

CITY OF NEWPORT BEACH

Board of Library Trustees

Newport Beach Central Library

1000 Avocado Avenue, Newport Beach, CA 92660

Meeting Minutes

Monday, November 15, 2021 – Closed Session 4:00 p.m. / Regular Meeting 5:00 p.m.

I. CONVENE IN OPEN SESSION – 4:05 P.M.

II. ROLL CALL – Roll Call by Francine Jacome, Administrative Support Specialist

Trustees Present: Chair Paul Watkins, Vice Chair Kurt Kost, Secretary Barbara Glabman, Trustee Douglas Coulter, Trustee Janet Ray

Trustees Absent:

Staff Present: Tim Hetherton, Library Services Director
Francine Jacome, Administrative Support Specialist
Tara Finnigan, Deputy City Manager

III. PUBLIC COMMENTS

Jim Mosher, Newport Beach resident, noted that the City has scheduled the Aviation Committee meetings for the same time as the Board of Library Trustee (BLT) meetings. He commented that Tim Hetherton is an excellent Library Services Director and should receive a favorable recommendation. He did not believe that the Brown Act prevented the BLT from reporting on a favorable recommendation.

IV. CLOSED SESSION

1. Discuss the Library Services Director's Appointment, Employment and Evaluation of Performance (Government Code § 54957).

Chair Watkins announced the BLT would enter a closed session and reconvene at 5:00 P.M. Administrative Support Specialist Francine Jacome and Library Services Director Tim Hetherton stepped out for the discussion.

V. RECESS – 4:57 P.M.

VI. RECONVENE AT 5:00 P.M. FOR REGULAR MEETING

VII. ROLL CALL – Roll Call by Francine Jacome, Administrative Support Specialist

Trustees Present: Chair Paul Watkins, Vice Chair Kurt Kost, Secretary Barbara Glabman, Trustee Douglas Coulter, Trustee Janet Ray

Trustees Absent:

Staff Present: Tim Hetherton, 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
Evelyn Rogers, Balboa Branch Librarian
Annika Helmuth, Children's Librarian II
Jasmin Avila, Children's Librarian I

VIII. CLOSED SESSION REPORT

Chair Watkins reported that during the closed session the BLT evaluated the Library Services Director's performance over the past year.

IX. PLEDGE OF ALLEGIANCE – Led by Vice Chair Kost

X. NOTICE TO THE PUBLIC

XI. CONSENT CALENDAR

A. Consent Calendar Items

2. Minutes of the October 18, 2021, Board of Library Trustees Meetings

Chair Watkins called for comments on the Consent Calendar, but the BLT and the public had none. Chair Watkins noted necessary changes to the minutes as follows:

- Handwritten Page 11, Change "Newport Beach Visitor's Association" to "Newport Beach & Company."

3. Patron Comments

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

4. Library Activities

Monthly update of library events, services, and statistics.

5. Expenditure Status Report

Monthly expenditure status of the library's operating expenses, services, salaries, and benefits by department.

Chair Watkins reported that a third of the way through the Fiscal Year (FY) they are 2% under budget.

6. 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 Vice Chair Kost, and carried (5-0-0-0) to approve the Consent Calendar with edits to the minutes of October 18, 2021.

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

XII. CURRENT BUSINESS

A. Items for Review

7. Review and Adoption of the Library Lecture Hall Policy (NBPL 15)

Staff recommends that the Board of Library Trustees review, approve, and adopt Library Policy NBPL 15, *Library Lecture Hall*.

Chair Watkins thanked Library Services Director Tim Hetheron and Administrative Support Specialist Francine Jacome for their work on Veteran's Day in order to prepare the amended agenda.

Library Services Director Hetheron reported that NBPL 15 is like the policy for the Friends Room. It provides information on what is required to use the room and establishes priority of usage. Policy must be refined at times and that is the reason it comes before the BLT.

Chair Watkins called for BLT comments, questions, or proposed changes to NBPL 15. Hearing none he requested the following edits:

- Handwritten Page 29, after "applicability" add "except as otherwise specifically provided to the contrary herein," then continuing "following this policy shall not apply..."
- Handwritten Page 32, the hours of use of the Library Lecture Hall would be 9:00 a.m. to 10:00 p.m. Friday through Saturday to accommodate the Witte Lecture Series and other programs.
- Handwritten Page 32, in J instead of "may be made" change to "must be made."

In response to Trustee Ray's question about planning events and having to wait until 90 days prior to reserve the room Library Services Director Hetheron explained that the time period rules applied to third and fourth priority users. Witte, Library Live, and other programs have different reservation procedures.

Chair Watkins explained the Newport Beach Public Library Foundation (NBPLF) was exempt from the conditions applied to third and fourth priority users. Additionally, the Library Services Director has discretion to adjust the scheduling and rules for use. Hearing no further input from the BLT he called for the public comment.

Jim Mosher, Newport Beach resident, suggested revising Program G on Page 32 since the NBPLF was exempt from the rules. Further on Page 29 the entire paragraph about Applicability should be deleted as the information is covered in other sections. On Pages 32 and 33 the final three paragraphs are legalize that refer to documents inaccessible by the public and are therefore not valuable to the reader and should be removed.

Chair Watkins called for a Motion including the suggested changes.

In response to Secretary Glabman's request for clarification of the amendments Chair Watkins indicated he was speaking of his amendments, not those suggested by Mr. Mosher.

Motion made by Trustee Ray, seconded by Trustee Coulter, and carried (5-0-0-0) to approve the adoption of Library Policy NBPL 15, *Library Lecture Hall*, as amended.

AYES: Watkins, Coulter, Kost, Glabman, Ray

NOES:

ABSTENTIONS:

ABSENCES:

8. Lecture Hall Update

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

Trustee Ray reported the ad hoc committee had not met since her last report. Robert Coffee Architects are moving forward on the plans. The proposed new layout of the seats changed the number of seats in each row. There will be permanent seating of 275, with folding chairs 299 people can be accommodated. The Memorandum of Understanding (MOU) is under construction.

Chair Watkins said that since they approved the Library Lecture Hall Policy the MOU should proceed smoothly on November 30, 2021. He called for BLT or public comments and questions, but there were none. The BLT received and filed the report.

9. Balboa Branch Replacement Update

Trustees Ray and Glabman will report on activities related to the Balboa Branch Replacement project.

Trustee Ray instructed the BLT to look at Page 34 and noted the statistics were compiled by staff to illustrate the trends. COVID has impacted the process.

Library Services Director Hetherton reported that the committee wanted to provide the BLT with an overview of the Branch's use. The public survey can be presented to at the December BLT meeting. The statistics show a decline in usage in several key areas, but the support for the branch in the community is high. The usage tends to follow the Library as a whole. Statistics have declined because when the economy goes well library usage goes down. Public transportation and other services see a similar decline. In 2010 there was a plan to move the branch to Marina Park which received significant public pushback. He believed that public sentiment remains, and the branch is being used. There is a broad array of things that could be planned in the facility in the future that would boost usage numbers. City staff has discussed placing a tot lot in to draw people into the facility. For those reasons he suggested the BLT not be too swayed by the numbers.

Trustee Ray explained that she often drives by the library and commended staff for setting up curbside service.

Library Services Director Hetherton said that the curbside service was well received. Balboa also did virtual programming during COVID.

Chair Watkins called for BLT questions.

In response to Vice Chair Kost's inquiry about the city's timeline for the new branch and fire station Library Services Director Hetherton replied that the project should be completed by 2025. He is meeting with Public Works on November 30 about the Capital Improvement Program (CIP) timeline and will advocate for the project. The design phase is in 2023-2024 and the construction would be 2024-2025.

Trustee Ray stated that she would like to see the schedule accelerated.

Library Services Director Hetherton agreed and stated that there had been a lot of deferred maintenance over the years.

Chair Watkins requested that Library Services Director Hetherton update the BLT in December on his meeting with Public Works Director David Webb. He would attend the CIP summit and make a pitch for accelerating the schedule. He requested Trustee Ray attend as well.

Library Services Director Hetherton said that he would make the BLT aware of the date for the CIP and would report back on the meeting on November 30.

Chair Watkins called for further BLT input, but there was none. He commented that Trustee Ray and Secretary Glabman are the members of the ad hoc subcommittee and will serve until June 30, 2022. Trustee Ray chairs the committee, assigns meeting dates, and is advised by Library staff. The ad hoc subcommittee is to advise and report to the BLT on the possible replacement of the Balboa Branch and Fire Station and will be dissolved or extended on June 20, 2022. He has reviewed the public survey and believes it to be very well done. He called for a motion to approve the survey unless there were comments, questions, or changes to the document.

Library Services Director Hetherton explained the survey was not agendaized so the BLT could not take formal action.

Chair Watkins suggested that the item return on the December agenda.

Library Services Director Hetherton agreed.

Chair Watkins called for the public comment.

Jim Mosher, Newport Beach resident, thanked the BLT for the clarification of the purpose of the ad hoc subcommittee. He is in favor of the Library expanding its neighborhood branches. The previous proposal to close the Balboa Branch and move it to Marina Park came when the City Manager thought physical libraries were not a part of the future. The proposed Marina Park Branch was a kiosk where patrons could pick up materials. That was the basis of much of the community pushback.

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

10. COVID-19 Update

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

Library Services Director Hetherington reported that indoor storytimes resumed earlier that day with good results. Storytimes are being run in a hybrid model with Corona del Mar and Mariners hosting outdoor events. Indoor storytimes are being held at Central and Balboa. He also hosted a tour of the library earlier that day and the library was busy. People appear to be returning to their pre-pandemic routines including the library. The Library continues to follow State and County guidance to make the staff and community feel safe.

Chair Watkins called for BLT or public comments and questions, and several Trustees stated that the Library did a great job throughout COVID-19. He instructed staff to keep the COVID-19 Update on the agenda for at least another month. The BLT received and filed the report.

11. Library Services

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

Library Services Director Hetherington reported they were unable to locate the original MOU between the Friends of the Library and either the BLT or the City. The document is important because it allows the Friends of the Library to conduct business. The City Attorney's Office is working with the Friends of the Library to draft a new MOU. The MOU will go to the Friends of the Library for review and then the BLT. If the MOU needed to go to Council, it would require a BLT recommendation. He showed physical examples of some of the merchandise that will be sold in the Friends Gift Shop.

In response to Vice Chair Kost's question about when the Gift Shop could be stocked Library Services Director Hetherington explained that they could not sell anything without the MOU.

Vice Chair Kost suggested stocking the Gift Shop to build excitement.

Library Services Director Hetherington agreed and said he would speak with staff. All merchandise is produced in the United States.

In response to Secretary Glabman's question about the displays, Library Services Director Hetherington explained that they were mostly set. The space is nice, and the passport side is open and conducting business.

Library Services Director Hetherington announced a City Council Meeting on November 30 at 5:00 p.m. in chambers and noted the Library Lecture Hall concept approval and MOU would be on the consent calendar. The Holiday Open House is part of the Corona del Mar Christmas Walk and Trustees are encouraged to attend. The next BLT meeting is on Monday, December 20.

Youth & Branch Services Coordinator/Acting Library Services Manager Debbie Walker introduced Children's Librarian I Jasmin Avila to the BLT.

Chair Watkins said that he was advised the BLT did not need a robust turnout for the Council Meeting on November 30 as it is not expected to be controversial. However, he will attend the meeting. He 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 they met on November 1 via Zoom. The donor party was attended by 79 people and was very successful. The Foundation was a co-presenter at the Newport Beach Film Festival which was good publicity. They are looking to partner on a production of *Our Town* with the South Coast Repertory, which would be another event they could present at. The next issue of *Newport Navigator* will advertise the Library Live and Witte Lectures. Tickets are already on sale. *Bookmark* was recently sent out to 10,000 residents. The Foundation is looking to update the “donate now” page of the website to improve it and get more monthly donations instead of annual donations. The Foundation received \$22,000 in donations in October. They also received a \$15,000 California Relief Grant. Marilyn Krahe is the new Foundation member on the Board.

Jerold Kappel, CEO of NBPLF, added that for the first time ever the Foundation completed an annual report.

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

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

Chair Watkins stated that the *Bookmark* was well written and that he enjoyed Library Services Director Hetherington’s prologue. He also enjoyed the descriptions of the Library Live and Witte speakers, Mr. Kappel’s budget analysis, and the artwork. The Committee met by Zoom on November 2. Speakers and dates have been announced. If patrons purchase two tickets to all the Friday night Witte Lecture Series and Thursday night Library Live Lectures the total cost is \$720. Tickets went on sale November 10 and will be capped at 200 per event. The Committee also discussed eight or so authors and additional programs for 2023. NBPLF Board members Johanna Kim and Tammy Tang are the new co-chairs of the Committee and the next meeting is scheduled for December 7. He called for BLT or public comments or questions, but there were none. The BLT received and filed the report.

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

Secretary Glabman reported the Committee met on November 4 in person and discussed the upcoming season. Ezra Klein of the New York Times is the first speaker and will discuss polarization and American politics, Eddie Glaude, Jr. will be on February 11 and 12, Suzanne Simard will speak March 18 and 19, Charlotte Alter is the final speaker on

April 8 and 9. Currently there are 22 donors for the series. Ticket revenue covers less than a third of the cost of the series. The Friends Room only holds 200 people so the Committee is looking for community partners in the Witte Lecture series. The Committee is already brainstorming for the 2023 lecture series, both topics and speakers.

Chair Watkins stated that on Fridays there was a supper with wine available after the lecture included in the ticket price. He was not sure what was available on Saturday.

Secretary Glabman said that coffee and cookies are served.

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

NBPLF C.E.O. Jerold Kappel stated they have already sold 200 tickets for Ezra Klein.

In response to Secretary Glabman's question about being sold out, NBPLF C.E.O. Jerold Kappel explained that there were two presentations.

In response to Secretary Glabman's question about partnering with South Coast Repertory Mr. Kappel explained they were staging *Our Town*, so the plan was to have a book discussion. They have had similar successful partnerships prior to the pandemic. They have also reached out to the Environmental Nature Center and they will do a campaign with bike shops and clubs in Orange County. Targeting organizations is a good way to get publicity.

Secretary Glabman confirmed they were working on creating community synergy between organizations.

Chair Watkins announced 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 of the Library did not meet in November. He attended the volunteer luncheon with Library Services Director Hetherington on November 9th in recognition of the people who work in the Friends store. The Friends brought in \$19,493 in October. The membership stands at 723. He announced the fall book sale scheduled for November 19 and 20.

Chair Watkins Chair Watkins called for Board comments or questions.

Secretary Glabman asked if the bookbags could be sold at the Friends book sales.

In response to Library Services Director Hetherington's question about how many bookbags they had available, Adult Services Coordinator Rebecca Lightfoot said they did not have many.

Trustee Coulter explained that the Friends supply the bags for the sale.

Secretary Glabman explained that the bookbags would be for sale.

Trustee Coulter explained that they could not use a larger bag to get the \$3 per bag sale price.

Secretary Glabman stated that she understood.

Trustee Coulter said the sale was \$3 per bag of books.

In response to Vice Chair Kost's question about whether or not the books were preselected, Trustee Coulter explained that patrons select their own purchases. The sale is for members only on Friday and is open to the public on Saturday.

Chair Watkins stated the BLT received and filed the report.

14. Literacy Services Liaison Report

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

Trustee Ray reported there are 67 active tutors and 10 waiting to be tutors. There are 101 active learners and 17 waiting to be learners. The numbers are increasing as the learner orientation and tutor training are now in person. They hope to return to pre-COVID numbers by the end of the FY. Literacy circulated a survey to learners to help develop new classes with over a 50% response. The reimagined classes started in October. The Maggie Shipstead Happy Hour was very successful, but there were some comments about masks and vaccination confirmation. December 4th at 10:00 a.m. will be the annual vote on the Advisory Board for 2022. Those interested in attending should RSVP. Board Member Jan Oates is terming out after six years. Eve Marie Kuntzman is also terming out as President. The planning of the Gift of Literacy Luncheon is underway for 2022 after being canceled in 2020 and 2021 for COVID.

Chair Watkins called for BLT comments and questions. Literacy Coordinator Cherall Weiss had reported they made \$4,500 off the Maggie Shipstead Happy Hour. He called for the public comment, but there was none. The BLT received and filed the report.

XIII. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Jerold Kappel, CEO of NBPLF, announced that at 7:00 p.m. that evening is Medicine in Our Backyard. There are 147 people signed up to hear Dr. David Lee of UCI discuss prostate cancer. Normal attendance is 100 to 110 people, so 150 people is an improvement. The program will remain on Zoom until March when they plan to go live.

Jim Mosher, Newport Beach resident, noted that Mariners Library has a large collection of cookbooks. The previous Library Services Director was interested in culinary arts and hosted a program called "What's Cooking at the Library" which attracted large audiences. He suggested the BLT consider reviving the program.

Chair Watkins said that with Library Live they investigated hosting chefs as part of the program.

XIV. **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 congratulated Annika Helmuth on the recent interview in Stu News. He also requested that the Balboa Branch Update Survey be added to the agenda for December 20, 2021.

XV. **ADJOURNMENT** – 6:00 P.M.

Submitted by:

Paul Watkins

Chair Approval of Minutes