

CITY OF NEWPORT BEACH

**Board of Library Trustees
Crean Mariners Branch Library
1300 Irvine Avenue, Newport Beach, CA 92663
Meeting Minutes
Monday, October 18, 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 Kurt Kost, Secretary Barbara Glabman (arrived at 5:03 p.m.), Trustee Douglas Coulter, Trustee Janet Ray (arrived at 5:09 p.m.)

Trustees Absent:

Staff Present: Tim Hetheron, Library Services Director
Francine Jacome, Administrative Support Specialist
Rebecca Lightfoot, Adult Services Coordinator
Melissa Hartson, Circulation & Technical Processing Coordinator
Debbie Walker, Youth & Branch Services Coordinator/Acting
Library Services Manager
Andy Kachaturian, Mariners Branch Librarian
Christine Chapel, Mariners Librarian I
Jeremy Rodriguez, Mariners Librarian I

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

IV. **NOTICE TO THE PUBLIC**

V. **CONSENT CALENDAR**

A. **Consent Calendar Items**

1. **Minutes of the September 20, 2021, Board of Library Trustees Meetings**

Chair Watkins called for comments on the Consent Calendar, but the Board of Library Trustees (BLT) had none. Chair Watkins noted necessary changes to the minutes as follows:

- Page 9, correct the duplication of Secretary Glabman's name.
- Page 9, three paragraphs down clarify that it was the first library building in the City. Also add "library" before building in the last sentence of the paragraph.
- Page 10, change "would be" to "had been taken out of the BLT's hands."
- Handwritten Page 14, Witte Lectures Committee change "attend" to "attended" in the title.

2. Patron Comments

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

Chair Watkins complimented Library Services Director Hetherton on his handling of a patron's concern about computer filtering. Library Services Director Hetherton worked with IT and got the filtering dialed back. Handwritten Page 17 also noted a concern about the men's bathrooms.

Library Services Director Hetherton reported that the Library continues to utilize a day porter service to spot clean throughout the course of the day.

Chair Watkins thanked Library Services Director Hetherton for addressing the issue.

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 the BLT is about 1.5% over budget after 25% of the Fiscal Year (FY), which is remarkably good.

Library Services Tim Director Hetherton agreed with Chair Watkins' assessment.

Chair Watkins noted the arrival of Secretary Glabman.

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 Trustee Coulter, seconded by Secretary Glabman, and carried (3-0-1-1) to approve the Consent Calendar with edits to the minutes of September 20, 2021.

AYES: Watkins, Coulter, Kost

NOES:

ABSTENTIONS: Glabman

ABSENCES: Ray (arrived at 5:09 p.m. after the vote)

VI. CURRENT BUSINESS

A. Items for Review

6. Mariners Branch Update

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

Chair Watkins called for the Mariners Branch Update and congratulated Branch Librarian Andrew Kachaturian on a well written and informative report.

Branch Librarian Kachaturian reported that the building was 15 years old and unique in that it adjoins Mariners Elementary School. He introduced Jeremy Rodriguez, Piers Brown, and Christine Chapel, all of whom are long term Library employees.

Chair Watkins stated the Tune-In Tuesdays were spectacular.

Branch Librarian Kachaturian explained they were short a few positions due to COVID, but that Central Library assisted with staffing. Additionally, a part time staff member has been out for medical reasons. Staff has done an extraordinary job given the service model changes. During the COVID closure there were 15,000 curbside transactions which was pretty good. When they reopened there were about 12,000 transactions a month which is encouraging. Much of the programming has changed. Outdoor storytimes have been very popular.

Library Services Director Hetherton inquired as to how long they planned to continue with outdoor storytimes.

Branch Librarian Kachaturian reported that all the feedback on the outdoor setting was positive.

Mariners Librarian I Christine Chapel thought patrons appreciated and enjoyed the program outside and that the children were more relaxed. The first story time was attended by 15 to 20 people, but then word got out and attendance increased to about 60.

Vice Chair Kost asked if they had larger crowds outdoors than indoors.

Mariners Librarian I Chapel indicated that the program attracted about the same number of people either way. The indoor program was normally held in the Mariners story time room, but required the doors remain open to accommodate everyone. Outside people spread out and the patrons seem more relaxed.

Branch Librarian Kachaturian said they had also done several take-home crafts during COVID and credited that success to Mariners Librarian I Chapel and Library Assistant Janice Nikula. There are no big projects scheduled for the building in 2021, but they are looking into replacing the problematic HVAC system and improving the exterior lighting.

Chair Watkins stated that the new parking was well used and that he was pleased that they made the decision to create extra spaces.

Branch Librarian Kachaturian said the improvements were a big help.

In response to Chair Watkins inquiry, Branch Librarian Kachaturian explained it was his third year at Mariner's Branch and his 24th year with NBPL. They were unable to make class visits due to COVID, but Mariners Librarian I Chapel led the outreach.

Mariners Librarian I Chapel said that Woodland and Kaiser had a read-a-thon.

Branch Librarian Kachaturian explained that because of the outreach, many more schoolchildren have library cards. The Mariners' Elementary School Librarian Jackie Casella returned this year and is doing a great job. The school has begun using the library again. There is a partition that closes the school section of the library during the day.

Chair Watkins asked if there were library activities held in the Jorgensen room.

Branch Librarian Kachaturian explained that room was utilized by the Recreation and Senior Services Department and is usually booked. They hoped to use the outside courtyard for story time, but that did not work out. He commended his staff on their hard work over the past year.

Chair Watkins said that Library Services Director Hetherton had advised him that Branch Librarian Kachaturian was a good leader and manager.

Branch Librarian Kachaturian thanked the BLT.

Secretary Glabman inquired if the Library Media Technician's salary came under the Library or the Board of Education.

Branch Librarian Kachaturian answered it was from the school district.

Trustee Coulter thanked Branch Librarian Kachaturian for the report.

Chair Watkins noted that Trustee Ray had arrived.

Trustee Ray apologized and explained she had car difficulties.

Chair Watkins indicated the BLT would receive and file the report.

7. Youth Services Update

Youth and Branch Services Coordinator Debbie Walker will provide the annual overview of Youth Services.

Chair Watkins stated that Youth & Branch Services Coordinator/Acting Library Services Manager Debbie Walker's report on Youth Services was impressive, particularly the part on the 19th Annual OC Parenting Readers' Choice Awards where Newport Beach Public Library was recognized for the "Best Storytelling Time." The Youth Services Team is fantastic, and the Virtual Programming Grant was a tremendous accomplishment. He called for the staff report.

Youth & Branch Services Coordinator/Acting Library Services Manager Debbie Walker reported that the Youth Services team had an eventful and challenging year. Two children's librarians from Central separated from the City earlier in the year so Annika Helmuth and Jasmin Avila have joined the team. The team meets twice a year and in September they held their first in-person meeting in a year and a half, which was wonderful. They applied for and received a Virtual Programming Grant offered by the California State Library through the Library Services and Technology Act (LSTA) for \$12,000. The funds were able to be used for virtual programming and technical equipment. The programs were required to take place and the money had to be spent between March

and the end of August. Annika Helmuth was the coordinator of the Learn & Grow @ Your Library project. They used the funds to put on “Coding for Kids,” a workshop for cartooning, and to purchase equipment. The idea was to target school-aged children. As live programming opened, they were told the funds could also be used for live programming, so each branch was able to purchase audio enhancing equipment and other technology for use in live programming. All other funding comes from the Friends of the Library. The outdoor storytimes utilize funds from both the grant and the Friends of the Library.

Chair Watkins inquired if any funds remained from the grant.

Youth & Branch Services Coordinator/Acting Library Services Manager Walker explained the \$12,000 was spent. Until mid-July storytimes were done virtually. Publishers began to push back on recorded content and other libraries were trying outdoor programming, so they utilized the new audio equipment and started hosting the storytimes outdoors. As the weather turns, they are moving toward hosting some indoor storytimes with restrictions while keeping outdoor storytimes at certain branches. National Library Week was held virtually as it was in April. Summer reading started on June 12, 2021. They used Beanstack for the reading challenge and it went well with many kids participating and submitting book reports. There were also grab-and-go crafts, which were extremely popular, perhaps more so than previous in-person craft programs. Other programming over the year included additional grab-and-go crafts, some virtual programming, and how-to videos by Adult Librarian Alex Jenkins.

Chair Watkins said that Adult Librarian Jenkins was very creative.

Vice Chair Kost asked if his past videos were available.

Youth & Branch Services Coordinator/Acting Library Services Manager Walker indicated they were. On Saturday October 30, there will be an all-day program at all locations with crafts, costumes, and trick-or-treating. With respect to teens, the Young Adult Advisory Council (YAAC) resumed meeting in person in September. They also have in person teen volunteers back. Library Assistant Danielle Doi has aggressively worked with companies and organizations that do college prep and the resulting programs have been very popular. The YAAC members always request college prep programming. The juvenile collection is varied and makes up about 30% of the overall collection, but accounts for almost 50% of the circulation. She praised the Youth Services Team and reiterated that they won “Best Storytelling Time”.

The BLT applauded Youth & Branch Services Coordinator/Acting Library Services Manager Walker’s announcement.

Youth & Branch Services Coordinator/Acting Library Services Manager Walker announced she was happy to take questions.

Chair Watkins called for BLT comment and all Trustees indicated they were pleased with the report. Chair Watkins called for public comment, but there was none. The BLT received and filed the report.

8. Lecture Hall Update

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

Trustee Ray reported that the City Council held a study session to discuss the design and renderings of the Library Lecture Hall. The response was favorable. The ad hoc committee has met regularly over the past two years and selected architect Robert Coffee. The project is complex as there is limited space and that space is adjacent to the Bamboo Courtyard. Due to COVID and the timing of the project the initial anticipated cost increased from about \$7 million to \$12.5 million. The Council indicated that at \$7 million it would see the project as a public/private partnership and fund half the cost. The Council voted to move forward with the project and Robert Coffee is now moving forward with the building plans. Additionally, the Council agreed that the project is approximately \$13 million and indicated the City would fund half.

Vice Chair Kost inquired if there was a cap on the amount Council would fund.

Trustee Ray indicated that the Council would not be pleased if the cost increased significantly and stated that if the project became \$20 million it would not fly. The Lecture Hall would round out the City Hall/Library campus and is supported by the citizens.

Trustee Coulter congratulated Trustee Ray.

Secretary Glabman asked if the project had the support of all the Council members.

Trustee Ray explained one Council member was not in the room at the time, but then later voted against the item.

Trustee Ray indicated that it did not surprise her and that she was pleased to have the support of the rest of the Council. She praised Jill Johnson-Tucker's presentation and Larry Tucker's work.

Chair Watkins stated that everyone at the meeting did a good job.

Trustee Ray said that the Newport Beach Public Library Foundation (NBPLF) is very supportive of the project.

Chair Watkins called for BLT comments and questions.

Vice Chair Kost inquired about funding commitments.

Trustee Ray said that they have interest and commitments, but noted she was not ready to share the information. The ad hoc committee has been discussing financial support with the community.

Vice Chair Kost requested a ballpark figure.

Trustee Ray stated she was uncomfortable providing a figure.

Vice Chair Kost asked NBPLF CEO Jerold Kappel when they would begin fundraising.

Jerold Kappel, NBPLF CEO, explained that they needed two things before beginning the campaign. Firstly, they need a Memorandum of Understanding (MOU) with the City. Secondly, they need working drawings, not just conceptual drawings. The major increase in the cost comes from having to move utility lines under the project site. The case statement is very strong, and Newport Beach & Company is extremely supportive and advised that there are State Economic Development Agency (EDA) funds available for tourism which must be used for infrastructure. The Lecture Hall should meet those requirements so there will be a partnership with Newport Beach & Company for an EDA Grant.

Vice Chair Kost clarified that would fall into the fundraising half of the project.

Mr. Kappel said he understood that the funds the City planned to provide were part of the COVID relief funds. He asked if Chair Watkins shared his understanding.

Chair Watkins indicated he did not know that information.

Mr. Kappel explained that Council Member O'Neill told him the funds would be used for the Junior Lifeguards building and the Library Lecture Hall. The Lecture Hall will support tourism to the City.

Chair Watkins said that Library Services Director Hetherton anticipated a November 30 City Council Consent Calendar item on the project's California Environmental Quality Act (CEQA) documents and the MOU. Mr. Tucker advised him that it was not necessary for as many people to show up to the Council meeting as it was for the previous discussion. He said he planned to attend with Library Services Director Hetherton. This is a pro forma approval of the concept, CEQA, and the MOU.

9. Balboa Branch Replacement Update

Trustee Ray will report on activities related to the Balboa Branch Replacement project.

Library Services Director Hetherton reported the committee met in September and staff was tasked with a modified needs assessment, a snapshot of current branch operations, and a sample survey. The survey will be reviewed by the committee on November 4. The meeting will be held at the Balboa Branch at 2:00 p.m.

Chair Watkins confirmed that they were waiting for a later time to ask for the Fire Department's input.

Library Services Director Hetherton said they would request it once they had an architect.

Youth & Branch Services Coordinator/Acting Library Services Manager Walker indicated she was not at the September meeting but would attend the November meeting.

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

10. COVID-19 Update

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

Library Services Director Hetherington reported no change in COVID-19 policy since the September BLT meeting. Unvaccinated members of the public are required to wear a mask and members of the public are self-attesting. Many of the staff are opting to wear face masks based on CDC guidance. Outdoor story time is going great and is very popular. Due to the changing seasons, they are opting into a hybrid model and a transition to indoor storytimes, which should begin about November 1. There was a plethora of programs in the Friends Room in September. In fact, there were so many programs in September that when the County contacted him about using the Friends Room as an incident command center for the oil spill he had to say no as it would have canceled 17 programs. The number of programs indicates to him that people are feeling more comfortable resuming public activity. No staff members have contracted COVID and there has been no contact tracing related to the Library by the County.

Chair Watkins suggested they retain the COVID update at least through the end of the year. He called for BLT or public comments and questions, but there were none. The Board received and filed the report.

11. Library Services

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

Library Services Director Hetherington reported that they were working with the City Attorney's Office on several items related to the Friends Gift Shop. He thought the income tax issue was handled. The City Attorney's Office is reviewing and updating the MOU between the Friends of the Library and the BLT/City for the Friends Gift Shop. They have found a cash register that allows staff to track sales tax and inventory. The product designs have been finalized and will be ordered. November 30 the City Council will have the Lecture Hall agendaized, but it is considered a routine matter.

Chair Watkins inquired about an opening date for the Friends Gift Shop and asked about Christmas.

Library Services Director Hetherington said that he was holding out hope for Christmas but noted that the City Attorney's Office had to work through the paperwork.

Vice Chair Kost asked about the merchandise.

Library Services Director Hetherington stated that merchandise was on its way. They could offer the items for sale in the bookstore until the Friends Gift Shop opened.

Chair Watkins called for BLT comments and questions.

Trustee Ray asked how they would sell the items if things were not finalized.

Library Services Director Hetherington explained the bookstore was set up to sell items. They did not anticipate it taking so long to open the Friends Gift Shop.

Secretary Glabman asked if there were new logos or product designs specifically for the Library.

Library Services Director Hetherton explained they were using the building and palms logo. Marketing Specialist Maria Nicklin is working on a rebrand for the Friends including their logo and marketing.

Secretary Glabman requested samples of the merchandise at the November meeting.

Library Services Director Hetherton said he would be happy to bring samples.

Vice Chair Kost recalled seeing pictures at the September meeting.

Library Services Director Hetherton said the pictures were of ordered merchandise and that the BLT had not seen the Friends branding.

Chair Watkins called for the public comment, but there was none. He indicated the BLT would receive and file the report.

B. Monthly Reports

12. Library Foundation Liaison Reports

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

Vice Chair Kost reported that they held a meeting on October 4 via Zoom. He met everyone on the NBPLF Board and received updates. There is a new investment policy as of September which will have them distributing up to 5% of their dividends and interest to the Library on an annual basis. In September they received gifts of \$17,250. The Foundation also received two different PPP Loans during COVID for \$50,000 each. The first was forgiven and they're waiting on approval of the second. They are sending out letters for the Witte and Library Live upcoming season, *Bookmark* will go out at the end of October, and they are prepping for the capital campaign for the Lecture Hall. The target is \$6.5 million, but they are looking to raise \$7.5 to \$8 million as a buffer. The donor reception was held several weeks ago in the Bamboo Courtyard and went well.

Jerold Kappel, NBPLF CEO, reported that they received a California Relief Grant for \$15,000. *Bookmark* is going in a new direction and Library Services Director Hetherton has the opening column. It will also contain an annual report.

Chair Watkins asked if the publication date was November 1.

Mr. Kappel explained he hoped it was mailed by November 1.

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

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

Chair Watkins stated he prepared and submitted a report which he asked be included in the minutes in the interest of time (see attached). He indicated he would be happy to answer questions and then indicated the BLT would receive and file the report.

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

Secretary Glabman reported they had the lecturers in place for the coming year and that they were in the 2022 program received by attendees at the donor reception. She was asked not to announce the lecturers yet as they have not been made public.

Chair Watkins said the Library Live Lectures were also not yet public.

Secretary Glabman said there are four author/speakers in place.

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

13. Friends of the Library Liaison Report

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

Trustee Coulter reported that the Friends held many specials over the past month to raise funds for the Library. The art book sale on October 9 raised \$1,653. The September total was \$15,000. Membership stands at 713. The Friends are hosting a volunteer lunch on November 9. They normally hold a member's luncheon in June.

Library Services Director Hetherton indicated he would attend.

Trustee Coulter said he would attend as well. The next big sale is scheduled for November 19, from 1:00 p.m. to 4 p.m., and is for members only. November 20 from 9:00 a.m. to 2:00 p.m. is open to the public. Books are \$3 a bag.

Chair Watkins called for BLT questions and comments, but there were none. He then called for the public comment.

Ronnie Watkins, Newport Beach resident, noted that the Book Store could sell Gift Shop items and that the Friends Gift Shop would have limited hours once it opened. Therefore, she suggested a partnership for weekends and other times the Gift Shop was not staffed.

Library Services Director Hetherton stated that he would investigate the idea.

Trustee Coulter stated the Book Store was not open on Sunday.

14. Literacy Services Liaison Report

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

Trustee Ray reported that Project Adult Literacy (PAL) held a happy hour event on October 9. Over 100 people were registered, and the event was successful. People appreciated the program being held in person. There are 64 active tutors with 1 in training and 95

active learners with 10 in waiting. On October 13 there was a new learner orientation and tutor training. Numbers are increasing post COVID shutdowns. All classes are held via Zoom. She listed the available classes and noted that by student request they will be launching new classes shortly. The Board experienced some turnover but is now full. The last Board meeting was in person, and everyone was happy to be together.

Chair Watkins called for BLT and public comments and questions, but there was 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)

None.

IX. ADJOURNMENT – 6:07 P.M.

Chair Watkins announced the next BLT meeting was November 15 at 5:00 p.m. Library Services Director Hetherington will receive his performance evaluation in closed session at 4:00 p.m.

Submitted by:

Paul Watkins

Chair Approval of Minutes