

CITY OF NEWPORT BEACH

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

CONVENED AT 5:00 p.m.

CALL MEETING TO ORDER

Chair Crutchley called the meeting to order.

ROLL CALL

Roll call by Administrative Assistant Elaine McMillion.

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

Trustees Absent: Jerry King

Staff Present: Cynthia Cowell, Library Services Director
Tim Hetheron, Library Services Manager
Julie Duncan, Technical Services Supervisor
Elaine McMillion, Administrative Assistant

NBPL Foundation Present: Tracy Keys, Executive Director

Public Present: Jim Mosher, Newport Beach resident
Dan Purcell, Corona del Mar resident
Nancy Alston, Newport Beach resident

PUBLIC COMMENTS – Newport Beach resident Jim Mosher noted that the Board of Library Trustees By-Laws states that one meeting per month is required, and any meeting not held due to it falling on a City holiday should be rescheduled later in the month. Newport Beach resident Nancy Alston and Jim Mosher stated strong opposition to the library closure during the City-wide closure in the months of December and January. Corona del Mar resident Dan Purcell commented on inadequate time to review the Board packet prior to public comments.

APPROVAL OF MINUTES

It was motioned, seconded and passed (Trustee Johnson-Tucker/Trustee Palk) to approve the meeting minutes from the Board Meeting of December 5, 2011. Motion carried by acclamation.

It was motioned, seconded and passed (Trustee Murguia/Trustee Johnson-Tucker) to approve the meeting minutes from the Board Meeting of February 6, 2012. Motion carried by acclamation.

Chair Crutchley noted that the Special Meeting of February 8, 2012 was a non-action meeting; therefore, minutes do not need an action for approval.

CURRENT BUSINESS

Items for Review and Discussion

Customer Comments – Customer comments were reviewed and discussed. Chair Crutchley and Trustee Palk commented positively on the new Ancestry database. Trustee Johnson-Tucker stated she would visit the branches in question regarding the hard to read computer screens due to incoming sunlight during certain times of the day. Staff will research the cost to possibly replace the blinds with some that are better at blocking the light.

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

Financial Update – Monthly expenditure status of the Library's operating expenses on services, salaries and benefits by department was reviewed. As a new Board member Trustee Johnson-Tucker asked if staff would provide more detailed information on this report at a future meeting so she could better understand it.

Items for Review and Possible Action

Technical Processing Update – Director Cowell introduced Technical Processing Supervisor Julie Duncan. Julie distributed a handout and gave a presentation on how library materials are selected and entered into the library's catalog. The Collection Development Librarians select materials based on popularity and demand. The Library then receives the materials either shelf ready or not shelf-ready from the vendor. Shelf-ready materials are already bar-coded and labeled which creates a larger savings than non shelf-ready materials, as they take longer to process.

Review of the 2012 Board of Library Trustees Meeting Calendar – The Board began discussing the implications of moving all Board of Library Trustees meetings that fall on a Monday City holiday to the immediate Tuesday following.

It was motioned, seconded and passed (Trustee Palk/ Trustee Johnson-Tucker) to table this agenda item until all Board of Library Trustees are present at a future Board meeting sometime prior to the Monday, September 3, 2012 Board meeting, which is a City observed holiday.

Review of Library Expansion Naming Opportunities – NBPL Foundation Executive Director Tracy Keys distributed a handout showing some designated areas in the library expansion for potential naming opportunities that Architect Steve Chaitow, Trustee Jill Johnson-Tucker and Tracy worked on together after the February 8, 2012 Special Board of Library Trustees Meeting. This would provide the Foundation an opportunity to raise significant funds for new library programs, technologies, collections and enhancements. Contribution levels will be determined by the Board of Library Trustees and the Newport Beach Public Library Foundation Board members closer to the completion date.

It was motioned, seconded and passed (Trustee Johnson-Tucker/Trustee Palk) to approve the areas for naming as presented. Motion carried by acclamation.

Review of City-wide Holiday Closure – The Board discussed public concern over the City-wide closure during the months of December and January, and the requests to keep at least one library location open during this time. Some of the factors discussed were the decisions concerning the varied City-wide associations' review, costs, staffing requirements, and City Council's final decision. The Board asked staff to prepare a report for the Monday, April 2, 2012 meeting to show the associated costs of keeping either Central or Mariners open during this

closure, except for the designated City-wide holidays that fall on December 24, 25, 31 and January 1.

Monthly Reports

Civic Center Update – Director Cowell reported on the latest developments on the Civic Center construction and library expansion which is proceeding smoothly.

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

Library Services Director Report – Director Cowell invited the Board of Library Trustees to the Wednesday, March 14 all staff meeting to be held at Central Library at 8:00 a.m.

Due to construction there has been a decline in the library's usage and circulation statistics. Statistics should increase considerably once the library expansion is completed.

Library Foundation Liaison Report – Trustee King was absent so Tracy Keys updated the Board on the NBPL Foundation activities and budget. The Foundation Board is pleased they have been able to provide items presented on last year's wish list and that this year they are well ahead of their financial goals and are looking forward to the next wish list. Karen Clark and Adrian Windsor are the two newly appointed Foundation Board members. There has been a spike in membership due to an added membership level, "Young Patrons" which is for individuals in their twenties and thirties. The Foundation's website has been revamped and their blog is now up to 1,400 readers, some of which are out of the country.

Friends of the Library Liaison Report – Trustee Palk is unable to attend the entire Friends of the Library meetings which are held on the second Tuesday of each month at 9:30 a.m. due to a conflict in her schedule. She is only able to attend the first twenty minutes. Trustee Johnson-Tucker said she would try to attend the 9:30 a.m. meetings on occasion when her schedule permitted. The last Friends book sale brought in over \$2,000.

DSLS Liaison Report – Trustee Johnson-Tucker complimented the DSLS Committee for their enthusiasm and dedication in choosing speakers and on the upcoming lectures. Tracy Keys commented on the Sebastian Smee lecture "Friendships and Rivalries in Modern Art" to be held on March 9 and 10, and that there are still Friday and Saturday tickets available.

Director Cowell noted that the annual Literacy Luncheon will be held on Friday, May 4 and the annual Friends luncheon will be held on Tuesday, June 12.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

Jim Mosher commented on details as stated in the Board of Library Trustees By-Laws, Section VIII, and read it aloud, highlighting the Board's powers including but not limited to the administration of the budget, and hiring or firing of the Library Services Director.

Dan Purcell commented on several items. He has noticed from his attendance at the meetings that the Board is inconsistent in their handling of the meetings and surprised at staff's choice in recording equipment, and further that the minutes do not include what each public member commented on in detail. He stated that he records the meetings. He said that the Board and staff did not acknowledge him with eye contact and that they should, as well as being provided with adequate time to review the packet materials prior to receiving it at the meeting. Receiving documents at the meeting does not provide him ample time to review them in order to make comment. He is concerned because nothing has been done to prevent the cyclist from parking

his bike in front of the Central Library which creates scratches in the granite wall. He's uncomfortable with the Board's group dynamics and felt that Board Trustees were attacking one Trustee in particular when the City-wide closure agenda item was being discussed. He announced that he would be forwarding his comments to the City Attorney's office.

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

- April 2 – Staff to present a cost review of staying open versus closing during the City-wide closure in December and January.
- April 2 – Staff to provide a tutorial in understanding the details of the monthly Financial Report.
- May 7 – All Board of Library Trustees to attend a one-hour “Boards, Commissions and Committee” workshop to provide legal and procedural assistance.

ADJOURNMENT – 6:45 p.m.


Chair/Signature for Approval of Minutes