

# CITY OF NEWPORT BEACH

**Board of Library Trustees Minutes  
Regular Meeting  
April 2, 2012 – 5:00 p.m.**

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## **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  
Stephanie Murguia  
Eleanor Palk  
Jill Johnson-Tucker

Trustees Absent: Jerry King

Staff Present: Dave Kiff, City Manager  
Kyle Rowen, Deputy City Attorney  
Cynthia Cowell, Library Services Director  
Tim Hetheron, Library Services Manager  
Melissa Kelly, Support Services Coordinator  
Genesis Hansen, Web Services and Reference Supervisor  
Elaine McMillion, Administrative Assistant

NBPL Foundation Present: Margi Murray, NBPL Foundation Board Member

Public Present: Jim Mosher, Resident  
Dan Purcell, Resident  
Amy Senk, Resident and Corona del Mar Today writer  
Laura Keane, Resident

The agenda for the Board of Library Trustees Meeting was posted on Thursday, March 28, 2012 at 12:52 p.m. on the City Hall Bulletin Board located outside of the City of Newport Beach Administration Building.

Chair Crutchley requested all visitors at this meeting to introduce themselves.

**PUBLIC COMMENTS** – Resident Jim Mosher commented on the city-wide closure in relation to the library's budget stating that he feels this is not a wise use of the budget. He opposes the library offering passport services and feels that it should remain with the City Clerk's office, as he feels this would not be a good use of library services. 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. Resident Dan Purcell commented that the same bicyclist is still parking against the building in front of Central Library and that it appears as if nothing has been done about it and that the bike is still scratching the wall.

## **APPROVAL OF MINUTES**

**It was motioned, seconded and passed (Trustee Johnson-Tucker/Trustee Palk)** to approve the meeting minutes from the Board Meeting of March 5, 2012. Motion carried by acclamation.

## **CURRENT BUSINESS**

### **Items for Review and Discussion**

Customer Comments – Reviewed.

Library Activities – Reviewed.

Financial Update – Staff member Melissa Kelly gave an overview of account allocation for the Fiscal Year 2011/2012. Melissa had given Trustee Johnson-Tucker an overview prior to this meeting on which Trustee Johnson-Tucker complimented Melissa, saying it was very informative and helpful. The public requested that staff present a staff report for all agenda items so as to be more informed in order to make comments.

Board of Library Trustees Monitoring List – Reviewed and revised to move the “NBPL Facebook and Social Networking Update” from the May 7, 2012 meeting to the June 4, 2012 meeting.

### **Items for Review and Possible Action**

REMINDER – Training at the May 7, 2012 Board of Library Trustees Regular Meeting  
Trustee attendance at the May 7 Board of Library Trustees meeting is mandatory. This will be a regular meeting with “Effective Meetings Training for Boards, Commissions, and Committees” as the last agenda item.

Review of 2012 Board of Library Trustees Meeting Calendar

**It was motioned, seconded and passed (Trustee Palk/Trustee Murguia)** to table this agenda item until all Board of Library Trustees could be present. It was agreed to present this item at the June 4, 2012 Board meeting. Motion carried by acclamation.

Review of Library Policies

Web Services and Reference Coordinator Genesis Hansen stated that staff will replace an outdated link about Internet Safety on the “Newport Beach Public Library Internet Use Policy” with two new links about Internet and social media safety recommended by the American Library Association. The suggested links are trusted government websites. This revision will be made to the policy and presented for approval at the Monday, May 7 Board of Library Trustees meeting.

**It was motioned, seconded and passed (Trustee Palk/Trustee Johnson-Tucker)** that the links would be sent to the Board for perusal before the next Board meeting, and the amended policy would be submitted for approval at the May 4, 2012 Board meeting. Motion carried by acclamation.

City-wide Holiday Closure

Pros and cons of the Library closing during the City-wide holiday closure in December and January were discussed. The potential costs associated in keeping the Central Library open during this time was reviewed. Many aspects were discussed by the City Manager Dave Kiff,

staff and the Board, which included local school closures, agreements with the varied City Associations and the City, and the public comments against the closure. The new Civic Center's projected completion date in December, 2012, and the City-wide closure's impact on moving into the new facility were also discussed.

**It was motioned, seconded and passed (Trustee Johnson-Tucker/Trustee Murguia)** to have staff prepare a report showing a more detailed breakdown in the cost and the staff required to keep either the Central Library or the Mariners Branch open during this time, and then present it at a meeting prior to the closure. Motion carried by acclamation.

### **Monthly Reports**

Civic Center Update – Library Services Director Cowell showed pictures of the most recent construction progress.

Library Services Director Report - Library Services Director Cowell reported on the Orange County Library Director's meeting she recently attended in which ways that Orange County libraries could work together to continue the Inter-Library Loan services due to the state budget cuts and loss of funding for this program.

Library Foundation Liaison Report – NBPL Foundation Board Member Margi Murray gave an update on the Foundation's upcoming programs and on the planned upcoming Foundation Board retreat in Board of Library Trustee King's absence.

Friends of the Library Liaison Report – Trustee Palk reported that the Friends of the Library Board members discussed the possibility of putting a book cart up near the new Civic Center coffee shop in order to help increase awareness of the downstairs Book Store. The last book sale brought in approximately \$2,500. They also were shown the new Civic Center's colors.

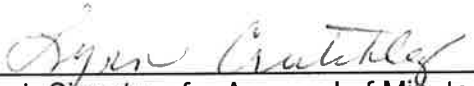
DSLS Liaison Report – Trustee Johnson-Tucker reported that there are still tickets available for the upcoming DSLS lectures.

### **PUBLIC COMMENTS ON NON-AGENDA ITEMS**

Public comments were made at this time on the inadequate internet connection speed in viewing the City Council videos of meetings. It was noted to be slow at both the Central Library and Mariners. There are six parking slots at the Mariners Library that tend to flood during rainy weather, which cuts down considerably of available spots.

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

### **ADJOURNMENT – 6:18p.m.**

  
Chair Signature for Approval of Minutes