

## CITY OF NEWPORT BEACH

**Board of Library Trustees  
Newport Beach Central Library  
1000 Avocado Avenue, Newport Beach, CA 92660  
Meeting Minutes  
Monday, April 18, 2022 – 5:00 p.m.**

**I. CALL MEETING TO ORDER – 5:01 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 Hetherton, Library Services Director  
Francine Jacome, Administrative Support Specialist  
Melissa Hartson, Circulation & Technical Processing Coordinator  
/Acting Library Services Manager  
Rebecca Lightfoot, Adult Services Coordinator  
Natalie Basmacyan, Newport Beach Homeless Coordinator

Staff Absent: Debbie Walker, Youth & Branch Services Coordinator

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

**IV. NOTICE TO THE PUBLIC**

**V. CONSENT CALENDAR**

**A. Consent Calendar Items**

**1. Minutes of the March 21, 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 9, correct the spelling of Tara Finnigan's name.

**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 three-fourths into the Fiscal Year (FY) the Board of Library Trustees (BLT) is 3% 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 then called for a Motion.

Motion made by Trustee Coulter, seconded by Secretary Glabman, and carried (4-0-0-1) to approve the Consent Calendar with edits to the minutes of March 21, 2022.

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

**VI. CURRENT BUSINESS**

**A. Items for Review**

**14. Library Foundation Liaison Reports**

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

Chair Watkins indicated that since Jerry Kappel was unable to attend the entire meeting the BLT would take the item out of order. Since Vice Chair Kost was absent he called for a report from Library Services Director Tim Hetherton.

Library Services Director Tim Hetherton indicated that Mr. Kappel could provide the report.

Jerry Kappel, Newport Beach Public Library Foundation (NBPLF) CEO, reported that the BLT had been provided a booklet. The NBPLF completed a digital printing of about 100 copies to initiate the campaign. The BLT also received a pledge form, but he noted it was not the form for naming opportunities. Under the Memorandum of Understanding (MOU) between the City and the NBPLF the naming opportunities belong to the City. That gift agreement is with the City Attorney's office and the NBPLF has not received any comments on it. The NBPLF is also printing a two page prospectus. From now until the Fall they will conduct a series of interviews with opinion leaders in the community where they review the booklet for reactions. They also plan to get agreement on the value of the naming opportunity. The campaign will be launched in the Fall by mid-September.

Trustee Ray requested confirmation that the City had approved the pledge form.

Mr. Kappel explained that it was not required to be approved. The MOU gives the NBPLF authority over everything but the naming opportunity.

Trustee Ray noted that the pledge form indicated one could pay over time.

Mr. Kappel indicated that was correct and that was also stated in the naming opportunity document.

Chair Watkins asked Mr. Kappel where the money would be held.

Mr. Kappel explained it would be in escrow until they were turned over to the City per the MOU.

Secretary Glabman questioned if people would be allowed to pay for naming rights over time.

Mr. Kappel said the estimated value of the naming rights is seven figures so that point was still in negotiation with the City. Both the pledge statement and the one that is begin negotiated for naming opportunities are irrevocable. Irrevocable pledges can be used to support a long agreement.

Chair Watkins called for BLT questions or public comment.

Rhonda Watkins, Newport Beach resident, asked if any potential donors had expressed interest.

Mr. Kappel stated that there were a number of people interested.

Chair Watkins thanked Mr. Kappel for the report and indicated the meeting would return to current business items.

**6. FY 2022-23 Library Services Budget**

Staff requests that the Board review and approve the FY 2022-23 operating budget for the Library.

Chair Watkins called for the staff report.

Circulation & Technical Processing Coordinator/Acting Library Services Manager Melissa Hartson reported that in February they took the preliminary budget to the City Manager and requested two program enhancements. The first was \$50,000 for library collections and \$3,000 for Corona del Mar's building and maintenance costs. Both were approved by the City Manager. Other notable changes for the next Fiscal Year (FY) are listed on Pages 32 and 33. Professional services is going up significantly as the City is contracting a new janitorial service vendor. Utilities have also increased. Finally there is a small decrease in salary and benefits due to retirements, vacancies, and new staff starting at lower salaries. She requested the BLT approve the budget and indicated she was available for questions.

Trustee Ray inquired where the program enhancements were listed.

Circulation & Technical Processing Coordinator/Acting Library Services Manager Hartson explained that they worked with the City Manager on the program enhancement requests.

They asked for \$50,000 for the Library materials budget and \$3,000 for Corona del Mar. The highlighted lines in the budget represented the increase.

Chair Watkins called for further BLT questions, but there were none. He then called the public comment, but hearing none he called for a Motion.

Secretary Glabman commented that there was a large difference in professional services.

Circulation & Technical Processing Coordinator/Acting Library Services Manager Hartson repeated that was due to the change in the City's janitorial company. Prices increased for all Library facilities. Council approved the new contract at its last meeting.

Motion made by Trustee Ray, seconded by Trustee Coulter, and carried (4-0-0-1) to approve the FY 2022-23 operating budget for the Library.

AYES: Watkins, Glabman, Coulter, Ray

NOES:

ABSTENTIONS:

ABSENCES: Kost

## **7. Library Materials Selection**

Staff will provide an overview of materials selection.

Chair Watkins called for the staff report.

Adult Services Coordinator Rebecca Lightfoot stated that as reported by Circulation & Technical Processing Coordinator/Acting Library Services Manager Hartson the materials budget would increase by \$50,000. The materials budget had been flat for over a decade despite the rising cost of materials. She thanked the City for approving the budget request and Circulation & Technical Processing Coordinator/Acting Library Services Manager Hartson for making the request. The goal has always been to provide a balanced and well rounded collection. They take patron requests into consideration as well as what was trending and popular and being discussed by national book clubs. Collection HQ is a software utilized by materials selectors. She referred the BLT to Page 36 to review the "collection check" or items that had not circulated in more than 4 years. Less than 10% of the collection should be in collection check and the Newport Beach numbers are well below the 10%. Dead items, or items that have not been checked out in over a year, have increased, but that might have been due to the timeframe during which the library was closed due to COVID. Accordingly, as circulation numbers increase that number should decrease. The Library's dead on arrival numbers have always been under 10%. The intention is always for new items to be circulated so that number demonstrates that they have selected the proper materials. Collection HQ recommends that no more than 10% of the collection be "grubby" or circulated more than 40 times. She felt that was harsh and that grubby items were well loved and used. Some items may have to be replaced for use and she referred the BLT to a graph on Page 37. Selectors have done a good job of replacing items in disrepair. Collection HQ also offers an "outdated check" which helps selectors update things like medical books. Certain areas of the collection need to be updated more frequently than others such as medical, legal, and travel materials.

Chair Watkins called for BLT questions.

Trustee Coulter commended staff on the report.

Chair Watkins called for the public comment.

Rhonda Watkins, Newport Beach resident, asked if virtual items were considered grubby items.

Adult Services Coordinator Lightfoot explained that was a different collection and that the grubby items were physical items.

Rhonda Watkins, Newport Beach resident, asked if the Library received early notification about the books selected by major book clubs.

Adult Services Coordinator Lightfoot stated that they did not.

Chair Watkins indicated that the BLT would receive and file the report and thanked staff.

**8. Grant Acceptance from California State Library**

Staff recommends the Board of Library Trustees approve the acceptance of a grant from the California State Library Literacy Services to support the Newport Beach Public Library's Project Adult Literacy program.

Chair Watkins called for the staff report.

Library Services Director Hetherington recommended acceptance of the grant.

Chair Watkins stated the grant was \$4,477 from the California State Library Literacy Services. He called for questions or comments of the BLT or the public. Hearing none he called for a Motion.

Motion made by Secretary Glabman, seconded by Trustee Coulter, and carried (4-0-0-1) to accept the grant from the California State Library Literacy Services to support the Newport Beach Public Library's Project Adult Literacy program.

AYES: Watkins, Glabman, Coulter, Ray

NOES:

ABSTENTIONS:

ABSENCES: Kost

**9. Acceptance of Donations**

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

Chair Watkins stated that there was a donation of \$50 from Caroline Roads in memory of Roger Hosage and \$500 from Bonnie Gibbons for large print collections. He called for BLT questions.

Trustee Ray asked if donors could write off the gifts.

Chair Watkins guessed they could.

Trustee Coulter said that they could.

Trustee Ray noted they were not a 501(c)(3).

Trustee Coulter said that he made a donation to the Friends of the Library, and he could.

Secretary Glabman indicated they were a 501(c)(3).

Library Services Director Hetherton stated that when someone donated art there was a tax form brought in by the donor. Generally art is appraised for value. In terms of books, other materials, or monetary gifts donors can claim the write off. He stated he was not giving tax advice but believed if the donation was under \$500 it was a blanket report. The City had an Internal Revenue Service (IRS) identification number for tax purposes.

Chair Watkins called for further comments, but there were none. He called for the public comment, but there was none so he called for a Motion.

Motion made by Secretary Glabman, seconded by Trustee Ray, and carried (4-0-0-1) to accept the multiple donations from a Library supporter and the Newport Beach Public Library Foundation to enhance the Library's materials collection.

AYES: Watkins, Glabman, Coulter, Ray

NOES:

ABSTENTIONS:

ABSENCES: Kost

#### **10. Lecture Hall Update**

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

Trustee Ray reported that she asked Chair of the ad hoc committee Jill Johnson Tucker and learned the brochure was almost complete. There will be another meeting in May 2022 and following that Bob Coffee would start the working drawings. The City Public Works Department has advised her that a sample chair was delivered to City Hall.

Chair Watkins asked if that was a sample of the fixed seating.

Trustee Ray indicated that it was and that she had a photograph for the BLT. The sample chair is in the Public Works lobby Bay 2D and is available for viewing. She then showed photographs of the chair to the BLT and indicated that the arm rests could be changed.

Secretary Glabman asked if the chair was in the fabric that the Lecture Hall would use.

Trustee Ray indicated that it was not and that there were multiple options.

Trustee Coulter asked if Trustee Ray had tried the chair.

Trustee Ray indicated she had not because it had just come in. she has heard it was comfortable.

Chair Watkins noted that it reclined.

Trustee Ray indicated that concluded her report.

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

**11. Balboa Branch Replacement Update**

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

Secretary Glabman indicated there was nothing new to report, but that she wanted to mention that during interviews a number of people brought up the new branch and the Lecture Hall.

Chair Watkins called for the survey results.

Library Services Director Hetherington said the results showed that people were supportive of the Library and of the new branch. They did not include the written comments to save space.

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

**12. COVID-19 Update**

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

Library Services Director Hetherington reported that the Library was back to regular operations with programs, in person meetings, and story times as of February 2022. The Library is fully staffed with no special restrictions. Occasionally a staff member gets COVID, and the City has been good about following up on exposure. Masks are required in all City facilities for the unvaccinated and that is operating under self-attestation. The largest unvaccinated patron base are children under 5; accordingly, there are still outdoor story times at Corona del Mar and Mariners.

Chair Watkins thanked Library Services Director Hetherington for the report.

**13. Library Services**

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

Library Services Director Hetherington reported he accidentally left the Happy Hour off the list of events. It is scheduled for Saturday, May 7, 2022. His retirement reception is scheduled for May 5, 2022. He also announced that the next BLT meeting was scheduled for May 16, 2022 and that would be his last meeting. A new Library Services Director should be in place at that point.

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

**B. Monthly Reports**

**14. Library Foundation Liaison Reports**

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

Handled earlier in the meeting (see above).

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

Chair Watkins stated that Page 45 contained a written report on the most recent meeting. He noted that he included the list of potential speakers although he had been asked not to do so and apologized. The next Library Live was scheduled for April 28 and was Charles Yu.

Kunga Wangmo said that they were excited about the event and noted that it would be in conversation with Judy Wu, Director of the University of California, Irvine (UCI) Humanities Center.

Secretary Glabman inquired about the marketing for Charles Yu.

Ms. Wangmo explained that their Chairs participated in Asian American organizations and were marketing with friends. Marketing materials both physical and digital have been sent out. They hope that boosts ticket sales.

Chair Watkins 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 April 7 Witte Lectures Committee meeting. The committee has three speakers lined up for 2023 and reviewed a list of speakers for the remaining spot. Collectively the Committee is looking to keep the speaker fees under \$100,000. She asked if Ms. Wangmo could speak to the budget.

Ms. Wangmo explained they were at 90% of their goal for the 2022 speakers.

Secretary Glabman explained that Ms. Wangmo had put out a survey to determine how people had heard about the Witte Lectures series. That was smart as marketing the series is crucial. 60 to 70% of those surveyed stated that they had learned about it through the Library's e-blast, another 10% from friends and family, and 10% at the Library itself. The e-blast reaches about 14,000 people with about 300 new people added a month. The last lecture was Charlotte Alter and was well attended. She was a bright, enthusiastic, and well received speaker.

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

**15. Friends of the Library Liaison Report**

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

Trustee Coulter reported that the March revenue was up \$15,530. He provided details about the April sale and noted that they made \$800 in memberships. The total brought in by the sale was \$5,472. He commended the organization and indicated he was pleased to attend their meetings.

Secretary Glabman inquired about any potential honors for service hours.

Trustee Coulter indicated that he did not know of any.

Secretary Glabman stated that would be nice.

Trustee Coulter agreed but noted that the people who put in excessive time were officers of the organization.

Trustee Ray indicated the Project Adult Literacy (PAL) recognized service hours.

Trustee Coulter stated that he would bring it up at the next meeting.

Library Services Director Hetherington mentioned that the Friends held a nice holiday event where they recognized people for years of service.

Trustee Coulter indicated that was correct. He noted that the Friends will not be having a luncheon in June.

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

Rhonda Watkins, Newport Beach resident, stated she had been in the bookstore recently and appreciated the knowledge and helpfulness of the Friends.

Chair Watkins indicated the BLT received and filed the report.

**16. Literacy Services Liaison Report**

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

Trustee Ray repeated that there was a Happy Hour scheduled for May 7, that was almost sold out with 120 tickets purchased. Advertising has occurred through email blasts and radio spots in Laguna, since that was where the book was set. They have also hired a public relations firm to create an outreach video. Typically they have a Spring luncheon, but this year they are planning for the Fall due to COVID. Three PAL learners won the top prize in the Southern California Writer to Writer Challenge. About 30 PAL volunteers and learners attended the celebration. Everyone is encouraged to follow PAL on social media

in order to generate more tutor interest. She noted that she encouraged her husband to become a tutor.

Secretary Glabman indicated she recruited a tutor as well.

Trustee Coulter said that a woman on the Friends Board ensured that Stu News was reporting on book sales.

Chair Watkins called for further BLT or comments or questions, but there were none. 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, May 16, at 5:00 P.M. at Central Library and would be Library Services Director Hetherton's final meeting. On Thursday, April 14 the BLT met in closed session.

**IX. ADJOURNMENT – 5:50 P.M.**

Submitted by: *Paul Watkins*

Chair Approval of Minutes