

# CITY OF NEWPORT BEACH

**Board of Library Trustees Minutes  
Regular Meeting  
June 4, 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, chairing the meeting  
Jerry King  
Stephanie Murguia  
Eleanor Palk  
Jill Johnson-Tucker

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

Public Present: Jim Mosher, Resident  
Charlie Bevins, Resident

The agenda for the Board of Library Trustees Meeting was posted on Thursday, May 31, 2012 at 4:10 p.m. on the City Hall Bulletin Board located outside of the City of Newport Beach Administration Building.

**PUBLIC COMMENTS ON AGENDA ITEMS** – None.

**APPROVAL OF MINUTES**

**It was motioned, seconded and passed (Trustee Palk/Trustee Jill Johnson-Tucker)** to approve the meeting minutes from the Board of Library Trustees Meeting of April 2, 2012 with Trustee Jerry King abstaining as he was not in attendance at the April 2nd meeting. Motion carried by acclamation.

**It was motioned, seconded and passed (Trustee Palk/Trustee Johnson-Tucker)** to approve the meeting minutes from the Board of Library Trustees Meeting of May 7, 2012 as amended below. Motion carried by acclamation.

**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.

**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 will be a Friends of the Library Board member.

## **CURRENT BUSINESS**

### **Consent Calendar**

Customer Comments – Reviewed.

Library Activities – Reviewed.

Financial Update – Reviewed.

Board of Library Trustees Monitoring List – Reviewed.

**It was motioned, seconded and passed (Trustee King/Trustee Johnson-Tucker) to approve the items on the Consent Calendar as presented. Motion carried by acclamation.**

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

#### **Facebook and Social Networking Update**

Library Services Manager Tim Hetherington gave a computer overview of the Library's social networking services. The views received from customers on the Library's Facebook and Twitter pages average approximately 3,000 per week. Staff has reviewed the Hayward and Santa Monica Libraries social network sites for ideas given that they are close in demographics to the Newport Beach Public Library. This form of contact is popular and more customers are using this form of communication with the rise in use of automated devices. A question and answer period followed the presentation and included how staff responds daily to comments received through these sites. The social networking comments seem to be more open than those the Library receives on the customer comment forms. The system delays received posts in order to alleviate inappropriate comments, and customer's email addresses are kept confidential.

#### **Critical Review of Online Database Resources and Services / Database Usage Report**

Reference Librarian Steven Short presented information on the Library's databases through an online demonstration. Usage of the Library's current subscriptions, and goals for continuing to shift the Reference sources from print to online versions were explained. Select Library staff members have attended several demos of a few new and improved online databases and eBook services in order to locate the best selections that would enhance online services for Library customers. Some possibilities include; SimplyMap for business and Demographic Research, 3M Cloud Library and Blio/Axis 360 for eBooks. Stephen explained how each would augment the current database selections. Staff trials will be implemented to examine these prior to committing. The lower utilized databases with contracts that are ending soon will not be renewed. Due to access to research materials through these databases and the upward trend in computer users this service has proved to be very positive, and shows that online use is increasing.

### **Monthly Reports**

Civic Center Update – Director Cowell reported that the last pour of concrete for the first floor slab is scheduled for Thursday, June 7. The weir walls, retention basin, and drain for the bioswale are being worked on where the grass area next to Avocado used to be. A walkway over the bioswale will connect the Library to the sidewalk area next to the bus stop. Today we discovered that the second floor windows on the north side of the Central Library will need to be replaced due to being mounted improperly when the building was initially built. If these windows are not replaced they would have the potential of leaking, due to the way the old roof and the new roof need to be brought together over these windows. In order to do that, the construction wall will need to be extended all the way up to the top of the ceiling. The contractors will be

replacing them at night while the Library is closed sometime toward the end of this month. The work is planned to take only about one week to complete, and shouldn't cause any delays in the project's completion.

Library Services Director Report - The Library will host a reception for the Urban Libraries Council (ULC) on Wednesday, June 20 at 5:00 p.m. in the Central Library bamboo courtyard. The ULC will be holding its annual education seminar and training in Newport Beach from June 20 through June 22, 2012, prior to attending the American Library Association (ALA) convention in Anaheim. As a membership organization of North America's premier public library systems and the organizations that serve them, the Urban Libraries Council has spent more than 40 years enriching urban communities by strengthening their public libraries. ULC serves as a forum for thought leaders sharing best and next practices resulting from targeted research, education and emerging trends. ULC programs are recognized for creating new frameworks that strengthen public libraries and the communities they serve. Cynthia invited all Board of Library Trustees to attend and will send them an email with the details.

The training on the Radio Frequency Identification (RFID) by the vendor Bibliotheca will begin this week. Key staff will be trained and then they will train the remainder of staff members who will be participating in the tagging process. RFID replaces barcodes and magnetic security strips currently placed on Library materials. Using RFID technology combines the two security measures that allow accurate inventory and security of library materials. It will reduce check-out and check-in time. Information is read from RFID tags much faster than from barcodes, making it possible to read several items in a stack at the same time, which would increase turnaround time by as much as 50 percent. The only information stored on the RFID tag is the item barcode number. No customer information is stored on the tag, which would help ensure customer security. Another feature of this system is that books can be scanned on the shelves without having to tip them out or remove them from the shelves. All of the identification on materials can be scanned quickly by a hand-held inventory reader. Inventory can be updated and identified if items are out of order or missing.

An All Library Staff meeting is scheduled on Thursday, June 28 in the Friends Meeting Room. Service pins will be presented to select staff members who have worked 5, 10, and 15 years. An overview of the RFID project will also be offered at this meeting. The Central Library and branches will open at 9:30 a.m. on that day.

Appointed staff will be trained soon to provide passport service through the Library to customers who wish to obtain or renew their passports.

The 2012 Summer Reading Program will begin at all Library locations on Saturday, June 23, 2012. Staff has been looking into a Foundation sponsored program for families to attend where they can learn ways to create a family photo album together. This program, if implemented, would be offered sometime in September 2012.

Library Foundation Liaison Report – Trustee King reported that the Foundation Board discussed their budget and Foundation staff member salary rates.

Friends of the Library Liaison Report – Trustee Palk reported that the Library wish list was presented at the last Friends of the Library Board meeting, and approved. Author of "The Lotus Eaters", Tatjana Soli, will be the featured speaker at the Annual Friends of the Library Luncheon to be held in the Friends Meeting Room on Tuesday, June 12 at 11:30 a.m. Board of Library Trustees were invited to attend.

DSLS Liaison Report – Trustee Johnson-Tucker announced that the DSLS Committee held a retreat at the Central Library recently where potential speakers for the 2013 DSLS Series were

discussed. She also attended a meeting on naming opportunities for the Library expansion with Foundation Board member Karen Clark and Foundation Director Tracy Keys.

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

Trustee King asked if the Library Service Director would give the Board of Library Trustees an update, after City Council takes action on the requirements on how the Library's Board of Library Trustee's may or may not function. He suggested that as new appointees they should be informed on what is expected of them as Trustees. Director Cynthia Cowell will ask City Manager Dave Kiff or the City Attorney to come to a future Board of Library Trustees meeting to discuss this.

**PUBLIC COMMENTS ON NON-AGENDA ITEMS**

Charlie Bevins asked the Board of Library Trustees to consider revising the Library's hours. He would like the Library to continue to remain open from 9:00 a.m. - 6:00 p.m. on Fridays and Saturdays, close at 8:00 p.m. instead of 9:00 p.m. on Mondays through Thursdays, and change the hours on Sunday from 12:00 – 5:00 p.m., to 9:00 a.m. – 6:00 p.m. as he feels that the Library is very busy on Sundays. He also asked if there was a way that customers would be able to print from their personal computers to the Library's public computers while using them at the Library. The Board thanked him for his comments.

Jim Mosher noted that the next City Charter Update Committee meeting will be held on Thursday, June 14, 2012 at the Central Library. One of the agenda items will be recommended changes to Section 708. Section 708 explains the Board of Library Trustees powers and duties as assigned. He is concerned that if this agenda item is adopted with proposed changes, then the Board of Library Trustees will have no charge in making and enforcing rules, laws and regulations of the Library. He suggested that the Board of Library Trustees may want to look into this and express any concerns they may have. The Board thanked him for his comments.

**ADJOURNMENT – 6:04 p.m.**

Farewell to Board of Library Trustee Chair Lynn Crutchley – Chair Crutchley's term on the Board ends on June 30, 2012. Her replacement will be selected at the Tuesday, June 26, 2012 City Council Meeting. She was thanked by staff and the other Board of Library Trustees for her service to the Board.

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Chair Signature for Approval of Minutes