

CITY OF NEWPORT BEACH

**Board of Library Trustees Minutes
Regular Meeting
December 5, 2011 – 5:00pm**

CONVENED AT 5:03pm

CALL MEETING TO ORDER

Chair Lynn Crutchley called the meeting to order.

ROLL CALL

Roll call by Administrative Assistant Elaine McMillion.

Trustees Present: Lynn Crutchley
Jerry King
Stephanie Murguia
Jill Johnson-Tucker
Eleanor Palk

Staff Present: Cynthia Cowell, Library Services Director
Tim Hetheron, Library Services Manager
Melissa Kelly, Support Services Coordinator
Cherall Weiss, Literacy Program Coordinator
Elaine McMillion, Administrative Assistant

Public Present: Nancy Thompson, Literacy Council President
Jim Mosher, Newport Beach resident

PUBLIC COMMENTS – Elaine McMillion read the rules for public comments. No public comments were made at this time.

APPROVAL OF MINUTES

It was motioned, seconded and passed (Trustee Johnson-Tucker/Trustee Palk) to approve the meeting minutes from the Board Meeting of November 7, 2011 amending the “Use of the Newport Beach Public Library” policy under A. 3. as follows: *“Occupying furniture in a manner that suggests lounging, including, but not limited to, propping feet on chairs, sofas, or tables, and/or occupying more than one space;”* Motion carried by acclamation.

CURRENT BUSINESS

Items for Review and Discussion

Customer Comments – Customer comments were reviewed.

Library Activities – Monthly update of library events, services and statistics were reviewed.

Financial Update – Monthly expenditure status of the Library’s operating expenses on services, salaries and benefits by department was reviewed.

Items for Review and Possible Action

Literacy Program Update – Literacy Council President introduced herself and thanked the Board of Library Trustees and staff for their support of the Literacy program. She gave an overview of past statistics stating that 2011 there was a 9% increase in learners. Partnerships with local companies to promote language improvement and literacy classes, and staying active in regional and state literacy networks has helped improved the program. There is a need for tutors as there is a waiting list of learners. Review of all programs will be made in 2012 to make sure the Literacy program's mission statement and goals are being met. Literacy Program Coordinator Cheryl Weiss presented a video which highlighted a learner and how the program has affected her and her family. A question and answer period followed.

MyiLibrary Review / Downloadable Materials – Library Services Manager Tim Hetherington explained the status of the MyiLibrary database which was initially purchased to complement OverDrive, the library's primary downloadable audio database. MyiLibrary is geared towards Apple products: the iMac, iPod, iPad, etc. Ingram, the large library materials vendor, created MyiLibrary in order to enter the downloadable audio business. Ingram recently sold the database to Recorded Books in September 2011. Recorded Books renamed it One-Click Digital, keeping Ingram's customers but changing the audiobooks available and also the software necessary to access the audio books. Unfortunately, at this point in time, One-Click Digital does not work with devices running Apple's iOS5 (including the iPhone, iPad, and iTouch). Library staff decided to delay launching One-Click Digital until it works with those devices. Statistics could not be accessed for MyiLibrary because of the transition, but staff is working to get them from another source.

Review of Possible Library Expansion Naming Opportunities – Executive Director of the NBPL Foundation emailed staff asking to postpone presentation of this item until the next Board of Library Trustees Meeting in order to give the Foundation Board prior review. The Board of Library Trustees agreed to move this item forward to a Special Meeting to be held on Tuesday, January 3, 2012 in place of the Monday, January 2, meeting which is cancelled due to the holiday closure.

Bicycle Racks – Support Services Coordinator Melissa Kelly gave a visual presentation of the locations and total number of bicycle racks at the four library locations. An additional five space rack has been purchased for Mariners to increase the current nine spaces to thirteen. Corona del Mar has seven slots, Balboa has thirteen, and Central has thirteen. After discussion it was agreed that signage is needed to help direct customers at both Mariners and Central. There are no plans to provide covered bicycle parking, nor lockers at the new Civic Center.

Comments were made about the frequency, volume of use, and physical locations of racks at the varied locations. A suggestion was made to install covers over the racks to reduce exposure to inclement weather.

When bicycles are parked near entrances to the library buildings it inhibits entry and exit by others, and does not guarantee non-exposure to potential theft. The City is working with the Citizen's Bicycle Safety Committee on ordinances regarding bicycles and safety. It was agreed to revisit this item in July when school is out to see if there are adequate slots at each location.

Final Review and Board Approval of Library Policies – Changes as follows will be incorporated and sent to the City Attorney for review.

Circulation Policies:

Include definition of ILL under section 2.14. Delete duplication of section 7.0.

It was motioned, seconded and passed (Trustee Palk/Trustee Johnson-Tucker) to approve changes as discussed.

Expressive Activity Areas/Use of Library Grounds:

8. Reworded as follows from "...Library support group events only." to "Library affiliated group events only."

It was motioned, seconded and passed (Trustee King/Trustee Johnson-Tucker) to approve changes as discussed.

Use of the Newport Beach Public Library:

3. Reworded as follows: "Occupying furniture in a manner that suggests lounging, including but not limited to, propping feet on chairs, sofas, or tables, and/or occupying more than one space."

16. Reworded as follows: "Parking bicycles or other wheeled conveyances or shopping carts in any area other than designated bicycle racks."

It was motioned, seconded and passed (Trustee Johnson-Tucker/Trustee Palk) to approve changes as discussed.

City / Library closed Monday, January 2, 2012 – The Newport Beach Public Library will close at 6:00 p.m. on Friday, December 23, 2011 and will reopen on Tuesday, January 3, 2012 at 9:00 a.m. The regularly scheduled Board of Library Trustees Meeting on Monday, January 2, 2012 falls on a holiday and is therefore cancelled.

It was motioned, seconded and passed (Trustee Johnson-Tucker/Trustee Palk) to cancel the Monday, January 2, 2012 Board of Library Trustees Meeting and to hold a Special Meeting on Tuesday, January 3, 2012 at 5:00 p.m. Motion carried by acclamation.

Monthly Reports

Civic Center Update – Library Services Director Cynthia Cowell reported that the Central Library stairway is fifty percent removed. Customers are adjusting; however, some still assume the second floor is closed in spite of signage, so a large banner will be displayed near the elevator. From December 10th through the 15th steel for the walls will be delivered and started.

Board of Library Trustees Monitoring List – Revisions were suggested and will be presented at the next Board of Library Trustees meeting.

Library Services Director Report – Cynthia Cowell reported that all City budget department projections are due at City Hall on December 14.

Preparations are being made by staff for the City holiday closure from 6:00 p.m. Friday December 23 through Monday, January 2. The library will reopen to the public at 9:00 a.m. on Tuesday, January 3, 2012. Staff is not sure if WiFi coverage will be available during the closure for customers who may wish to still utilize the courtyard. This is the third year that the City has closed for the holidays.

Cynthia explained the rating in the HAPLR report was reported correctly by staff; however, the state report did not pick up the information accurately which would have given us a higher rating for the library.

This has been a year of adjustments and staff has adjusted well. Thanks went out to the Friends of the Library and the NBPL Foundation for their financial support to help make this happen.

Also discussed was the upcoming library program named “Books in a Bag” to help customers who may wish to begin a book club.

Library Foundation Liaison Report – Trustee Jerry King reported that the Foundation has been identifying possible Board candidates and revision of their investment policy.

Friends of the Library Liaison Report – The upcoming Book sale dates were noted.

DSLS Liaison Report – Trustee Johnson-Tucker spoke on the logistics of the upcoming spring series.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

Newport Beach resident Jim Mosher stated that the recently amended Board of Library Trustees By-Laws may possibly need to be amended due to the new agenda format being used for the Board of Library Trustees meetings.

He then noted that the “Review 2012 Holiday/Meeting Schedule” item listed on the monitoring list is vague, and that the holiday closure causes customers to use other libraries that are not closed during this time.

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

- Review of Possible Library Expansion Naming Opportunities to be presented at a Special Meeting to be held on Tuesday, January 2, 2012.

ADJOURNMENT – 7:00pm

Submitted by: _____
Trustee Stephanie Murguia, Secretary