

## CITY OF NEWPORT BEACH

Board of Library Trustees  
Newport Beach Central Library  
1000 Avocado Avenue, Newport Beach, CA 92660  
Meeting Minutes  
Tuesday, February 22, 2022 – 5:00 p.m.

I. **CALL MEETING TO ORDER** – 5:00 P.M.

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

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

Trustees Absent: Vice Chair Kurt Kost (excused)

Staff Present: Tim Hetheron, Library Services Director  
Francine Jacome, Administrative Support Specialist  
Melissa Hartson, Circulation & Technical Processing Coordinator  
/Acting Library Services Manager  
Debbie Walker, Youth & Branch Services Coordinator  
Natalie Basmacyan, City of Newport Beach Homeless Coordinator

Staff Absent: Rebecca Lightfoot, Adult Services Coordinator

III. **PLEDGE OF ALLEGIANCE** – Led by Secretary Glabman

IV. **NOTICE TO THE PUBLIC**

V. **CONSENT CALENDAR**

A. **Consent Calendar Items**

1. **Minutes of the January 18, 2022, Board of Library Trustees Meetings**

Chair Watkins confirmed that the other Trustees did not wish to discuss and/or did not wish to remove items from the Consent Calendar. He noted that he had the following correction to the minutes:

- Handwritten Page 5, the last sentence should be revised to read “he read California Government Code Section 54957b1.” Then following “based on that” there should be a comma.
- Handwritten Page 6, the sentence should be corrected to read “Chair Watkins confirmed that the other members of the board did not wish to discuss and/or did not wish to remove items from the Consent Calendar.”
- Handwritten Page 8, six lines from the bottom it should be “complement.”
- Handwritten Page 10, five lines down replace “flyer” with “flyover.”
- Handwritten Page 12, under Item B change “from Thursday” to “to Thursday” and strike “a date uncertain.”

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 seven months into the Fiscal Year the Board of Library Trustees (BLT) is 9% underbudget.

5. **Board of Library Trustees Monitoring List**  
List of agenda items and dates for monthly review of projects by the Board of Library Trustees.

Chair Watkins called for the public comment, but there was none. He called for a Motion.

Motion made by Secretary Glabman, seconded by Trustee Coulter, and carried (3-0-1-1) to approve the Consent Calendar with edits to the minutes of January 18, 2022.

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

## VI. **CURRENT BUSINESS**

### A. **Items for Review**

6. **Library Gift and Donor Policy (NBPL 3)**  
Staff recommends that the Board of Library Trustees review and accept revisions to Library's NBPL 3 *Gift and Donor* policy.

Library Services Director Tim Hetherton reported that they review Library policies on a two-year basis, so the *Gift and Donor* policy was last reviewed in 2020. Staff consulted with Foundation Chair Karen Clark and CEO Jerry Kappel to clarify the policy related to Foundation gifts. They also revised the recognition walls part of the policy and the corresponding diagram. Otherwise, there were some grammatical changes.

Chair Watkins stated that the revisions to the policy were a collaborative effort by staff, the Foundation, and the public. He called for BLT questions, comments, or changes.

Trustee Ray asked if there were a lot of changes and noted that she remembered the 2020 revisions.

Chair Watkins directed her attention to the redline copy on Page 33. He stated he had several changes and asked everyone to view Page 33. Above the words "donor recognition wall" there is a line that says "this policy concerning Foundation gifts to the Foundation" is redundant. It should read "this policy concerning gifts to the Foundation to fund specific collections or areas of the library will require express approval of the BLT." Second, six lines from the bottom of the page it says "at the February 4, 2013, regular meeting" the comma should be deleted after 2013. On Page 34 line 2 it reads "which are still available as of the date that this policy was last amended" after that add the following, "and are shown on the attached diagram." Finally, seven or eight lines down references the February 4, 2013, regular meeting. The comma following "2013" should also be deleted. He called for the public comment.

Jerry Kappel, NBPLF CEO, commented that on Page 33 under "Foundation Gifts" it says that donors who contribute to the Foundation shall be recognized in a manner that is designated by the Foundation. The Trustees do not have to approve a gift of a book or free tickets or any of the other benefits. Any benefit that has impact on the Library, or add a name on the wall, but general donor benefits were never intended to be approved by the BLT except for those benefits that have an impact on the Library itself.

Chair Watkins asked if he had other changes.

Mr. Kappel stated he did. Specifically, on Page 34 where it said that "if a pledge payment is not paid within 30 days" he requested it be changed to 90 days as major donors sometimes have to go to funds or foundations which can take longer than 30 days.

Chair Watkins asked for Library Services Director Hetherton's comments on the suggested changes.

Library Services Director Hetherton said that he was taken aback by the change on Page 33 at first, but if one reads further through the policy it says that "gifts to fund specific collections or areas of the Library must be reviewed and approved by the BLT." So, there is oversight by the Council appointed Board for improvements or modifications to the building, collections, or acceptance of funds for technology. So that revision can be accepted.

Chair Watkins suggested keeping the language but adding "in the case of Library related gifts" or "strictly Library related gifts."

Library Services Director Hetherton thought they were ok without the addition of that language.

Chair Watkins confirmed that Library Services Director Hetherton was okay with deleting "and approved by the Board of Library Trustees."

Library Services Director Hetherton agreed.

Chair Watkins asked if the BLT had comments on Mr. Kappel's suggestion to change 30 days to 90 days. He thought the argument made was compelling and indicated that the BLT agreed with Mr. Kappel's suggestions. He called for a Motion.

Motion made by Trustee Coulter, seconded by Secretary Glabman, and carried (4-0-0-1) to approve Library *Gift and Donor* Policy (NBPL 3) with additional edits.

AYES: Watkins, Glabman, Ray, Coulter

NOES:

ABSTENTIONS:

ABSENCES: Kost

#### **7. Annual Budget – Preliminary Review**

Staff requests that the Board of Library Trustees review and approve the preliminary Library operating budget for Fiscal Year 2022/2023.

Circulation & Technical Processing Coordinator/Acting Library Services Manager Melissa Hartson stated that she was bringing forth the 2022/2023 preliminary budget for review. Staff received direction from the City Manager to prioritize requests for program enhancements. Staff determined they needed to request an additional \$50,000 for the collections as for the past ten years they have started with \$619,740 for materials. The other enhancement request submitted was for \$3,000 for maintenance at Corona del Mar now that the building is open. She and Library Services Director Hetheron met with the City Manager on February 10, 2022, to review the requests, which were received favorably but will not necessarily be granted. Since the Corona del Mar request was small, they may be asked to look to other areas of the budget for the maintenance funds. The revenue projections were modest and included on Handwritten Page 47, which she directed the Trustees to review. Actual revenues for the year are expected to be closely aligned with the submitted projections. Library fine revenues have decreased due to COVID and the automatic renewal system, but they are on track for approximately \$50,000 in fines. Refunds and rebates are revenue generated from patrons paying for lost materials.

Chair Watkins confirmed that the refunds and rebates figure was actual through seven months.

Circulation & Technical Processing Coordinator/Acting Library Services Manager Hartson stated that was correct. Lastly, the video plan rental category is revenue generated from one day rentals of DVDs. They stopped ordering one day rentals over the pandemic and just resumed it this Fiscal Year. Movie studios have not produced that much, but it is anticipated to return. The \$2,000 projection is very modest. She indicated she was prepared to answer BLT questions.

Secretary Glabman inquired about SLS Grant funds.

Circulation & Technical Processing Coordinator/Acting Library Services Manager Hartson explained that was the consortium of libraries that they belong to and every year they receive a rebate for eBook and audio book purchases. This Fiscal Year they received \$2,337. Some projections have been left blank because they cannot estimate grants and donations. Only City revenues have been projected.

Chair Watkins called for additional questions.

Trustee Coulter thanked Ms. Hartson.

Chair Watkins called for the public comment. Hearing none he called for a Motion.

Motion made by Trustee Coulter, seconded by Trustee Ray, and carried (4-0-0-1) to approve the preliminary Library operating budget for Fiscal Year 2022/2023.

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

#### **8. Arts and Culture Update**

Staff will present the annual report on the activities of the Cultural Arts Division.

Library Services Director Hetherington reported that the Library had a Cultural Arts Division which works closely with the City Arts Commission (CAC) and serves in an advisory capacity to City Council for artistic and cultural matters. Currently, the Cultural Arts Division staff consists of himself and Cultural Arts Assistant Camille Escareal-Garcia. Ms. Escareal-Garcia was hired about a year ago and has been invaluable in terms of Cultural Arts programming.

Some of the programs handled are four Concerts on the Green and a concert at Marina Park, which are attended by thousands of people. The operating principle of staff related to arts programming is getting value for the funds spent.

Other programs are art exhibits in the Central Library, and they have artists booked through 2024.

There is the annual Newport Beach Art Exhibition, which is generally held in June, but is being held May 14, 2022. The event includes a ceremony and reception and is very popular. Art in the Park is an annual fundraising event for the Newport Beach Arts Foundation on the Civic Green. It has been canceled the past two years due to COVID.

The City also provides \$30,000 annually to be given in Cultural Arts Grants for local arts programs and is awarded by the CAC. The grants tend to go to small nonprofits and are very important to them for programming funds.

The Sculpture Exhibition in Civic Center Park is becoming an annual event and they work with ArtsOC to handle the call for entries, the artists, and the installation of the work. There is a walking tour of the exhibition available via app, which is popular. Phase VII has been improved by City Council and the installations will happen in June.

A new event is the Student Art Contest, which is an exhibition for pre-K through 12th grade students at the Library with an awards ceremony.

Lastly, there is a photography contest for the Sculpture Exhibition, which was suggested by Secretary Glabman when she was a City Arts Commissioner. He indicated he was happy to take questions.

Chair Watkins indicated that he was excited for the Sculpture Exhibition Phase VII.

Secretary Glabman commented that the grants given by the City and monitored by the CAC are given for specific programming to provide for Newport Beach residents.

Trustee Ray asked if Art in the Park would happen this year.

Library Services Director Hetherington indicated he was not sure if the Newport Beach Arts Foundation was planning it for this year or not, but he would get back to the BLT.

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

**9. Lecture Hall Update**

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

Trustee Ray reported that she spoke with Jill Johnson-Tucker, and she thought things were progressing. There will be a meeting of the ad hoc committee in early March. The architect is working on perfecting the acoustics and will provide chair samples at the next meeting. The City is reviewing the naming rights for the Library Lecture Hall, and she would report back on that in the future.

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

**10. Balboa Branch Replacement Update**

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

Trustee Ray stated that the survey was on Pages 52 and 53. It has been circulated and there has been about 200 responses.

Library Services Director Hetherington stated that was correct.

Trustee Ray indicated she has been approached by a number of people who want to know why the Library is being torn down as they think it is being torn down and not replaced. She suggested making it clear to residents what is happening. There might need to be a public announcement. The people love the Balboa Branch and can be the Library's best advocates so long as they understand that it is not just being torn down.

Chair Watkins stated that despite the name, the survey was not very clear until the last question that there would be a new facility replacing the current facility. He understood the comment and asked for Library Services Director Hetherington's opinion.

Library Services Director Hetherington suggested relaunching the survey with changed wording and stated he would work with the Marketing Specialist.

Chair Watkins thought that was perfect.

Library Services Director Hetherington thought there was an element of suspicion left over from 2010 when they discussed it being a bookless branch. He would do all he could to assure the public there would be a nice branch there.

Trustee Ray said the locals would be strong advocates, but they were currently nervous.

Secretary Glabman asked if the survey went out online or if it was only available to the Trustees.

Library Services Director Hetherington said that it was sent via email blast to 19,000 subscribers and posted in Stu News.

Secretary Glabman explained that as she did not live on the Peninsula or use that branch she could not make a judgment on many questions.

Chair Watkins indicated that they would have a full report the next month.

Trustee Ray asked if there was any way to target the Peninsula.

Library Services Director Hetherington explained he did not personally know a way to do that but would consult with people who might.

Chair Watkins called for BLT comments and questions. Hearing none, he called for the public comment.

Rhonda Watkins, Newport Beach resident, suggested a banner at the branch to advertise the survey to capture residents that are not on the email list.

Library Services Director Hetherington thought that was a smart idea and the BLT generally agreed.

Chair Watkins asked if the Marketing Specialist could look into it.

Library Services Director Hetherington stated she could.

Chair Watkins called for further public comment. Hearing none, the BLT received and filed the report.

#### **11. COVID-19 Update**

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

Library Services Director Hetherington reported they returned to COVID restrictions in December with the cessation of in-person services like storytimes and the passport office. These restrictions ended earlier in February and all locations are back to normal hours. The public is not required to wear masks as long as they are vaccinated and vaccination status is self-attested. Programs and storytimes have resumed. Several staff members had been ill, but everyone is back.

Chair Watkins called for BLT comments or questions. Hearing none he called for the public comment.

Jim Mosher, Newport Beach resident, requested clarification on the Library's hours.

Library Services Director Hetherington stated that the branches are operating at pre-pandemic hours.

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

**12. Selection of Book Titles for Craig Gray's *A Novel Idea***

Staff requests that each member of the Board of Library Trustees select the title of one novel each to be engraved on *A Novel Idea*.

Library Services Director Hetherington explained that one of the pieces approved by City Council for Phase VII of the Sculpture Exhibition is called *A Novel Idea*. It is a functional bench made from books. The artist has presented the opportunity to engrave book titles on the spines of the books. There are 12 titles needed, so each of the seven CAC Commissioners and five BLT Trustees are asked to submit the title of a novel that they would like included on the bench by March 1, 2022. The book should be a novel since the piece is titled *A Novel Idea*.

Secretary Glabman offered *Little Women* by Louisa May Alcott or *The Fountainhead* by Ayn Rand.

Library Services Director Hetherington asked her which she would pick if she had to.

Secretary Glabman said it would probably be *Little Woman* as it is more universal.

Library Services Director Hetherington stated that she had until March 1 to make the decision.

Secretary Glabman indicated that was her decision.

Chair Watkins asked for BLT comments or questions, but there were none. He asked the BLT to provide their selections by March 1.

Trustee Coulter asked if a Bill O'Reilly book would fall in the right category.

Library Services Director Hetherington stated that was nonfiction.

Trustee Coulter said they were novels.

Chair Watkins asked if he was speaking of the Lincoln book.

Trustee Coulter said he was thinking of *Killing Jesus* and noted he just bought the newest book.

Chair Watkins noted that a member of the public suggested that they have a sea or mariners type theme such as *Moby Dick* or that they select local authors. He asked the BLT to take that into consideration and send their selections to Library Services Director Hetherington by March 1. He called for public comment but hearing none the BLT received and filed the report.

**13. Acceptance of Donations**

Staff recommends the Board of Library Trustees approve the acceptance of multiple donations from the Newport Beach Public Library Foundation to enhance the Library's materials collection.

Chair Watkins directed the BLT's attention to Handwritten Page 58 and said the Foundation donations include \$2,600 from Marilyn Robbins, \$3,455 from the Giving Tuesday online campaign, and \$25,000 from Joan R. Sullivan.

Library Services Director Hetheron explained that Joan R. Sullivan is a very nice woman who wanted to donate specifically for children's nonfiction dealing with STEM topics, biographies, and read-alongs. He recommended the BLT accept all the gifts.

Trustee Ray asked if Ms. Sullivan also gave to the Corona del Mar Branch.

Library Services Director Hetheron stated that was a different donor.

Chair Watkins called for further BLT comments, but there were none.

Secretary Glabman asked if it was appropriate to send thank you notes to the individuals.

Chair Watkins replied that he had the same question, and that Library Services Director Hetheron was in contact with the Foundation and would make sure thank you notes were sent. He believed Ms. Sullivan had already received a letter.

Library Services Director Hetheron said that there was a collaborative process happening.

Mr. Kappel explained that because the BLT accepted the gifts, there would be a presentation to the Library in the Elizabeth Stahr Children's Library, as Elizabeth has been strongly involved with securing the donation, and Ms. Sullivan and Elizabeth Stahr would attend. There would be photographs and a press release. There would also be a presentation for the other gifts at Mariner's Branch. The goal is to get more people to support the collections.

Mr. Kappel stated that Ms. Sullivan was a teacher and founding principal of a school in Santa Ana and received an award from the Department of Education for her leadership. She is now retired.

Chair Watkins concluded the matter.

Motion made by Trustee Coulter, seconded by Secretary Glabman, and carried (4-0-0-1) to approve the acceptance of multiple donations from the Newport Beach Public Library Foundation.

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

**14. Library Services**

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

Library Services Director Hetherington stated that he is not retiring on March 31, 2022. The City Manager asked him to stay until May 20, 2022, so they have time to complete the recruitment process for a new Director. The BLT previously sought clarification on the staff's position on the study room policy. Adult Services Coordinator Rebecca Lightfoot advised him that the policy was about priority for the rooms and booking them in advance. Staff believes priority should be given to patrons in the building the same way that they receive priority for books and materials. The rooms are in near constant use and staff believes that shows the policy works as intended. Most patrons who call to inquire about booking a room do so well in advance and the Library does not have a reservation system. Current scheduling software does not meet the Library's needs, but staff will continue to evaluate new software and make changes accordingly. Staff is always looking for ways to serve the public more effectively.

Chair Watkins asked if Natalie Basmacıyan would present.

Library Services Director Hetherington stated that she would make a public comment, or the BLT could recognize her during his report.

Chair Watkins acknowledged Ms. Basmacıyan.

City of Newport Beach Homeless Coordinator Natalie Basmacıyan explained that she works out of the City Manager's Office and was there to provide an update on the Be Well Mobile Crisis Unit which was launched the previous week. The program is not strictly a homeless response service, but for all Newport Beach residents and workers. The van was anonymously donated by a resident as part of a \$132,000 gift which also included the funds to retrofit it. The Be Well program and movement is a mental and behavioral health response for the community with a physical campus in Orange of seven acres. They are breaking ground on a 20-acre facility in Irvine. Ultimately there will be a third campus in North Orange County. The campus has the first adolescent crisis stabilization unit in the County. There are also sobering stations, code-related treatments, and the mobile crisis unit van. The van will be deployed with first responders and will be available once it has been determined there is no crime or medical emergency. Other cities have launched similar programs. Huntington Beach has already compiled numbers and over 50% of the calls occur for housed people and she provided several examples. This is a community service and may assist in many scenarios. It is in addition to the City's social services provider, City Net. The program is exciting and will not add any new cities for at least a year in order to get the current cities' programs running. The program will also help first responders who are not trained mental health clinicians.

Trustee Coulter said Ms. Basmacıyan gave a nice presentation.

Secretary Glabman asked if the various participating cities are competing for the same space?

City of Newport Beach Homeless Coordinator Natalie Basmacıyan said that they were at the current campus. The mobile response in the cities have only transported 8-10% of the cases handled to the campus. Most calls have been deescalated on site. The retrofitting

of the van allows for transport of wheelchairs, bicycles, and up to a family of five. There is a jump seat which pulls down to accommodate infant or car seats.

Chair Watkins called for BLT questions or comments, but there was none. He called for the public comment.

Rhonda Watkins, Newport Beach resident, discussed an emergency situation at a high school she works at with a suicidal student. That student had to spend time in the Emergency Room before being taken into another program. It sounded as though the program Ms. Basmacyan described would be more responsive and efficient.

City of Newport Beach Homeless Coordinator Natalie Basmacyan agreed.

Chair Watkins called for BLT questions or comments on Library Services. He called for further public comment, but there was none. He thanked City of Newport Beach Homeless Coordinator Natalie Basmacyan. The BLT received and filed the report.

**B. Monthly Reports**

**15. Library Foundation Liaison Reports**

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

Library Services Director Hetherington explained that Vice Chair Kost sent him a detailed report. Vice Chair Kost attended the last meeting and reported that the Foundation portfolio is performing well against its benchmark, the financials from the recent audit are available on the website for donors to review, they are looking to sell books from speakers in the gift store when it's open and will split proceeds with the Friends of the Library. Boards and committee members for the Foundation will continue as is in 2022 due to COVID.

Chair Watkins asked if Mr. Kappel had additional information.

Jerry Kappel, NBPLF CEO, stated that they are close to meeting their annual fundraising goal. They are excited to go in person for programming again.

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

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

Chair Watkins stated that Page 59 contained a written report on the February 1, 2022, meeting. Walter Stahr will be on February 24, 2022, at 7:00 p.m. The other presenters and dates are listed in the report. The Committee will vote on a new member at the March 1, 2022, meeting. They will begin lining up the speakers for the 2023 season shortly so that the budget can be approved by the end of May 2022. Kunga Wangmo-Upshaw and the Library Live Committee voted on authors and will explore their pricing and availability. He called for BLT or public comment, but there was none. The BLT received and filed the report.

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

Secretary Glabman attended the Witte Lectures Committee meeting on February 2, 2022. They are working on the 2023 season and prioritizing by topics. They are now looking at speakers to see if they fit the budget and topic. For this year's lectures Ezra Klein sold out. The dates were changed, and the Library sent out updates. Dr. Eddie Glaude, Jr. is close to being sold out for the evening performance. They have reached 82% of their budget goal but was asked not to state what that goal was.

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

**16. 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 February. The bookstore closed from January 12 through January 31 due to a Board vote reflecting concerns about COVID. The main store sales were \$3,758, Amazon sales were \$1,290, Membership funds were \$315, and In Memory funds were \$250. Therefore, they still made \$5,613. Membership remains at 768. The Friends of the Library are a fine group of people that he is pleased to associate with.

Chair Watkins inquired about the next sale.

Trustee Coulter said that Friday April 1 is a members-only sale and on Saturday the sale is open to the public. The deal is \$3 per bag.

Chair Watkins noted that he enjoyed the audio books he had purchased from the Friends of the Library.

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

**17. Literacy Services Liaison Report**

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

Trustee Coulter indicated he had another engagement and departed at 6:05 P.M

Chair Watkins called for a report from Trustee Ray.

Trustee Ray stated that she did not have a report.

Chair Watkins called for a report from Library Services Director Hetheron.

Library Services Director Hetheron stated he had a report from Literacy Coordinator Cherrill Weiss. The fundraising total income from December through February 1, 2022, was \$8,595. There are 70 active tutors with 5 people waiting to train. There was a tutor

training earlier that day. There are 96 active learners with 13 waiting to start. During the cessation of in person programming they utilized Zoom. The Board continues to develop a strategy for collaboration and community outreach. A Board retreat is being planned. They are not planning a Gift of Literacy Luncheon for Spring 2022 and are hoping to hold one in fall. They are planning a happy hour in spring and another in fall. Due to COVID in person meetings are closed. The BLT is invited to the Buena Park Holiday Inn on March 12, 2022, from 11:30 A.M. to 1:30 P.M. for the annual Writer to Writer Awards Luncheon.

Chair Watkins called for BLT or public comments or questions, but there were none. The BLT 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 called for announcements or future agenda items, but there were none. He stated that the next meeting would be held at the Balboa Branch Library.

**IX. ADJOURNMENT – 6:08 P.M.**

Submitted by: *Paul Watkins*  
Chair Approval of Minutes