

CITY OF NEWPORT BEACH

**Board of Library Trustees Minutes
Regular Meeting
May 7, 2012 – 5:00 p.m.**

CONVENED AT 5:00 p.m.

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, chairing the meeting
Jerry King
Stephanie Murguia
Eleanor Palk
Jill Johnson-Tucker

City Staff Present: Cynthia Cowell, Library Services Director
Tim Hetheron, Library Services Manager
Melissa Kelly, Support Services Coordinator
Debbie Walker, Branches and Youth Services Coordinator
Elaine McMillion, Administrative Assistant
Kyle Rowen, Deputy City Attorney

NBPL Foundation Present: Margi Murray, NBPL Foundation Board Member

The Centre for Organization Effectiveness: Trudy Sopp, Ph.D., Founder and Consulting Partner

Public Present: Jim Mosher, Resident

The agenda for the Board of Library Trustees Meeting was posted on Friday, May 4, 2012 at 8:00 a.m. on the City Hall Bulletin Board located outside of the City of Newport Beach Administration Building.

PUBLIC COMMENTS – Resident Jim Mosher amended his April 2, 2012 public comments, as follows:

Eliminate: *“He noted that two City Council incumbents had spoken about the city budget and that they would see that there would not be any losses in library services if they were elected.”*

Replace with: *“He noted that two City Council incumbents had said that it was their impression that the City had not cut back library services during the recent recession.”*

APPROVAL OF MINUTES

It was motioned, seconded and passed (Trustee Palk/Trustee Murguia) to amend the meeting minutes from the Board Meeting of April 2, 2012, as stated above under Public Comments. Motion carried by acclamation with Trustee King abstaining, as he was not present at the April 2, 2012 meeting.

It was motioned, seconded and passed (Trustee Palk/Trustee Murquia) to approve the meeting minutes from the Board Meeting of April 2, 2012, as amended. Motion carried by acclamation with Trustee King abstaining, as he was not present at the April 2, 2012 meeting.

CURRENT BUSINESS

Consent Calendar

Customer Comments – Reviewed.

Library Activities – Reviewed.

Financial Update – Reviewed.

Board of Library Trustees Monitoring List – Reviewed.

Items for Review and Possible Action

Library Policies

Library Services Manager Tim Hetherington gave a computer overview of a trusted site, recommended by the American Library Association, which directs customers to information on the Internet on social media safety. After prior review of this website by the Board of Library Trustees, it was agreed that the “Newport Beach Public Library Internet Use Policy” will be amended to include this information.

It was motioned, seconded and passed (Trustee Johnson Tucker/Trustee King) to approve this agenda item by amending the following information to include the “Newport Beach Public Library Internet Use Policy”. Motion carried by acclamation.

Parents are encouraged to read “*Keeping Kids Safer on the Internet: Tips for Parents and Guardians*” at

http://www.missingkids.com/missingkids/servlet/PageServlet?LanguageCountry=en_US&PageId=3601 and view the resources for parents and guardians at <http://www.netSMART.org/Parents>.

NBPL Friends Wish List

Library Services Director Cowell presented the wish list on the conference room computer. Collection items requested include new releases, children’s print collection, downloadable eBooks, audio books, audiovisual materials for adults, children, young adults, as well as young adult fiction. Programming funds requested were for the Summer Reading Program, story times, National Library Week, the Corona del Mar Christmas Walk, family concerts, Sunday Musicals, Imagination Celebration, Young Adult Advisory Committee programs, first grade class visits, and the Literacy Program. Also included in this category were furniture for the Mariners branch and Balboa branch, a musical instrument collection, an infant changing table for Corona del Mar. Also requested were shelves, rugs, floor cushions and games for the Children’s Room. The total requested on this wish list is \$187,000. This amount is less than asked for last year due to the downward trend in book store sales.

Board of Library Trustee questions were addressed by staff, and included questions on how staff decides on items and amounts requested, and whether or not the library receives all items on the list.

It was motioned, seconded and passed (Trustee King/Trustee Murguia) to approve the Friends of the Library Wish List as presented. Motion carried by acclamation with Trustee Palk abstaining, as she is a Friends of the Library Board member.

NBPL Foundation Wish List

Library Services Director Cowell presented the wish list as shown on the conference room computer monitor. The total on this wish list is \$220,000 and includes a Radio-frequency Identification (RFID) project to support the ongoing conversion to RFID technology for faster check-out of library materials. The implementation would coincide with the completion of the Library expansion project, and be integrated into the Civic Center bridge area on the second floor of the Central Library, allowing customers to check out library materials more efficiently. Included on this list is a three-year subscription to an Axis 360 eBook Library, a cloud based media library platform which would provide the library with a state-of-the-art system for circulating eBooks. This system includes the funds needed for purchasing eBooks, and required software. It would complement the library's OverDrive service. Other items requested on this list were 30 tablet computers with applications and accessories, library promotional items, an Urban Libraries Council Membership (ULC), Literacy Program support, and an Early Literacy Station for children ages two through eight. The last item on this list is for two soft boxes, photographic lighting devices, which allow more light on events that are held in the Friends Meeting Room. Staff clarified questions asked by the Board on the technological items requested. Staff clarified questions asked by the Board about the ULC, in which the Foundation has agreed to help sponsor a visit of the ULC council in Newport Beach in June. Details of the RFID project were also explained by staff.

Public comments were made on the RFID project, and that the Board should play a larger role in how funds are spent, as there was no handout for review prior to this meeting.

Trustee King explained that the Board of Library Trustees reviews these items throughout the year. Director Cowell explained that the wish lists must be presented to the Board of Library Trustees for approval before they are presented to the Friends of the Library and Foundation Boards, for their approval, in print. The lists are released as a public document after they have been presented to the Board of Library Trustees.

It was motioned, seconded and passed (Trustee King/Trustee Murguia) to approve the Newport Beach Public Library Foundation's Wish List as presented. Motion carried by acclamation.

Monthly Reports

Civic Center Update – Director Cowell reported that the glass has been installed and the last foundation pour will be completed soon.

Library Services Director Report - Director Cowell stated that the State of California's May 2012 revision to the budget will be next week. Staff is waiting to see if the hearings that were held last week have any impact on whether or not more money will be forthcoming to the State Library. This money makes a huge difference, and 40% was already lost before this year started. The cuts are huge and the library has a lot riding on what happens next week.

Library Foundation Liaison Report – Trustee King stated he was out of town and missed the last meeting; therefore, he had nothing new to report. Foundation Board Member Margi Murray reported that the Board has set up a special fund in honor of the Foundation Executive Director in order to accept donations for the purchase of book plates for books. The books chosen will be materials already in the pipeline for acquisition by the library.

Friends of the Library Liaison Report – Trustee Palk reported that the Friends of the Library book sale brought in \$1,850, which is less than the March sale.

DSLS Liaison Report – Trustee Johnson-Tucker announced that the last DSLS speaker will be here on May 18 and 19, and that the DSLS Committee will be having a retreat at Central Library. Margi Murray noted that Erik Larsen, who will be speaking at the library on Thursday, September 13 is not part of the DSLS.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

Public comments were made at this time on the inadequate internet connection speed used for viewing the City Council meeting videos. It was reported that there are six parking slots at the Mariners Library that tend to flood during rainy weather, which eliminates available spaces on inclement days.

Trustee Johnson-Tucker commented on how nice the Literacy luncheon was.

Director Cowell noted that after staff's review of DVD and CD circulation stats, that the check out period for both DVD's and CD's will increase from 5 items to 10, and will begin on Tuesday, May 8, 2012.

Trustee King noted that the book "Plastic Ocean" would be an interesting book for the DSLS series.

Public commented on possibly using the Ackerman fund in helping with the purchase of the RFID. Also, commented on were the Board of Library Trustees duties as indicated in Article VII, Section 708, of the Charter of the City of Newport Beach as set forth in the By-Laws of the Newport Beach Board of Library Trustees.

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.

BOARDS AND COMMISSIONS TRAINING

Director Cowell introduced The Centre for organization Effectiveness, Founder and Consulting Partner Trudy Sopp. She presented an overview on "Effective Meetings Training for Boards, Commissions, and Committees" to help the Board of Library Trustees in their roles. A handout was given to all in attendance, and a handbook was given to each of the Board of Library Trustees. Some of the topics discussed, were Robert's Rules of Order, understanding legal considerations, handling conflict, managing public involvement, and being clear on issues discussed. A question and answer period followed.

ADJOURNMENT – 6:18p.m.

Chair Signature for Approval of Minutes