

CITY OF NEWPORT BEACH

**Board of Library Trustees
Balboa Branch Library
100 E. Balboa Boulevard, Newport Beach, CA 92661
Meeting Minutes
Monday, March 21, 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, Vice Chair Kurt Kost, Secretary Barbara Glabman (arrived 5:03 p.m.), Trustee Douglas Coulter, Trustee Janet Ray

Trustees Absent:

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
Rebecca Lightfoot, Adult Services Coordinator
Natalie Basmacyan, Newport Beach Homeless Coordinator
Evelyn Rogers, Balboa Branch Librarian
Katrina Kading, Balboa Branch Library Assistant
Tara Finnigan, Assistant City Manager

Staff Absent:

III. PLEDGE OF ALLEGIANCE – Led by Vice Chair Kost

IV. NOTICE TO THE PUBLIC

V. CONSENT CALENDAR

A. Consent Calendar Items

1. Minutes of the February 22, 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, first bullet point change “appropriations” to “government”.
- Handwritten Page 10, insert the date for the Newport Beach Arts Foundation (NBAF) Arts in the Park. The date will be either October 15 or 22.

- Handwritten Page 11, correct the spelling of “judgment.”
- Handwritten Page 16, correct the spelling of “performing.”
- Handwritten Page 18, correct “Buena Park Holiday Inn.”

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 two-thirds into the Fiscal Year (FY) the Board of Library Trustees (BLT) is 1.81% 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 acknowledged that Secretary Glabman arrived at 5:03 p.m. He called for the public comment, but there was none. He then called for a Motion.

Motion made by Trustee Coulter, seconded by Trustee Ray, and carried (4-0-1-0) to approve the Consent Calendar with edits to the minutes of January 18, 2022.

AYES: Watkins, Glabman, Coulter, Ray

NOES:

ABSTENTIONS: Kost

ABSENCES:

VI. CURRENT BUSINESS

A. Items for Review

6. Balboa Branch Update

Branch Librarian Evelyn Rogers presents an overview of Balboa Branch’s activities and resources.

Library Services Director Tim Hetherington introduced Balboa Branch Librarian Evelyn Rogers.

Chair Watkins invited Branch Librarian Evelyn Rogers to give a report.

Branch Librarian Evelyn Rogers reported she had been the branch librarian since 2015. The branch was the original Newport Beach library and was established in 1929. The

building was actually constructed around the existing public restrooms. She introduced Balboa Branch Library Assistant Katrina Kading.

Chair Watkins welcomed Balboa Branch Library Assistant Kading.

Branch Librarian Evelyn Rogers continued to explain that the building had two expansions one in 1952 and a second in 1960. The second renovation expanded the facility to 6,000 square feet (sf) and added the fire station which shares a wall with the library. The library has dedicated patrons and summer is the busiest time of the year. The new wireless printing is expected to be in high demand. The past few years have not had as significant a spike in patronage, but she anticipated a spike this summer. She gave the branch hours and advised the BLT of its special collections and the Newport Beach Historical Society Museum. They offer two story times per week and one special program a month for children. During the past two years they have used grab and go craft bags instead of live performers due to COVID restrictions. She explained the Branch's staffing levels and introduced the various employees. The facility is 93 years old and is the oldest operating City building. The facility is scheduled to be replaced at its current location in 2025. There are 27,892 items currently in the collection and staff strives to offer relevant materials in a clean space that is easy to use. DVDs and Blu-rays do not circulate as much as they used to, but children's materials are high demand and circulation. The usual branch services were interrupted by the pandemic and the branch was closed to the public for most of the past two years while offering curbside pickup, telephone reference, and grab and go crafts. The service population is 11,621 which is generally City Council District 1 and includes the peninsula and Lido Isle, again the number is higher in the summer season. She provided information regarding material circulation, reference questions, curbside services, and children's services. The fluctuation in numbers reflects waves of the pandemic and COVID restrictions. Story time numbers are lower than they were pre pandemic but are starting to pick up. Special programs have consisted of crafts done in person or via pickup while other activities like video story times and Beanstack reading challenges are not reflected in branch statistics. The branch reopened to the public in June 2021. All grab and go craft bags were picked up and there were no leftovers. They also gave out 61 welcome bags and 29 prize books to children. Many patrons are asking about the new branch facility and have turned in surveys. Most patrons seem in favor of the new facility and the response has been generally positive.

Vice Chair Kost inquired about negative responses.

Branch Librarian Rogers indicated they only knew of two or three people who were opposed to the new facility.

Chair Watkins asked when the branch would see the spike in patrons.

Branch Librarian Rogers stated it went from Memorial Day to Labor Day with the Fourth of July being a major spike.

Chair Watkins thanked her for her report and called for BLT questions and comments.

Secretary Glabman inquired about people from out of state that summer in Newport Beach and any potential costs they might pay for a library card.

Branch Librarian Rogers explained out-of-state library cards cost \$10 per year. A guest pass for the computer is available for free.

Trustee Ray lives near the branch and has spoken with several people that were concerned about the branch permanently closing. She assured them that was not the case, but a question people want answered is if the branch closes if there would be a satellite location. The BLT should address that question.

Branch Librarian Rogers indicated she did not know the answer to the question.

Library Services Director Hetherington explained Marina Park has agreed to continue the concierge service when Balboa closes, and that the Library will send staff to conduct story times and will bring browsing collections of children's books. When Balboa is closed and undergoing construction, its patrons will still be able to receive services.

Trustee Ray said patrons of Balboa love their library.

Library Services Director Hetherington stated it would work the same way as Corona del Mar (CdM) did during their construction.

Trustee Coulter inquired how long it took to complete CdM.

Library Services Director Hetherington stated it was approximately a year.

Branch Librarian Rogers explained construction took a little bit longer due to all the rain in 2019.

Chair Watkins thought there was \$850,000 in design for FY 2022/2023.

Library Services Director Hetherington stated that the bid would go out for an architect. Once the architect was working with staff and the BLT the public would have the opportunity to give input. Construction should occur in 2025 and the facility would open in late 2025 or 2026.

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

7. Balboa Branch Replacement Update

Staff will present survey results for the Balboa Branch Replacement project.

Chair Watkins called for any additional update from Trustee Ray.

Trustee Ray indicated that Branch Librarian Rogers provided a complete update and she had nothing further to add.

Chair Watkins asked Library Services Director Hetherington to discuss the survey results and trends.

Library Services Director Hetherington reported that the survey found most people felt things were either excellent or good. Some people provided a narrative that could be used to

market the branch in the future. Others commented that libraries are valuable no matter where they are located. The feedback was generally positive, and he was pleased to see it. The survey will remain available for a few months, and he will report back to the BLT.

Chair Watkins asked when the City would start to expend the \$850,000.

Library Services Director Hetherington indicated the contract would go to Council when Public Works was ready.

Assistant City Manager Tara Finnigan commented that she needed to review the CIP but believed it was funded in FY 2022/2023.

Chair Watkins indicated that was correct.

Library Services Director Hetherington remembered that, with the CdM branch, once the architect was selected, the process moved pretty quickly. It took about six months of working with the architect before the final design went to the BLT and the Fire Department.

Chair Watkins hoped that Assistant Fire Chief Justin Carr, Trustee Ray, and Secretary Glabman would be able to assist during the design process.

Library Services Director Hetherington agreed that would happen and that there would be BLT presence at all the meetings.

Trustee Ray inquired if the survey discussed the historical portion of the library.

Library Services Director Hetherington did not believe the Historical Society, or the historical collections were specifically mentioned in the survey.

Trustee Ray stated she read through the comments and saw that a few people had mentioned it. If they added a question to the survey they may get more input. Personally, she saw the Historical Society and collections as a draw.

Chair Watkins confirmed that she was suggesting the historical archives for the library and the City reside in the new facility.

Trustee Ray was concerned that they were being maintained as well as possible.

Library Services Director Hetherington stated that the City did not have a historical archive, but the Library had local historical collections.

Trustee Ray thought the historical collections were fun.

Secretary Glabman asked if the City was pleased with the architect who handled CdM.

Library Services Director Hetherington said that they were very pleased. It was little late opening but that was due to the contractor and not the architect.

Secretary Glabman asked if that contractor would be up for the Balboa Branch as well.

Library Services Director Hetherton stated that they would be considered if they placed a bid. The architect was great and won two awards for the CdM Branch design. He was hopeful that the architect would bid on the new facility.

Chair Watkins thought the historical issues should be on the survey. The City was organized in 1906 and he wanted to know if it had given up on maintaining archives. He indicated he had books related to the City's history at home.

Library Services Director Hetherton stated there was a small wing at Central Library containing that information. The Balboa Branch has a collection of nautical history books.

Chair Watkins asked if they should consolidate the collections.

Secretary Glabman indicated that this was the time to consider those issues.

Chair Watkins asked if the collection from Central should be moved to Balboa.

Library Services Director Hetherton thought the Balboa Branch might be the appropriate place due to its historic background. On the other hand, Central might be a more convenient place for people to do research.

Chair Watkins suggested the ad hoc committee add the topic to its checklist. He called for further BLT comments and questions, but there were none. He then called the public comment.

Rhonda Watkins, Newport Beach resident, thought that the Balboa Branch was not as centrally located and may be more difficult for people to get to in order to do historical research.

Chair Watkins found that to be a good point.

Secretary Glabman said that it could also be seen as a draw for the Balboa Branch.

8. Lecture Hall Update

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

Chair Watkins called for Trustee Ray's update.

Trustee Ray reported that there was a meeting on March 9. The AV expert was there and discussed the acoustic details at length. They also reviewed chairs and are requesting a sample to review at the next meeting. Possible locations for the donor wall were discussed, but nothing was decided. The architect shuffled things around and was able to accommodate fixed seating of 299 in the hall. Movable seating is no longer possible.

Chair Watkins asked if the 299 included handicapped seating.

Trustee Ray indicated that it did. The plans will go to the Building Department on May 1 for review. The process should take around three months although she was not optimistic about that. The fund-raising campaign was also discussed and is almost ready to commence.

Jerry Kappel, Newport Beach Public Library Foundation CEO, reported that almost all the fund-raising documents were prepared and ready to be printed. They are not printing many to begin with so that they could be updated with donors and then reprinted. They have four naming opportunities to offer donors based on a \$14 million building.

Chair Watkins requested an explanation of the naming opportunities.

Mr. Kappel explained they were related to the building for \$5 million, the lobby at \$1 million or \$750,000, the Bamboo Courtyard at \$1 million, and the Green Room at about \$250,000. NBPLF will most likely return to the City Council to seek more naming opportunities. Everything will turn depending on which donor takes the naming opportunity for the building.

Chair Watkins inquired if the donation form or naming rights form has been approved by the City Attorney.

Mr. Kappel said that the naming rights form was still being reviewed by the City Attorney. The regular pledge form did not have to go to the City Attorney and was available.

Chair Watkins asked about the time frame path to the escrow and release of funds.

Mr. Kappel stated that everything depended on getting a commitment for the naming rights of the building early on. Normally the campaign would take 18 months to 2 years but due to the terms of the Memorandum of Understanding (MOU) everything needed to be in escrow before the project breaks ground. Current construction costs are unpredictable. If all bids are in by September then the commitments should be in by the end of the year. The question was if the City would accept an irrevocable pledge agreement.

Chair Watkins asked why the City would not accept that.

Trustee Coulter stated that they wanted cash.

Mr. Kappel agreed and explained that for seven figure donors that was rare.

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

9. COVID-19 Update

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

Library Services Director Hetherton reported that all COVID restrictions were lifted, and the Library was back to regular operations with programs, in person meetings, and story times. The public is not required to wear masks as long as they are vaccinated and that is operating under self-attestation. Staff is back at work.

Chair Watkins stated that pending the April COVID-19 report he has asked Library Services Director Hetherton to consider removing the report from the monitoring list. He called for BLT and then public comment, but there was none. The BLT received and filed the report.

10. Library Services

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

Library Services Director Hetherington announced a busy Library schedule starting with the Annual National Library Week proclamation in Council Chambers on March 22. There would be Library Live on March 24.

Chair Watkins announced that the author was Adin Dobkin, and the book was *Sprinting Through No Man's Land*.

Library Services Director Hetherington explained that annual National Library week would commence on April 3 through April 9. He explained the library would host City guest readers that week as per tradition. Chair Watkins and his wife are one of the guest readers.

Chair Watkins noted that his wife had already selected a story. He called for BLT questions or comments on Library Services, but there were none. He called for further public comment, but there was none. The BLT received and filed the report.

B. Monthly Reports

11. Library Foundation Liaison Reports

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

Vice Chair Kost reported that they met March 7 in person. Gifting is at 92% of goals. The average gift is up about 16%. The net operating income for the current fiscal year is positive \$196,000. The Foundation approved its whistleblower policy and made Board Member Walter Stahr the compliance officer. The Foundation is working on spending additional money in the marketing and programming budgets in preparation for the capital campaign. There will be a new member event held on June 25. The spring *Bookmark* will focus on 25 years of the Witty Lecture Series and a segment on Library Services Director Hetherington.

Secretary Glabman requested an explanation of the whistleblower policy.

Mr. Kappel explained that nonprofits have a corporate wide whistleblower policy and how that worked. Nonprofits must comply and file a form with the Internal Revenue Service (IRS), and it is also necessary to have a whistleblower policy under California law for the Board, employees, vendors, and volunteers.

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 70 contained a written report on the March 8 meeting. Programs and attendance are set forth in the report. The Committee also met its budget. They added Board Member Adrian Windsor as a Library Live Committee Member. They

announced Library Services Director Hetherton's retirement date. The next meeting is scheduled for April 5. 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 which was held in person. They have started reaching out to the 2023 potential speakers regarding availability and pricing. The first Witte Lecture event of the year took place on March 18 and 19 featuring Suzanne Simard. She was fascinating, inspirational, and engaging about how the forests save people and deserve more respect. The program was outstanding.

Chair Watkins also praised the program.

Secretary Glabman reported there would soon be a film, based on the book, with Amy Adams.

Trustee Ray agreed that the program was excellent, and that people were happy to be in person.

Trustee Coulter indicated that he attended the Saturday program and understood the critical need for the new lecture hall as in order to show slides Ms. Simard needed to give her lecture in the dark. A potential donor approached him after the program as well.

Chair Watkins said that the PowerPoint was not in high definition, the stage was not elevated, and on Friday night the microphone did not work. He also noted that the view lines were not clear from where he and his wife stood.

Mr. Kappel explained the technical difficulties were related to the age of the equipment.

Trustee Coulter asked who owned the equipment and learned it was the Library.

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

Rhonda Watkins, Newport Beach resident, indicated she would send the pictures she took at the Witte Lecture and send it to Mr. Kappel.

Secretary Glabman suggested that they bring in professional audio and visual for the current lecture series.

Mr. Kappel said that there was a professional and that it was the equipment. He was in the process of pricing out new video screens in order to eliminate the use of the projector. A projector costs approximately \$10,000.

Chair Watkins noted the BLT received and filed the report.

12. Friends of the Library Liaison Report

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

Trustee Coulter reported that the February bookstore sales were \$12,137, Amazon sales were \$1,000, Membership funds were \$610 for a total of \$13,806. He announced the current sale and passed around the information. The next members only sale starts on Friday, April 1, and he provided the information. The Friends do a wonderful job.

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.

13. Literacy Services Liaison Report

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

Trustee Ray reported that the February income was \$5,250. There are 97 active learners with nine waiting to start. There are 72 active tutors and 4 waiting tutors. A Happy Hour with T. Jefferson Parker on May 7 in the Bamboo Courtyard. The book is *A Thousand Steps*. Bell bottoms are encouraged for the program. The Board continues to develop a strategy for branding and community outreach. They will be working with a marketing company in the hopes of becoming more proactive post COVID. They are also looking at Key Performance Indicators (KPI) to make achievements more visual. The KPI will be included in the newsletters. There will be an impact report at the end of the year. Signups for classes since the Omicron COVID wave have been slow, but a new schedule is now being offered. The Project Adult Literacy (PAL) Certified Public Accountant (CPA) is retiring, and the group is looking for a new one.

Chair Watkins suggested Dorothy Larson.

Trustee Ray stated she would mention that to PAL. They did not hold their spring luncheon this year as they did not want to risk deposit money with ongoing COVID concerns. They hope to have the luncheon this fall.

Secretary Glabman stated that T. Jefferson Parker had a long history with the Library. He was part of the Author's Opening Night Panel.

Chair Watkins called for further BLT or comments or questions, but there were none. Every other month PAL publishes *Literally Speaking* and that they have a new President Jessica Bass. He called for the public comment, but there was 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 announced the next meeting would be Monday, April 18, at 5:00 P.M. at Central Library. The National Library Week Proclamation would be read in Council Chambers at 4:00 P.M. the next evening and he planned to attend.

Trustee Coulter indicated he planned to attend as well.

Chair Watkins encouraged the BLT to attend Library Live and Witte Lectures. The application period for the new Library Services Director concluded on March 14. Library Services Director Hetherton's last day will be Friday, May 20, 2022.

IX. ADJOURNMENT – 5:58 P.M.

Submitted by: *Paul Watkins*
Chair Approval of Minutes