

# CITY OF NEWPORT BEACH

## Board of Library Trustees Minutes

### Regular Meeting

**August 6, 2012 – 5:00 p.m.**

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The agenda for the Board of Library Trustees Meeting was posted on Tuesday, July 31, 2012 at 1:33 p.m. on the City Hall Bulletin Board located outside of the City of Newport Beach Administration Building.

### **CONVENED AT 5:00 p.m.**

### **CALL MEETING TO ORDER**

Vice-Chair Jerry King called the meeting to order.

### **ROLL CALL – Welcome new Board of Library Trustee Robyn Grant**

Roll call by Administrative Assistant Elaine McMillion.

Trustees Present:                      Jerry King, chairing the meeting  
Stephanie Murguia  
Eleanor Palk  
Jill Johnson-Tucker  
Robyn Grant

City Staff Present:                      Dave Kiff, City Manager  
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

NBPL Foundation Present:              Tracy Keys, Executive Director  
Margi Murray, Board Member

Public Present:                              Jim Mosher, Resident  
Karen Stahr, Portland Oregon Visitor

The Board of Library Trustees welcomed newly appointed Board of Library Trustee Robyn Grant.

### **PUBLIC COMMENTS ON AGENDA ITEMS**

Jim Mosher commented on his opposition to the Library providing passport services as he feels it would be more appropriate to leave this service at the City Clerk's office only. He stated that this service is not closely related to library services. He disagrees with the Library being closed from Christmas until New Years and asked the Board to consider leaving the Library open during that week. He provided written comments which were also distributed to the Board for review.

Elizabeth's Stahr's daughter Karen Stahr addressed the Board on her behalf, as she was unable to attend this meeting. Karen noted that she was surprised to see the Library closed from Christmas to New Year's while visiting from Portland last Christmas. She felt that continuing to close the Library during this time would negatively affect customers and asked the Board to consider this when addressing item B-6 "City-wide Holiday Closure".

## **APPROVAL OF MINUTES**

**It was moved, seconded and passed (Trustee Johnson-Tucker/Trustee Palk)** to approve the meeting minutes from the Board of Library Trustees Meeting of June 4, 2012. Trustee Robyn Grant abstained as she was not present at that meeting. Motion carried by acclamation.

The Board of Library Trustees Meeting of July 2, 2012 was cancelled.

## **CURRENT BUSINESS**

### **Consent Calendar**

**Customer Comments** – Trustee Johnson-Tucker asked if all comments received are put in this report. Staff stated that customer comments that come in on written comment slips are put in this report. It was noted that an emailed comment from Mr. Mosher regarding sprinklers and bicycle racks was not listed in this report. Even though all email comments are not entered on this report they are answered by staff. The Board asked that all comment slips, written comments, and emailed comments be included in the customer comment spreadsheet. The Board suggested including the comments from customers received through email along with the staff responses linked into the website so they may be viewed by anyone who wished to read them. Staff will look into providing this service electronically through a link on the Library website which would enable the Board to view them.

**Financial Update** – Trustee Johnson-Tucker and Director Cowell met on Friday, August 3. They discussed the possibility of appointing a committee of two Trustees who would work with Support Services Manager Melissa Kelly on a quarterly basis to review the budget while it is in development. The Board agreed that this would be helpful.

**Board of Library Trustees Monitoring List** – The Arts & Cultural update does not have an assigned date on this report. The Board asked for this item to be put on the September meeting agenda.

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

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

**Election of Board of Library Trustees Officers** - Trustee King opened the nominations for Chair, Vice-Chair and Secretary of the Board of Library Trustees.

**It was moved, seconded and passed (Trustee King/Trustee Palk)** to elect Trustee Jill Johnson-Tucker as Chair. Motion carried by acclamation.

**It was moved, seconded and passed (Trustee Johnson-Tucker/Trustee Palk)** to elect Trustee Jerry King as Vice-Chair. Motion carried by acclamation.

**It was moved, seconded and passed (Trustee Johnson-Tucker/Trustee Palk)** to elect Trustee Stephanie Murguia as Secretary. Motion carried by acclamation.

Director Cowell distributed a memo from City Manager Dave Kiff addressing Chairs and Vice Chairs of Boards, Committees and Commissions regarding “Effective Meetings Training for Chairs and Vice Chairs” for newly appointed Chair and Vice Chair to be held on Thursday, August 16, 2012 in the Newport Beach Public Library Friends Meeting Room from 11:00 a.m. – 1:30 p.m. Chair Jill Johnson-Tucker and Vice-Chair Jerry King confirmed their intent to attend this training.

The gavel was passed to newly-elected Chair Jill Johnson-Tucker who continued chairing the meeting.

Review FY 2012/2013 Holidays/Meeting Schedule – Director Cowell distributed a list of the FY 2012/2013 Board of Library Trustees meeting dates and a City holiday calendar in order to reschedule meetings that fall on a scheduled City holiday. The only conflict appeared on the Labor Day holiday which falls on Monday, September 3, 2012, a regularly scheduled meeting date. Chair Johnson-Tucker suggested the Board set all future meetings that fall on a Monday City holiday to be held on the following Tuesday. Director Cowell stated in order to make this official, the Board would have to amend their Board of Library Trustees By-Laws.

**It was moved, seconded and passed (Trustee King/Trustee Grant)** to hold a Special Meeting on Tuesday, September 4, 2012 in place of the regularly scheduled meeting on Monday, September 3, 2012 which will be cancelled due to the regular meeting falling on a City holiday. The Board of Library Trustees By-Laws will be included as an agenda item at the Special Meeting to be held on Tuesday, September 4, 2012 in order to amend the By-Laws to state that all regularly scheduled Board meetings which fall on a Monday holiday will be rescheduled to the following Tuesday. Motion carried by acclamation.

Director Cowell asked the Board if they would like to appoint a two-person committee to review the By-Laws with suggested revisions to be included at the next meeting. Chair Johnson-Tucker asked for volunteers. Trustee Grant and Trustee King volunteered to evaluate the By-Laws and bring suggested revisions to the Tuesday, September 4, 2012 Special Meeting for approval.

Replacing Donor Wall Plaques on Exterior Wall at Central Library – The Central Library's exterior donor wall panels have faded considerably over the years since they were installed in 1994. Executive Director Keys displayed a Corian sample of the proposed material selected by the Foundation to replace the faded granite panels. The proposed material is less expensive than granite or marble and lighter in weight than the current panels. This donor wall has been a successful program and a major source of revenue for the Foundation, with approximately three new donor plaques added annually. It is more cost effective to have all of the plaques redone with the new material that is more durable, provides more noticeable lettering, and coordinates well with the building wall. The letters are laser etched and painted, and may fade after several years; however, the company will repaint any faded lettering without having to remove the plaques from the wall. After new panels with the existing donor names are made, the old ones would be removed and the new ones put in place. Tracy Keys asked the Board for their approval in order to proceed with this project.

**It was moved, seconded and passed (Trustee Grant/Trustee King)** to approve the replacement of panels for the Central Library exterior donor wall as presented. Motion carried by acclamation.

Acceptance of the Friends of the Library Check / Acceptance of the NBPL Foundation Check - Library Services Manager Tim Hetherton reported that the Library depends on the Friends of the Library and NBPL Foundation for donations to help fund additional resources, services, and technology for the Library. The Friends of the Library donated \$187,000 which will help purchase materials, Library programming, and funding for Literacy. The Foundation's donation is \$137,090, with the majority of it being used to purchase the Radio Frequency Identification Project (RFID), Axis 360 eBook Library digital media platform, and thirty tablet computers along with applications and accessories. The Board thanked the Friends and Foundation for their ongoing and generous support.

**It was moved, seconded and passed (Trustee Palk/Trustee Murguia)** to approve the \$187,000 Friends of the Library donation, and the \$137,090 Foundation donation which will be presented to City Council in September. Motion carried by acclamation.

City-wide Holiday Closure – Director Cowell distributed a list of library holiday hours and closure schedules from various libraries in Orange County. Support Services Coordinator Melissa Kelly distributed past statistics showing numbers during previous closure, along with daily costs associated with keeping each Library location open during the possible city-wide holiday closure. The projected FY 2012/2013 budget was presented with the closure in mind, and not keeping the Library open during this time; however, the costs for keeping the Library open during this time are minimal and are therefore not an issue.

City Manager Dave Kiff acknowledged that it would be nice to have the Library closed during the City-wide closure to allow staff to take leave during the holidays in order to spend time with their families; however, he is open to making it a viable outcome for everyone by possibly having the Library open minimal hours during this time. C.W. Driver (Driver) is uncertain at this time of the time-frame necessary to close Central Library to the public in order to remove the temporary wall between the Library and the Civic Center, making it difficult to make long-term plans. Discussion included the possibility of keeping the Library open from 9:00 a.m. to 6:00 p.m. during this time. Customers are used to the Library being open those hours on Fridays and Saturdays, and this would help in scheduling staff. Concerns on which locations would be best to remain open were the number of computers, seating availability, and parking. Central would be the best choice due to its facilities and services.

The Trustees agreed that the goal is to provide basic library service with the least number of personnel feasible, offering no special programming or staffing. They also suggested that the Library administration consider closing for full days on December 24 and December 31, rather than half days, along with a full day closure on December 26.

It was discussed that it would be best to keep all locations open from 9:00 a.m. – 6:00 p.m. Wednesday, December 26 through Sunday, December 30. The Balboa and Corona del Mar branches are not open on Sunday, so would be closed on Sunday, December 30. If Driver needs to remove the wall at the Central Library during this time all other branches would be open, with Mariners being the only facility open on Sunday December 30. If no closure is necessary to remove the wall, then Central Library would be the only building to remain open during this time.

The Board agreed it would be best to make a decision now so staff could begin planning for all scenarios. Staff members will be asked to turn in their leave requests by Friday, August 24. Staff stated that they should know by Thanksgiving whether or not Driver will need the Central Library closed in order to remove the wall. A two-week closure may be needed at some point within the next six months if not in December, to remove the wall, tie in wall finishes, and arrange for furniture delivery and the re-installation of shelving.

**It was moved, seconded and passed (Trustee King /Trustee Palk)** to approve the following; the Central Library will be the only facility open if Driver does not need the building closed to do construction work. If Driver does need Central closed, all three branches will remain open. Regardless of which buildings are open, the dates and hours will be Thursday, December, 27 through Sunday, December 30 from 9:00 a.m. to 6:00 p.m., with the exception of Balboa and Corona del Mar being closed on Sunday, December 30. The Library administration will research the possibility of full day, rather than half day, closures on December 24 and 31, and closure on December 26, and will make a recommendation to the Board at a future meeting. Motion carried by acclamation.

### **Monthly Reports**

Civic Center Update – Director Cowell reported that Driver is working quickly digging and removing dirt. The bridge walls are being erected and all the duct work for the air conditioning has been installed. The sprinkler system is piped and great progress is being made. The Library's back



driveway service delivery area is out of commission for the next two weeks so the concrete can be poured. The bio-swale and concrete boxes are in place.

Hard hat tours are being scheduled with dates projected for some time in September and early October. Due to the Brown Act a quorum of the Arts Commission or Board of Library Trustees cannot tour at the same time. It was suggested to allow two from each group at a time. Public tours will also be given to those who are not able to tour with their group. Staff will check with Driver on the number of tours they are able to facilitate and get back with this information to the Board so everyone who wishes to tour will have the opportunity.

Library Services Director Report – Director Cowell announced that the International Literacy Day will be held on Thursday, September 6 at 10:00 a.m. in the Central Library Friends Meeting Room. On Tuesday, October 2, the City Arts Commission is sponsoring a bus tour to leave the Central Library at 9:30 a.m. to the Cleopatra Exhibition at the California Science Center. Cost per person is \$75 and includes exhibit admission, tour, transportation, IMAX movie and lunch.

The printed notice that is being placed on improperly parked bicycles and wheeled conveyances was distributed. If a bicycle or wheeled conveyance is not parked in the bicycle rack it is tagged with this notice and photographed. A date stamp is included on the tag in case it is challenged by the owner. So far, no complaints have arisen from any notices that have been given, and this process seems to be working quite well. Staff has received some complaints from customers about lounging on the furniture. For the most part, notices given to customers by staff have been accepted reasonably.

A flood occurred from a broken fire sprinkler head two weeks ago. Over 700 gallons of water entered the Children's room through a fire sprinkler pipe. There was no damage to materials or furniture. Staff handled this very well and Driver worked quickly to resolve the problem. A make-shift Children's library was set up in the area just outside of the Children's room and in the training room to accommodate customers while the issue was being resolved over the next few days.

A handout explaining the RFID system and radio frequency emissions was distributed to help alleviate concerns over potential health risks. The RFID tagging process has begun with staff teams compiling information on any issues in order to help move the process along more smoothly. The RFID tagging is being completed at Central first and then at the branches. Staff is hoping this project will be completed by the end of December.

Library Foundation Liaison Report – Trustee King reported that he was out of town during the last meeting and does not have a report. Director Cowell announced that collaboration is occurring on a planned program to be held over a three-week span in October called "Making Memories". Each of the three sessions would be two hours. The first session would be children taking pictures, the second would be editing the photos, and the final week would be spent making a memory book that would be printed and distributed at a later date. Following this program a three session cooking series is being planned. The first meeting would be held off-site at Five Crowns teaching children how to make hors'd oeuvres, the second would be a tour to an environmental, nature center, and the third would be an event at which children would cook and serve brunch to their parents at Five Crowns. An additional program is being planned to be held a year from now in the summer. It would entail children learning to write and illustrate a book or creating a film, and then possibly having it screened at the Film Festival. This program would incorporate fine artists, musicians and writers. These three proposed events would be much like the DSLS program, but for children and their parents. Registration fees would be charged, with additional funding provided by the NBPL Foundation, subject to its willingness to assist with funding.

Friends of the Library Liaison Report – Trustee Palk reported that Friends of the Library Book Store sales have been down for June and July, which may be due to the economy. The Tuesday, August 7

Friends Board meeting is cancelled. The Friends of the Library annual luncheon has been set for Monday, December 10 and will be held at the Newport Beach Yacht Club. Trustee Palk is in charge of the planning for this event.

DSLS Liaison Report – Trustee Johnson-Tucker turned the report over to Tracy Keys. The 2013 DSLS speaker schedule is almost set with three of the four speakers arranged. It will be officially announced on the Foundation's website once all four have been confirmed.

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

- Arts and Cultural update for the September 4, 2012 agenda.
- Bicycle rack style and location at the Library and the Civic Center structure for a future agenda which the Board asked City Manager Dave Kiff to come and speak on.

**PUBLIC COMMENTS ON NON-AGENDA ITEMS**

None.

**ADJOURNMENT – 6:58 p.m.**



Chair Signature for Approval of Minutes