

CITY OF NEWPORT BEACH

**Board of Library Trustees
Newport Beach Central Library
1000 Avocado Avenue, Newport Beach, CA 92660
Meeting Minutes
Monday, July 19, 2021 – 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, Trustee Janet Ray

Trustees Absent: Trustee Barbara Glabman (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

Staff Absent:

III. **PLEDGE OF ALLEGIANCE** – Led by Trustee Coulter

IV. **ELECTION OF OFFICERS**

The Board of Library Trustees shall nominate and elect Trustees to serve as Chair, Vice Chair, and Secretary for Fiscal Year 2021-2022

Motion made by Trustee Coulter, seconded by Trustee Kost, and carried (4-0-0-1) to name Paul Watkins as Chair for Fiscal Year (FY) 2021-2022.

AYES: Watkins, Coulter, Kost, Ray

NOES:

ABSTENTIONS:

ABSENCES: Glabman

Motion made by Trustee Ray, seconded by Trustee Coulter, and carried (4-0-0-1) to name Kurt Kost as Vice Chair for FY 2021-2022.

AYES: Watkins, Coulter, Kost, Ray

NOES:

ABSTENTIONS:

ABSENCES: Glabman

Motion made by Trustee Ray, seconded by Trustee Kost, and carried (4-0-0-1) to name Barbara Glabman as Secretary for FY 2021-2022.

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

COMMITTEE APPOINTMENTS

Chair Watkins announced the Committee assignments as follows:

- NBPLF Board – Vice Chair Kost
- Library Live – Chair Watkins
- Witte Lectures – Secretary Glabman
- Friends of the Library – Trustee Coulter
- Literacy Services – Trustee Ray
- Ad Hoc Subcommittee for Balboa Branch Replacement – Trustee Ray

Chair Watkins noted that he asked Library Services Director Tim Hetherington to make introductions between Trustees and their groups in order to have a smooth transition. Additionally, he asked Trustee Ray to select another Trustee to serve with her on the Ad Hoc Subcommittee for Balboa Branch Replacement. The Ad Hoc Subcommittee will monitor the Capital Improvement Projects Program for the City and provide input.

Trustee Ray clarified that she was to choose another Trustee. She questioned how large the Ad Hoc Subcommittee should be.

Chair Watkins explained that they needed to comply with the Brown Act.

Trustee Ray clarified she meant non-Trustees.

Chair Watkins stated she could include other people.

Trustee Ray explained that the community outreach during the Corona del Mar branch replacement was important and helpful.

Chair Watkins said that Trustee Ray could provide the Board with a monthly report. He thought that at the January Capital Improvement Project meeting the Library Lecture Hall and the Balboa Branch/Fire Station replacement would come up for FY 2022-2023.

V. NOTICE TO THE PUBLIC

VI. CONSENT CALENDAR

A. Consent Calendar Items

1. Minutes of the June 21, 2021, Board of Library Trustees Meetings

With respect to the June 21, 2021, minutes Chair Watkins had the following change:

- Page 7, correct the spelling of “compliment.”

2. Patron Comments

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

Chair Watkins noted two comments:

- Emily Halphide received a patron compliment on her helpfulness.
- Terry Sanchez expertly handled a comment about a lack of heroines in the virtual programming.

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 announced the Board of Library Trustees (BLT) were at 91% of budget for Fiscal Year (FY) 2021.

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 Kost, seconded by Trustee Coulter, and carried (3-0-1-1) to approve the Consent Calendar with edits to the Minutes.

AYES: Watkins, Coulter, Kost

NOES:

ABSTENTIONS: Ray

ABSENCES: Glabman

VII. CURRENT BUSINESS

A. Items for Review

6. Proposed Library Schedule for Winter Holidays 2021

Staff recommends a proposed library holiday schedule for Board approval.

Library Services Director Hetherton reported that staff brings the Winter Holiday Schedule to the BLT in July because they must be ready for leave requests which start in September. In 2021 the observed holiday for City employees falls on the Friday before the actual holiday, which is Saturday. However, the Library is open at times when most City departments are not because they try to be open for patrons. Therefore, staff proposes to close the Library on Friday, December 24 at 1:00 p.m., Friday, December 31 at 1:00 p.m. and all day on December 25 and January 1, 2022. Additionally, staff requests an all-day closure on Sunday, December 26, and closure at 6:00 p.m. on December 27, 28, 29, and 30. Normal operations would resume on January 2, 2022. The Library wants to be open for patrons, but generally there is low demand during the holidays and that is why the last

few years they instituted the 6:00 p.m. closure. The reason for the December 26 closure is to allow staff a travel day and due to all the work and effort put in by the staff over the pandemic.

Chair Watkins called for Board questions.

In response to Trustee Ray's question about the necessity of being open on December 24 Library Services Director Hetherton explained that normally the other City departments close at 1:00 p.m. on December 24.

In response to Trustee Coulter's question about other City departments closing at 1:00 p.m. on December 23, Library Services Director Hetherton explained those departments will work a half day on December 23, observe the holiday on December 24, and then are closed through the weekend. Typically, City staff are given a half day on December 24 as part of the collective bargaining agreements.

Vice Chair Kost stated that other libraries are closed on December 24.

Library Services Director Hetherton agreed and stated that staff preferred to have December 26 off.

Motion made by Trustee Ray, seconded by Vice Chair Kost, and carried (4-0-0-1) to approve the proposed Library Schedule for Winter Holidays 2021.

AYES: Watkins, Coulter, Kost, Ray

NOES:

ABSTENTIONS:

ABSENCES: Glabman

Library Services Director Hetherton thanked the BLT on behalf of Library staff.

7. Lecture Hall Update

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

Trustee Ray reported the Foundation and the City have meetings scheduled for the week of July 26. Foundation Board President Karen Clark held a reception at her house the week of July 12 to introduce the new Chief Executive Officer, who said good things about the Library Lecture Hall.

Chair Watkins invited Dorothy Larson to speak on the Library Lecture Hall.

Dorothy Larson, Newport Beach Public Library Foundation (NBPLF) Board Member, said that Mayor Brad Avery attended the reception and was positive about the Library Lecture Hall although that was not an official position.

Chair Watkins called for BLT and public comments and questions, but there were none. 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 Hetherton reported the Library system was back to normal with all locations open at regular hours and staff levels. They are restarting in-person programming. Children's staff are currently holding story times outdoors. The June statistics show steep inclines, and staff is adjusting well to the "new old reality." There have been no issues over masks with patrons.

Trustee Ray thanked Library Services Director Hetherton and staff.

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

9. Library Services

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

Library Services Director Hetherton reported that the Passport Services Office resumed business on July 19. Notary services are on hold pending background checks and one staff member must retake the test on July 21. Another staff member completed the training but was unable to take the test yet due to personal circumstances. That staff member will be tested and certified. City Finance is working on acquiring a reseller's permit, the application is complete and submitted. The City Attorney's Office investigated special land use restrictions for the Library's space and the Library complies. The signage package will be emailed to the BLT. The Literacy Proclamation is scheduled to go to City Council on August 24, and International Literacy Day is Wednesday, September 8 in the Friends Meeting Room at 10:00 a.m. and the BLT is welcome to attend.

Chair Watkins called for BLT comments and questions.

Trustee Ray announced that she could not attend the next BLT meeting on August 23.

Vice Chair Kost stated that he might be out of town on August 23.

In response to Chair Watkin's question about if the BLT would have a quorum on August 23, Administrative Support Specialist Francine Jacome stated that she believed they would but would double check and report back to the Chair.

Chair Watkins called for public comment.

Ronnie Watkins, Newport Beach Resident, inquired about the online program for high school diplomas and whether it was under the Library's jurisdiction.

In response to Ms. Watkin's question, Library Services Director Hetherton explained that the Library's service population is defined as that of the City. However, he stated that he did not believe anyone was being turned away and that the Library did not deny services to those outside the City as a general policy.

Administrative Support Specialist Jacome stated that the BLT would have a quorum at the August 23 meeting. Vice Chair Kost was a maybe, Trustee Ray was a no, and the other three Trustees confirmed.

In response to Chair Watkin's question about the status of the Summer Reading Program, Branch & Youth Services Coordinator Debbie Walker said that it was going well and that it ends on July 31.

The Board received and filed the report.

B. Monthly Reports

10. Library Foundation Liaison Reports

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

Trustee Ray deferred the report to Dorothy Larson (NBPLF Board Member).

Ms. Larson stated the Foundation was working on its database. The new CEO has started and is involved.

Kunga Wangmo-Upshaw, NBPLF Director of Programming, reported the database was in progress. A reception was hosted by NBPLF Board President Karen Clark to welcome Jerold Kappel to the donors and the Foundation Members and to thank outgoing Board Members. The reception was well attended. The Foundation is looking forward to 2022.

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

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

Library Services Director Hetherington stated there was no report from Trustee Glabman.

Ms. Wangmo-Upshaw reported that they were looking for a new Chair for the Library Live Lectures Committee. The program is moving forward with its 2021-2022 season.

In response to Chair Watkin's question about speakers, Ms. Wangmo-Upshaw explained that they are finalizing the speakers and the dates, which will all be in 2022. There will be a September 2021 meeting.

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

C. Witte Lectures Committee – Report on the most recently attend meeting.

Secretary Kost reported there was no meeting in the last month. They have secured pricing and contracts for the speakers for next season. Three of the four speakers are confirmed, and details will follow the September and October meetings.

In response to Chair Watkin's question about returning to in person programming, Ms. Wangmo-Upshaw stated that the plan was to return in person in 2022. The Witte season runs from January to April.

Chair Watkins stated that the in-person lectures and supper were enjoyable.

Library Services Director Hetherington stated they were also looking to include Zoom in order to expand the reach of the lectures.

Ms. Wangmo-Upshaw said that they were still looking into methods of online streaming for speakers especially as a back-up in case in-person lectures were not allowed.

Chair Watkins called for BLT comments and questions.

In response to Vice Chair Kost's question about whether streaming a speaker live on site caused any issues, Ms. Wangmo-Upshaw said that everything would be negotiated in the contract. Some speakers require additional fees for streaming, mostly depending on the speaker's profession. Journalists are stricter.

Chair Watkins called for public comment.

Ronnie Watkins, Newport Beach resident, asked if speakers were tied into other engagements in order to reduce cost to the Foundation.

Ms. Wangmo-Upshaw stated that the Foundation tried to do that, but it was difficult because Witte Lectures have a set schedule.

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

11. Friends of the Library Liaison Report

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

Trustee Coulter said that Saturday, July 3, 2021, was the last day the Friends used the Friends Meeting Room. The Friends were appreciative of the use of the room during the pandemic. He stated the first weekend back in the original bookstore, the Friends made \$5,200 from a combination of bookstore sales and sales from the first triannual sale in the Friends room since February 2020. They will continue to hold triannual book sales in October, February, and June. The Friends have advised Library Services Director Hetherington that they intend to donate \$200,000 to the Library.

Library Services Director Hetherington stated they planned to present the funds to City Council on September 14, 2021.

Trustee Coulter detailed further Friends of the Library promotions. Hours are 10:30 to 3:00 p.m. Monday through Saturday. Donations of up to three boxes of books at one time are accepted in the store. The Friends group is very involved and are a pleasure to work with.

In response to Trustee Ray's question about book donations Trustee Coulter explained they are accepted during business hours. The Friends members work very hard in the bookstore.

Trustee Coulter clarified that the \$200,000 donation represented a year of the Friends' work.

Chair Watkins called for public comment.

Ronnie Watkins, Newport Beach resident, commented that she visited the Friends the day after they moved back to their room. She noted they were busy and helpful. The larger space was nicer as it was easier to find items as a customer.

Trustee Coulter stated that he would be sure to pass along the comment.

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

12. Literacy Services Liaison Report

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

Chair Watkins reported that the current name of the literacy program is Newport/Mesa ProLiteracy. Earlier in the day, a survey was sent to the advisory board and others suggesting various new names. Marketing Specialist Maria Nicklin is putting together a campaign, and Literacy Coordinator Cherall Weiss felt that the name is too long. They are discussing adding the words "adult" and using "CARES" as an acronym for something. The goal is to rebrand for the upcoming campaign. Trustee Ray will be the new liaison and can report out on any name change in the future. The program has assets and are investing wisely. There are 67 active tutors and 100 active learners, two learners waiting and four tutors waiting.

Chair Watkins called for BLT and public comments and questions.

Dorothy Larson stated that Newport/Mesa ProLiteracy says who they are and what they do. She requested clarification on why a change was being considered.

Chair Watkins explained that the name was long and did not specifically refer to adults. He thought it would be CARES but could not recall exactly what that stood for. "Newport" and "adult" would be included.

In response to Dorothy Larson's question about the Literacy Happy Hour receptions, Chair Watkins said that there was one scheduled for October 9, and that their International Literacy Day celebration will be held on September 8. Learners will share their literacy stories.

The Board received and filed the report.

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)**

Chair Watkins announced the next BLT meeting would be held on Monday, August 23, 2021, with a quorum of three.

X. **ADJOURNMENT** – 5:47 P.M.

Submitted by:

Paul Watkins

Chair Approval of Minutes