” not “five.”

- Page 11, Mr. Mosher said “which will be broadcast.”

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.

Chair Watkins noted that 92% of the year is over and the Library is underbudget by 6% for maintenance and operation. He suggested that in good faith and within reason anything needed should be requested before June 30, 2021. He and Library Services Director Hetherington discussed potential Wi-Fi hotspot devices.

In response to Secretary Kost's question, Library Services Director Hetherington explained that the merchandise for the passport office could not be preordered as several spending deadlines had passed.

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 Vice Chair Coulter, seconded by Trustee Glabman, and carried (4-0-0-1) to approve the Consent Calendar with edits to the Minutes.

AYES: Watkins, Coulter, Kost, Glabman

NOES:

ABSTENTIONS:

ABSENCES: Ray

VI. CURRENT BUSINESS

A. Items for Review

6. Corona del Mar Branch Update

Branch Librarian Nadia Dallstream presents an overview of Corona del Mar Branch's activities and resources.

CdM Branch Librarian Nadia Dallstream explained her background and introduced Library Clerk Debbie Williams-Lopez, who has worked for the Library for 25 years and is retiring at the end of the month. The Board applauded Library Clerk William-Lopez. CdM Branch Librarian Dallstream reported on the CdM personnel.

Chair Watkins confirmed that story time programming will resume at the CdM Branch on July 12, 2021.

CdM Branch Librarian Nadia Dallstream stated the team was excited to resume story time programming. She further reported on the period of June 2020 to May 2021, as described by Librarian II Annika Helmuth's Annual Report. Over the past year the CdM Branch offered curbside pickup for patrons which was well received. This service ended on June 7, 2021, upon branch reopening. A total of 25,851 items were checked out utilizing curbside pickup. Reference assistance is occurring by phone, and they handled 2,675 reference questions in the past year. The CdM Branch also served as a hub for the virtual story times and Tune-In Tuesday programs. Librarian II Helmuth was instrumental in producing hundreds of story time videos for patrons. The CdM Branch also handed out 150 craft kits curbside. The Fire Station adjoining the CdM Branch has been an excellent neighbor and the building design received national attention and awards.

Chair Watkins thanked CdM Branch Librarian Dallstream, complimented the facility, and received and filed the report.

7. Review of the Children in the Library Policy (NBPL 4)

Staff recommends that the Board of Library Trustees review and approve revisions to Library Policy NBPL 4, Children in the Library.

Library Services Director Hetherton reported the Children in the Library Policy works well, that Newport Beach is leading on the issue, and that staff recommends no changes to the policy other than minor grammatical revisions.

Chair Watkins stated he made minor changes and thought the document was in decent shape. He called for Board or public comments, but there were none.

Motion made by Vice Chair Coulter, seconded by Trustee Glabman, and carried (4 0 0-1) to approve the Children in the Library Policy (NBPL 4) as revised.

AYES: Watkins, Coulter, Kost, Glabman

NOES:

ABSTENTIONS:

ABSENCES: Ray

8. Financial Report Comparison of Beginning Budget to End of the Year Amended Budget

Circulation and Technical Processing Coordinator Melissa Hartson will report on Budget Amendments for FY 2020-2021.

Circulation & Technical Processing Coordinator Melissa Hartson reviewed the Budget Amendments over the past year. The Friends gave \$210,000, and the Foundation gave \$13,000, which covered materials and programming. The California Library Literacy Services (CLLS) Grant was \$45,000.

Chair Watkins confirmed that was the approximate annual CLLS Grant amount.

Circulation & Technical Processing Coordinator Hartson said it was close and explained that the grant amount was based on the number of tutors and students amongst other things. The Foundation also gave \$5,000 toward literacy. The final Budget Amendment

for the 2020-21 Budget was Santiago Library System reimbursed the Library \$5,307 for e-book content.

In response to Trustee Glabman's question, Circulation & Technical Processing Coordinator Hartson explained the Santiago Library System is part of a cooperative group that the Library is a member of that also includes Orange County Public Library, Orange County Law Library, and city libraries in Mission Viejo, Huntington Beach, Anaheim, Placentia, Yorba Linda, Orange, Santa Ana, and Fullerton.

Chair Watkins called for additional comment, but there was none. The Board received and filed the report.

9. Friends of the Library Wish List

Staff recommends that the Board of Library Trustees approve the annual wish list request for funding from the Newport Beach Friends of the Library.

Library Services Director Hetherington presented the wish list for funding to the Newport Beach Friends of the Library for \$200,000 and recommended the Board accept the gift.

In response to Chair Watkins' question, Library Services Director Hetherington explained that in addition to hosting the Sunday Musicales, the Friends host the summer reading program, the 1,000 Books Before Kindergarten program, the teen programming, author events in the Friends Room, and other similar events. The City Arts Commission (CAC) hosts the concerts on the green.

Chair Watkins called for comments, but there were none.

Motion made by Secretary Kost, seconded by Trustee Glabman, and carried (4-0-0-1) to approve the annual wish list request for funding from the Newport Beach Friends of the Library.

AYES: Watkins, Coulter, Kost, Glabman

NOES:

ABSTENTIONS:

ABSENCES: Ray

10. Grant Acceptance from California Library Literacy Services

Staff recommends the acceptance of a grant in the amount of \$4,500 from the California Library Literacy Services to support the Newport Beach Adult Literacy Program.

Chair Watkins explained California Library Literacy Services offered a grant of \$4,500 to support the Newport Beach Adult Literacy Program. He called for discussion, but there was none.

Motion made by Trustee Glabman, seconded by Vice Chair Coulter, and carried (4 0 0-1) to accept the grant in the amount of \$4,500 from the California Library Literacy Services.

AYES: Watkins, Coulter, Kost, Glabman

NOES:

ABSTENTIONS:

ABSENCES: Ray

11. Lecture Hall Update

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

Library Services Director Hetheron reported the design concept was approved by the Board of Library Trustees (BLT) and the Foundation. The Memorandum of Understanding (MOU) proposed by the City is not yet final and is with the City Attorney's Office for review. Approval by the Irvine Company is still in progress and there is a meeting scheduled for the end of June. The BLT's Agreement for Use is being augmented and revised.

In response to Chair Watkins' question on fundraising, NBPL Foundation President Karen Clark stated that the Foundation is looking for the Irvine Company's approval and the MOU before moving forward. Overall, things are moving slower than they hoped.

Chair Watkins confirmed that the Capital Improvement Projects were discussed in January 2021 and the Lecture Hall and the Balboa Branch were moved to 2022-23. He hoped that In January 2022 the Lecture Hall would be approved.

12. COVID-19 Update

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

Chair Watkins voiced hope that they would not have to place such focus on COVID-19 in the coming months. Library Services Director Hetheron agreed and reported that as of June 18, 2021, the City is no longer requiring that staff wear masks. Vaccinated members of the public also are not required to wear masks and the City is allowing self-attestation for proof of vaccination. Staff is looking forward to providing full service and the summer.

Chair Watkins called for comments and questions, but there were none. The Board received and filed the report.

13. Library Services

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

Library Services Director Hetheron honored and thanked Library Clerk Debbie Williams-Lopez before her retirement. The Library is waiting for Finance to obtain a reseller's permit. The Friends Meeting Room and children's story times reopen Monday, July 12, 2021. The Foundation will hold their board meeting in the Friend's Meeting Room. The City Council passed the photocopying fee under consent and will review it a second time before implementation on July 22, 2021. Mr. Hetheron presented an overview of the Library to the Newport Beach Foundation.

Chair Watkins called for comments and questions, but there were none. The Board received and filed the report.

B. Monthly Reports

14. Library Foundation Liaison Reports

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

NBPL Foundation Board Member Dorothy Larson stated the Foundation had been meeting over Zoom and otherwise the report given at the May BLT meeting was current.

In response to Chair Watkin's question Foundation President Karen Clark stated that the Library Live Lectures selections were made.

Library Services Director Hetherington thought Witte Lectures were still looking at prices and availability.

Ms. Clark noted that the process was delayed by staff changes and that there was plenty of time to organize the Witte Lectures. Pricing for the lectures was less while they were on Zoom and they were very well attended. All sponsors remained on board, and they were able to remain on budget for both Library Live and Witte. There are still questions on how patrons will feel about attending live lectures and that will be considered.

Chair Watkins called for comments, but there were none. The Board received and filed the report.

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

Trustee Glabman had no report.

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

Secretary Kost stated that they are mostly on hiatus but are working on contacting agents and getting contract prices for selected authors. He hoped that next season could be a convergence of live lectures and Zoom coverage.

Chair Watkins called for comments, but there were none. The Board received and filed the report.

15. Friends of the Library Liaison Report

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

Vice Chair Coulter reported on the Friends' June sales promotions. He praised the group's creativity and marketing. At the June 8, 2021 meeting, the Friends approved the \$200,000 donation for the Library's Wish List. May sales were \$16,436 in the Bookstore, \$85 from PBA, and \$1,313 from Amazon. Saturday, July 3, 2021, will be the last day of operation in the Friends Meeting Room before they return to the bookstore. He praised the Friends and noted that they are planning a luncheon for November at the Ayres Hotel.

Chair Watkins called for comments, but there were none. The Board received and filed the report.

16. Literacy Services Liaison Report

Trustee update on the most recent activities of Literacy Services.

Chair Watkins reported there are currently 70 tutors and 102 learners in the program. They are planning their International Literacy Day Celebration on September 8, 2021, at 10:00 a.m. and a happy hour in the Bamboo Courtyard in October. New Learner Orientation is scheduled for June 23, 2021, with 17 people signed up. Tutor Training starts in July. They have purchased several radio spots with KOCI and KXFM for promotion and branding.

Chair Watkins called for comments, but there were none. The Board received and filed the 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 for July 19, 2021, at 5:00 p.m. in the Library's small conference room.

IX. ADJOURNMENT – 5:49 P.M.

Submitted by:

Paul Watkins

Chair Approval of Minutes