

CITY OF NEWPORT BEACH

Board of Library Trustees Minutes Regular Meeting February 6, 2012 – 5:00 p.m.

CONVENED AT 5:03 p.m.

CALL MEETING TO ORDER

Trustee King called the meeting to order.

ROLL CALL

Roll call by Administrative Assistant Elaine McMillion.

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

Trustees Absent: Stephanie Murguia

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

Public Present: Jim Mosher, Newport Beach resident
Dan Purcell, Corona del Mar resident
Terry Welsh, Newport Beach resident
Sally Welsh, Newport Beach resident

PUBLIC COMMENTS – Trustee King began chairing the meeting until Chair Crutchley arrived at 5:12 p.m., by reading the rules for public comments. Jim Mosher commented on varied agenda items. Terry Welsh remarked on issue he had with the closure of all library locations from December 24, 2011 through January 2, 2012. Sally Welsh presented copies of her book asking that it be considered for the collection at all Newport Beach Public Library locations.

APPROVAL OF MINUTES

It was noted that there may be incomplete information in the minutes of Monday, December 5, 2011 on page 2 under “Final Review and Board Approval of Library Policies”. The Board of Library Trustees asked staff to amend and present the minutes for approval at the March 6, 2012 meeting.

CURRENT BUSINESS

Items for Review and Discussion

Customer Comments – Customer comments were reviewed and discussed. Trustee Palk commented on how pleased she is in the way staff responds to comments.

Library Activities – Monthly update of library events, services and statistics was reviewed. It was noted that December statistics were low due to the December 24, 2011 through January 2, 2012 City-wide closure. Staff responded to Trustee Johnson-Tucker’s question on how

reference statistics are calculated. The library's criteria for collection development and weeding of library materials were also discussed.

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

Review of Library Policies – The Board reviewed and discussed the "Library Gift and Donor Policy" and "Newport Beach Public Library Gift Policy". The amended "Library Gift and Donor Policy" will be sent by staff to the City Attorney for review.

It was motioned, seconded and passed (Trustee King/Trustee Palk) to approve amendments to the "Library Gift and Donor Policy" by moving the "Library Gifts" section from the end of the policy to the beginning, followed by the "Foundation Gifts" section and then by the "Friends Gifts" section. Motion carried by acclamation.

It was motioned, seconded and passed (Trustee Johnson-Tucker/Trustee King) to approve the "Newport Beach Public Library Gift Policy" as is with no amendments. Motion carried by acclamation.

Approval of Library Policies after City Attorney Review – The Board gave final review to the amendments as presented at this meeting and previously made by the City Attorney's office on the three policies: "Use of the Newport Beach Public Library", "Expressive Activity Area – Library Policy for Use of Library Grounds" and the "Newport Beach Public Library Circulation Policies". After policies have been presented to and approved by City Council they will be implemented.

It was motioned, seconded and passed (Trustee Johnson-Tucker/Trustee Palk) to approve these policies as presented at this meeting. Motion carried by acclamation.

Annual Budget Update – Support Services Coordinator Kelly reported that the first draft of the library budget is due next week. Staff has taken into account the additional costs for janitorial services once the new Civic Center and library addition are complete. Library Services Director Cowell noted that staff received positive comments from the Finance Department on the library staying within budget, and she acknowledged Melissa Kelly's efforts. Discussion on the Inter Library Loan and Public Library Funding losses were discussed. A wish list will be prepared by staff and presented for review by the Board of Library Trustees at their June 4, 2012 meeting. Then it will be presented and approved by the Friends of the Library and Foundation Boards.

Reference Librarian Allen Kesinger gave a presentation on the library's new website which will go live on Tuesday, February 7 at 9:00 a.m. The new website allows for easier access to its content. Customer usability surveys were conducted along with review of other libraries' websites to help in website planning. Staff thanked the City IT department for their support in this transition. Input is welcome and issues will be addressed as they occur.

Monthly Reports

Civic Center Update – Director Cowell showed a picture of the most recent construction of the steel installation for the library expansion which should continue for the next two to three weeks. The delivery driveway behind the Central Library has been opened for trash removal and the library van.

Board of Library Trustees Monitoring List – Revisions and additions were made to this list by the Board.

Library Services Director Report – The 2012 Board of Library Trustees meeting calendar was discussed and it was agreed by the Board to bring this issue to the next meeting and reschedule any meetings that fall on a Monday that the City and library are closed.

The flooding caused by broken pipes in the Central Library public bathroom has been fixed. Staff has been working diligently on the budget and making careful consideration on requests. Bicycle being parked against the walls and near the entrances to the library has continued.

A Board of Library Trustees Special Meeting will be held in the Friends Meeting Room on Wednesday, February 8 at 5:00 p.m. in which the Civic Center project report and color palette will be presented by design architect Steve Chaitow.

Library Foundation Liaison Report – Trustee King gave a review of the most recent Foundation meeting that he attended where discussion of programs, gifting and ideas for future children’s programming were discussed.

Friends of the Library Liaison Report – Trustee Palk reported that bookstore sales were down some during the December library closure. The bookstore continues to receive donations which helps maintain full shelves.

Director Cowell announced that there will be a memorial for Friends of the Library volunteer Adele Mann who recently passed. It will be held on Saturday, February 11, 2012 at 3:00 p.m. at her home in Balboa.

DSLS Liaison Report – Trustee Johnson-Tucker noted that the Distinguished Speaker Lecture Series begins on Friday, February 10, 2012 with speaker Dr. George Friedman. This will be the 15th Anniversary of the Distinguished Speaker Series which was also noted in a recent article in the Daily Pilot. She reported that the committee has been discussing logistics for an upcoming spring series. The Thursday, January 26 Peter McBride lecture was sold out.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

Comments were made by the public on e-readers and e-books. The comments made by public regarding the City-wide closure were commented on again. Staff was thanked for installing an additional bicycle rack at the Mariners Branch Library. Comments made regarding special needs of bicyclists asking the Board to take consideration when discussing this topic.

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

- Revised December 5, 2011 Board of Library Trustees meeting minutes.
- Review of 2012 calendar in relation to Monday holidays and Board meeting dates.
- Concerns by public on City-wide holiday closure.

ADJOURNMENT – 6:37 p.m.

Submitted by:

Chair Lynn Crutchley for Trustee Stephanie Murguia, Secretary