

CITY OF NEWPORT BEACH

Board of Library Trustees
Corona del Mar Library
410 Marigold Avenue, Corona del Mar, CA 92625
Meeting Minutes
Monday, June 20, 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: Vice Chair Kurt Kost (Acting Chair), Secretary Barbara Glabman,
Trustee Douglas Coulter

Trustees Absent: Chair Paul Watkins (excused), Trustee Janet Ray (excused)

Staff Present: Melissa Hartson, Library Services Director
Francine Jacome, Administrative Support Specialist
Rebecca Lightfoot, Adult Services Coordinator/Acting Library
Services Manager
Debbie Walker, Branch & Youth Services Coordinator
Tina Quan, Library Clerk

Staff Absent:

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

IV. **NOTICE TO THE PUBLIC** – Administrative Support Specialist Francine Jacome

V. **CONSENT CALENDAR**

A. **Consent Calendar Items**

1. **Minutes of the May 16, 2022, Board of Library Trustees Meeting**

Acting Chair Kost introduced the Consent Calendar and confirmed that the other Trustees did not wish to discuss and/or did not wish to remove items from the Consent Calendar. He then confirmed no members of the public wished to discuss the Consent Calendar.

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.

5. Board of Library Trustees Monitoring List

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

Acting Chair Kost called for a Motion on the Minutes of May 16, 2022.

Motion made by Secretary Glabman, seconded by Trustee Coulter, and carried (3-0-0-2) to approve the Consent Calendar with no edits to the minutes.

AYES: Kost, Glabman, Coulter

NOES:

ABSTENTIONS:

ABSENCES: Watkins, Ray

VI. CURRENT BUSINESS

A. Items for Review

6. Corona del Mar Branch Update

Branch and Youth Services Coordinator Debbie Walker presents an overview of Corona del Mar Branch's activities and resources

Branch & Youth Services Coordinator Debbie Walker reported for Branch Librarian Nadia Dallstream, who was absent. She introduced Library Clerk Tina Quan to the BLT. Library Clerk Quan is a part time employee working at both the Balboa Branch and Corona del Mar (CdM). With respect to the branch update, the branch opened in September 2019 and then closed due to COVID in early 2020. Curbside service ran through early June 2021 when it reopened to the public. Shortly after the reopening Nadia Dallstream took over as the Branch Librarian from Librarian Annika Helmuth who returned to Central Library. Branch Librarian Dallstream has been very enthusiastic about the branch and programming. Other staff at Corona del Mar include the full time Library Clerk Daisy Hernandez, and Part-time Library Assistant Erika Aguilar. Former Part-time Library Assistant Shannon Pirus helped the branch get the programming going. The building is new, and they are keeping a regular maintenance schedule in line with Public Works updated philosophy that new buildings could not be ignored. The collection is popular and is constantly being updated to fit patrons needs. The "Lucky Day" books are best sellers that are not placed on hold and have been added to the catalog.

Acting Chair Kost asked if the collection was similar to Central Library or unique to Corona del Mar.

Branch & Youth Services Coordinator Walker said that it was unique to the location. She explained that Adult Services Coordinator/Acting Library Services Manager Rebecca Lightfoot was in charge of collection development. Corona del Mar has a popular and more recent collection while Central had a deeper collection.

Adult Services Coordinator/Acting Library Services Manager Rebecca Lightfoot agreed with that characterization and explained that Branch Librarian Nadia Dallstream made the selections for Corona del Mar.

Branch & Youth Services Coordinator Walker explained that Branch Librarian Nadia Dallstream included charts and statistics on circulation and reference questions. Jim Mosher, resident of Newport Beach, had also asked about the circulation numbers. The circulation numbers were on a steady rise since the reopening. In July 2022 they would have a full years' worth of statistics. The dip in circulation was an aggregate of all the Branches. The number of patrons served was also up and people are happy to be back in the Library. Storytimes restarted in June 2021 and were initially all outdoors. CdM continues to host them on the reading porch but has moved them inside when necessary. In December 2021 they held the Christmas Walk which was extremely successful with all age groups. In April 2022, the Branch celebrated National Library Week and Chair Watkins and Ronnie Watkins were guest readers for storytimes as was Councilwoman Joy Brenner. Storytimes are successful and utilize a reservation system which has been able to accommodate everyone. In February, the Branch had a "blind date with a book" program where they checked out wrapped books and requested book reviews. Reviewers were eligible to win a gift card. The Summer reading theme was "Read beyond the beaten path." CdM was excited to be reopen and the staff had made the branch their own.

Acting Chair Kost called for Trustee questions.

Trustee Coulter thanked Branch & Youth Services Coordinator Walker for the presentation.

Secretary Glabman commended her on the easy to read graphs.

Branch & Youth Services Coordinator Walker was pleased that things were trending up.

Acting Chair Kost asked how circulation was compared to pre-Covid and to the old branch.

Branch & Youth Services Coordinator Walker did not know the numbers compared to the old branch.

Trustee Coulter noted that the pandemic came around the time the branch opened.

Acting Chair Kost stated that over the past year things may have normalized.

Trustee Coulter said that the charts showed things increasing.

Secretary Glabman noted that if one reviewed all of the charts from all facilities things were not increasing.

Library Services Director Hartson said that prior to the opening of CdM and COVID they were on a different system with a different type of circulation. CdM now had autorenewals.

Branch & Youth Services Coordinator Walker explained that CdM always had high numbers for programs especially for storytimes and summer reading. Those numbers have come back and were robust.

Acting Chair Kost called for public comment but heard none. He thanked Branch & Youth Services Coordinator Walker for the report.

7. Circulation Policy Review (NBPL 12)

Staff request that the Board of Library Trustees review and approve the revisions to Library Policy NBPL 12, *Circulation Policy*.

Library Services Director Hartson explained that staff had cleaned up NBPL 12, *Circulation Policy* in terms of changing verbiage from “customer” to “patron” and other minor grammatical issues. There were no substantial changes since the policy was fully reviewed and revised by the BLT two years prior. She stated that Mr. Mosher pointed out that there would be a change in the Government Code forthcoming and the policy would be brought back to the BLT when the Code changed. She welcomed questions from the BLT and indicated she reviewed the fees and fines for accuracy, and they remained the same.

Acting Chair Kost called for the public comment.

Jim Mosher, Newport Beach resident, stated he had submitted written comments.

Acting Chair Kost indicated the BLT saw the comments and thanked him for them.

Mr. Mosher suggested additional changes to Section 1.0 and noted that the change in the Government Code was forthcoming in the next six months. He was not going through all his written comments because the staff did not think they were required. He noted that the processing fee was not listed for a replacement laptop. He had other minor comments but stated he would leave it there. He did not know what a guest card was and requested that be explained.

Acting Chair Kost asked staff to address the question.

Library Services Director Hartson explained that guest cards were for users that did not need a full access card and were just visiting the Library to use a computer. Guest cards were issued on a temporary basis by Reference staff.

Mr. Mosher indicated that in Section 1.04 it was referred to as a computer use only card. He suggested they use consistent terminology if that was the same thing.

Library Services Director Hartson explained that computer use only cards were separate and was for computer use on a regular basis only. The guest card was good for one day only.

Acting Chair Kost called for a Motion to approve the policy.

Motion made by Trustee Coulter, seconded by Secretary Glabman, and carried (3-0-0-2) to approve the revisions to Library Policy NBPL 12, *Circulation Policy*.

AYES: Kost, Glabman, Coulter

NOES:

ABSTENTIONS:

ABSENCES: Watkins, Ray

8. Budget Amendments for Fiscal Year 2021-22

Staff will report on Budget Amendments for FY 2021-22

Library Services Director Hartson reported the Budget was adjusted throughout the year as the Library received donations and grants from the Newport Beach Public Library Foundation (NBPLF) and Friends of the Library as well as other entities. Annually the Foundation and the Friends gifted monies to help fund materials and programming. The other significant change came from Literacy. That program was funded by the City, California State Library, and donations. All donations were reflected on Handwritten Page 55. Library Expenditures on Handwritten Page 29 did not quite equate to the revised Budget listed on Handwritten Page 55 because Handwritten Page 29 only reflected the amount that went into the general fund accounts and did not include Foundation and Friends donations. They received a significant contribution from the California Library for the literacy program which funded salaries and benefits for the program. She welcomed questions from the BLT.

Acting Chair Kost called for BLT questions.

Trustee Coulter thought the report was very complete.

Acting Chair Kost called for the public comment, but there was none.

9. Acceptance of Donation

Staff recommends the Board of Library Trustees approve the acceptance of a donation from the National Charity Leagues' Newport Chapter to enhance the Library's materials collection.

Library Services Director Hartson reported the Library received a donation from the National Charity Leagues' Newport Chapter for \$1,000. She requested the BLT approve and accept the donation.

Motion made by Secretary Glabman, seconded by Trustee Coulter, and carried (3-0-0-2) to approve the acceptance of a donation from the National Charity Leagues' Newport Chapter.

AYES: Kost, Glabman, Coulter

NOES:

ABSTENTIONS:

ABSENCES: Watkins, Ray

10. Lecture Hall Update

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

Acting Chair Kost indicated that Trustee Ray was absent.

Library Services Director Hartson stated that Trustee Ray provided her with an update. Trustee Ray had nothing to report other than they were moving forward with fundraising efforts.

Jerry Kappel, NBPLF CEO, added that the design committee had primarily completed their work. The plans had gone to the City for review. They have continued to fundraise and were about 60% of goal. Every gift that went to a naming opportunity had to go in front of the City Attorney and were in negotiation.

Acting Chair Kost asked if the naming gifts were included in the 60%.

Mr. Kappel indicated they were.

Trustee Coulter asked if the City Attorney had the material for some time.

Mr. Kappel said that the lead donor had been with the City Attorney for about 4 weeks. On July 26th, an amendment to the Memorandum of Understanding (MOU) would go before the City Council. That was critical to the negotiations on the naming rights.

Secretary Glabman indicated that construction costs should be going down.

Acting Chair Kost stated that lumber had come down.

Trustee Coulter noted that gas was still up.

Acting Chair Kost called for further BLT and public comment but heard none.

11. Balboa Branch Replacement Update

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

Secretary Glabman indicated that there was no timeframe, and the walk though was postponed.

Library Services Director Hartson reported she was in contact with Director Dave Webb. Public Works was managing the projects for the new fiscal year timeline. The Balboa Branch Replacement update was included in the next year's Facilities Finance Plan (FFP) so there was money budgeted for the planning of the branch. A budget should be allocated, and the design phase put out to bid in the next fiscal year.

12. Library Services

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

Library Services Director Hartson stated that she was only the Library Services Director for eight days in May. She acknowledged that Youth & Branch Services Coordinator Debbie Walker was retiring and the staff and Library as a whole would miss her and her 25 years of library service. She also acknowledged that Literacy Coordinator Cherall Weiss was leaving. The program really grew during her 16 year tenure. The recent Happy Hour was a resounding success due to her leadership. Finally, Acting Chair Kost was departing as Trustee following the June meeting. She stated that it was a pleasure, and she was sorry not to get to work with him more. Chair Watkins also requested she pass along similar sentiments to the retirees and Acting Chair Kost. He said that each was a treasure to the Library and their contributions and friendships would be missed.

Vice Chair Kost agreed with Library Services Director Hartson and Chair Watkins sentiments.

Secretary Glabman asked if there were people in mind for the Literacy Coordinator position.

Library Services Director Hartson stated that they were working on it and that she would provide an update at the next meeting during Library Activities.

B. Monthly Reports

13. Library Foundation Liaison Reports

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

Acting Chair Kost reported the Library Foundation Board met on June 13 and reviewed and approved the Fiscal Year (FY) 2023 Budget. There was a slight increase in the marketing budget so they could continue focusing on Newport Beach, Irvine, Costa Mesa, and Laguna. The current available cash was approximately \$106,000 in checking and \$256,000 in savings. Kunga Wangmo-Upshaw would be on leave for July and early August. Jerry Kappel also had a vacation scheduled for August 15 through the 26. The next *Bookmark* was in progress and would be released in early September. The Summer Solstice Event was scheduled for June 25 in the Bamboo Courtyard. The event would include dancers, musicians, chocolates, and cocktails. He appreciated his time working with the Foundation and stated they were an amazing and dedicated group of people.

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

Acting Chair Kost stated that Chair Watkins supplied an update that indicated there were no recent meetings.

Library Services Director Hartson said that Chair Watkins also reported that the Library Live Lectures Committee may be dark through the summer.

Jerry Kappel, NBPLF CEO, indicated the next meeting was scheduled for September.

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

Secretary Glabman stated that there was no meeting, and the Witte Lectures Committee would be on hiatus for the summer. All speakers were in place for the fall season.

Jerry Kappel, NBPLF CEO, said that both Library Live and the Witte Lectures were all contracted. Speakers would be announced in August.

14. Friends of the Library Liaison Report

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

Trustee Coulter reported that at the June 14 meeting, the Friends presented a check for \$200,000 to Library Services Director Hartson for the annual Library Wish List with another check presentation at a City Council meeting at a later date. Bookstore income for May was \$16,400. For the coming year, Pam Crook will be the new Friends President, Amy Hunt will be the Bookstore Manager and the rest of the Friends Board will remain the same with a vacancy in 1st VP, which they are looking to fill. Membership is currently at 783. The next big sale is scheduled for Friday, August 5 and is for members only. Saturday, August 6 will be open to the public and sales are \$3 per bag or \$5 per box. Weekly bookstore specials are sent in an email blast to members as well as posted in the bookstore. For example, spending \$10 in the store would get a free, one-year Friends membership. He stated that it was a pleasure to be the Liaison.

Secretary Glabman thanked the Friends for the \$200,000. She had signed up for a writer's workshop and they announced that it was underwritten by Friends of the Library. The writer in charge of the program noted that was highly unusual and that Newport Beach was lucky to have the Library that it did.

Trustee Coulter said that was not mentioned at the Friend's meeting.

Secretary Glabman explained it was a writer's workshop that was under the auspices of the Library but funded by Friends of the Library.

Library Services Director Hartson said that it was paid for with the programming money provided to the Library by the Friends of the Library.

Trustee Coulter requested the name of the writer.

Adult Services Coordinator/Acting Library Services Manager Lightfoot stated that it was Chris Epting.

Trustee Coulter indicated that he would express Secretary Glabman's comments to the Friends.

Acting Chair Kost thought the donations to the Library were phenomenal especially given that they were selling books for \$0.50-\$1.00 each.

Trustee Coulter explained that books sold on Amazon were packaged and mailed by Wendy Frankel herself. He commended the Friends of the Library.

Acting Chair Kost thought the level of volunteers spoke to the level of service and caliber of the Library and its associated committees.

15. Literacy Services Liaison Report

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

Library Services Director Hartson reported that as Trustee Ray was absent there was no report.

VII. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Jim Mosher, Newport Beach resident, directed the BLT to the first page of the agenda and the fine print. The second paragraph invited the public to send comments, which he often did. He noted that the email listed was similar to that for other Boards and Commissions and went directly to the appropriate people. He attempted to provide his comments to the BLT with adequate time to review them by sending them out the past Friday, but they seemed not to go directly to the Board members.

Acting Chair Kost stated that they were forwarded to the BLT.

Trustee Coulter agreed that they were forwarded to the BLT by Administrative Support Specialist Francine Jacome.

Mr. Mosher said that he was not sure when they were forwarded to the BLT. Therefore he suggested the BLT's email address should work the same way the other Board and Commission email addresses did. Copies were instantly sent to the appropriate people and to the staff. He thought that would simplify the process and encourage other people to comment.

Acting Chair Kost thanked him for the observation and assured him that the BLT always received his comments.

Trustee Coulter also assured Mr. Mosher that they received the comments.

Secretary Glabman stated that she had read Mr. Mosher's comments as well.

VIII. BOARD OF LIBRARY TRUSTEES ANNOUNCEMENTS OR MATTERS WHICH MEMBERS WOULD LIKE PLACED ON A FUTURE AGENDA FOR DISCUSSION, ACTION OR REPORT (NON-DISCUSSION ITEM)

None.

IX. ADJOURNMENT – 5:48 P.M.

Submitted by: *Paul Watkins*
Chair Approval of Minutes