

CITY OF NEWPORT BEACH

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

The agenda for this Board of Library Trustees Meeting was posted on Friday, November 2, 2012 at 3:09 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

Chair Johnson-Tucker called the meeting to order.

ROLL CALL

Roll call by Administrative Assistant Elaine McMillion.

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

Trustees Absent: Stephanie Murguia

Staff Present: Cynthia Cowell, Library Services Director
Tim Hetheron, Library Services Manager
Melissa Kelly, Support Services Coordinator
Elaine McMillion, Administrative Assistant
Cherall Weiss, Literacy Coordinator

NBPL Foundation Present: Tracy Keys, NBPL Foundation Executive Director

Literacy Council Present: Nancy Thompson, Literacy Council President

City Arts Commission Present: Robert Smith, City Arts Commission Chairman

Public Present: Jim Mosher, Resident

PUBLIC COMMENTS ON AGENDA ITEMS

Jim Mosher noted that on page 4 (6/20) of the October 1, 2012 meeting minutes under *Civic Center Update*, the word “pallet” was used incorrectly and should be “palette”. He suggested removing the Board of Library Trustees Monitoring List from the Consent Calendar to the Agenda Items for scheduling future agenda items.

APPROVAL OF MINUTES

It was moved, seconded and passed (Trustee King/Trustee Palk) to approve the meeting minutes from the Board of Library Trustees Meeting of November 5, 2012 with the following amendment:

Page 4, Under *Civic Center Update* – The word “pallet” should be “palette”.

Motion carried by acclamation.

CURRENT BUSINESS

Consent Calendar Items – Mariners Branch Library seemed to receive many of the customer comments this past month. There was a concern on whether this branch was staffed adequately enough. It was noted that it is a well attended branch and with the school library at that location it can be very busy. The amount of comments received from each library location varies on issues as they arise, so it may seem as if more are received in one location. The Board complimented staff on the expertise with which they handle the comments.

The Board of Library Trustees Monitoring List was reviewed and suggestions for listing of future agenda items were made.

It was moved, seconded and passed (Trustee Grant/Trustee Palk) to approve the items on the Consent Calendar. Motion carried by acclamation.

Items for Review and Possible Action

Literacy Program Update – Literacy Council President, Nancy Thompson, gave an overview of the Literacy Program. Last year was the 25th anniversary of the program. The Literacy Program includes one-on-one tutoring and computer-assisted reading instruction. Adult learners are matched with volunteer tutors for training which helps improve their life skills and gives them the abilities needed to reach their goals. It has been a good year even though there have been some constraints in the budget and meeting space. The new Literacy brochure was distributed and includes information on how one can donate to the program. Newspaper articles were also shared. The Board of Library Trustees, the NBPL Foundation, and staff were thanked for their continued support.

Possible Donation of Dimensional Art to the City of Newport Beach – City Arts Commission Chairman, Robert Smith, distributed some photographs of two pieces of sculpture that Deutsche Bank has offered as a long-term loan to the City of Newport Beach for display in the Civic Center and/or Library. The bank is hoping to find a new place for the pieces by January, 2013. The Board was concerned over the safety of these pieces if displayed in the Library and that they may be better suited for the Civic Center. Also, until the Civic Center and expansion are completed it would be difficult to determine an adequate viewing space. To take ownership of the pieces before January, 2013 and then have to store them until a space could be determined could pose a problem. Robert Smith suggested the Board consider appointing a Board member to be a liaison with the City Arts Commission for considering art in the Library and other public areas. The Board agreed to put this on the December agenda for discussion.

NBPL Foundation Request for Approval of Naming Opportunities in the New Library Space – Tracy Keys had to leave the meeting, so Cynthia Cowell gave the computer presentation on the planned naming spaces in the Library expansion. The Board asked that the Foundation bring back lettering dimensions and donation levels for each proposed area for discussion at the next Board meeting.

Monthly Reports

Civic Center Update – Cynthia Cowell met with Steve Badum and William Hahn on details of the Library window replacement. The plan is to have them installed before Christmas. The Central Library will need to be closed between Christmas and New Years to allow for the air conditioning, sprinkler, and fire alarm systems to be tied into the main building. Central will be closed beginning on Friday, December 21 at 6 p.m., reopening to the public at 9 a.m. on Monday, January 7. There is a possibility of some other closure dates in January and possibly even later. The construction wall cannot be removed until the windows have been installed.

The three other Library locations will remain open except for the half days on Monday, December 24 and Monday, December 31, and all day on Tuesday, December 25, Wednesday, December 26, and Tuesday, January 1.

Library Services Director Report – Four applicants received their second interview for the Librarian III position. The decision will be announced as soon as approval is given by Human Resources.

Friends of the Library Liaison Report – Trustee Palk reported that the Friends of the Library book sale brought in just under \$2,300. Marines from Camp Pendleton helped bookstore staff with the weekend sale. The books that do not sell at the book sales are donated to Camp Pendleton to help stock their small libraries on base. The next book sale is scheduled Friday, February 1 and Saturday, February 2.

Library Foundation Liaison Report – Trustee King reported that the 2013 Distinguished Speaker Lecture Series speakers have been announced. The Foundation Board asked whether or not it has been decided to give mementos to the public to commemorate the opening of the Library expansion. Director Cowell reported that staff has been working on opening programs and has discussed some possible items to be given out.

DSLS Liaison Report – Nothing additional to report.

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

- Possible donor amounts and sample lettering on naming opportunities in the new Library space by NBPL Foundation Executive Director Tracy Keys.
- Discussion and Possible Appointment of one or two Board of Library Trustees to serve on an Arts Commission sub-committee for possible art in public places.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

Mr. Mosher agreed that naming the Library expansion areas after deceased authors and having donor names displayed on smaller plaques would be a good decision, and recommended appointing one or two Board of Library Trustees to serve on a committee for possible art in public places. It was suggested that the *Expressive Activity Areas Library Policy for Use of Library Grounds* be displayed on the Library website, along with maps showing the expressive use area at each Library location. Comments were also made about amendments to the City Charter on tomorrow's ballot, customer comments, and Mariner's scanner not working for quite some time.

Staff responded to two issues; the Mariner's scanner and the Expressive Use Policy. Staff also responded that the author names placed on the slide presentation for possible donor spaces were used for illustrative purposes only and that the names would actually be those of the donors themselves.

ADJOURNMENT – 6:28 p.m.

Submitted by:

Chair Jill Johnson Tucker