

# CITY OF NEWPORT BEACH

## **Board of Library Trustees Minutes Regular Meeting February 4, 2013 – 5:00 p.m.**

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The agenda for this Board of Library Trustees Meeting was posted on Thursday, January 31, 2013 at 2:51 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  
Eleanor Palk  
Robyn Grant

#### Trustees Absent:

Jerry King  
Stephanie Murguia

#### Staff Present:

Cynthia Cowell, Library Services Director  
Tim Hetheron, Library Services Manager  
Melissa Kelly, Support Services Coordinator  
Elaine McMillion, Administrative Assistant

#### NBPL Foundation Present:

Margi Murray, NBPL Foundation Board Member

#### Public Present:

None

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

Prior to this meeting Jim Mosher emailed four pages of type-written remarks on the following agenda items:

- Item 4. Approval of Minutes
- Item 5.A.2. Library Activities
- Item 5.B.2. Committee for Possible Art in Public Places
- Item 5.B.4. Letter Sizes for possible NBPL Foundation Donor Recognition
- Item 7. Public Comments on Non-Agenda Items

These comments were distributed by email to all Board of Library Trustees prior to this meeting.

### **APPROVAL OF MINUTES**

**It was moved, seconded and passed (Trustee Palk/Trustee Grant)** to approve the meeting minutes from the Board of Library Trustees Meeting of January 7, 2013 with the following amendments:

Revise “Los Angeles Time” to “Los Angeles Times” in the third and fourth line from the bottom of page one and in the fourth line from the top of page two.

Revise motion on the bottom of page two from the following:

**It was moved, seconded and passed (Trustee Grant/Trustee Palk)** to pull the Board of Library Trustees Monitoring List that was included in the Board of Library Trustees packet from the Consent Calendar. Motion carried by acclamation.

And reword it as follows:

**It was moved, seconded and passed (Trustee Grant/Trustee Palk)** to approve the consent calendar with the exception of agenda item A.4 Board of Library Trustees Monitoring List which was pulled. Motion carried by acclamation.

## **CURRENT BUSINESS**

### **Consent Calendar**

**It was moved, seconded and passed (Trustee Grant/Trustee Palk)** to approve the consent calendar as presented. Motion carried by acclamation.

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

**Annual Budget Update and Presentation** - Support Services Coordinator Melissa Kelly reported that the City gave instructions this year to the departments in preparing their budgets: to have the budget completed and turned in to Finance by February 1, 2013, earlier than usual, to allow for preparation and presentation to City Council prior to the pending move to the Civic Center; to keep the bottom line of the maintenance and operations budget figures the same as in the last fiscal year; and not to ask for any significant increases. The City did not require any significant decreases for the upcoming fiscal year either. The cost of living adjustments set forth in the memoranda of understanding by the employee bargaining groups and as calculated by the City, caused an increase to the total budget. Melissa reviewed the major expenditures by each division of the Library, some of which included salaries, benefits, utilities, facility maintenance, and library materials. Seven percent of the Library’s budget is allocated to the Information Technology Division for software programming, computer replacement, and maintenance which is facilitated by their staff. The Board thanked Melissa Kelly for her presentation.

**It was moved, seconded and passed (Trustee Palk/Trustee Grant)** to approve the budget as submitted subject to de minimis revisions as needed. Motion carried by acclamation.

**Update on Appointment of One or Two Board of Library Trustees to Serve on a Committee for Possible Art in Public Places** – As discussed at the January 4, 2013 Board of Library Trustees meeting, staff agreed to consult the City Attorney’s office on this matter. Library Services Director Cynthia Cowell contacted Deputy City Attorney Kyle Rowen to inquire whether or not the Board of Library Trustees could appoint one or two of its trustees to serve on committees of another body such as the City Arts Commission. The Board of Library Trustees cannot populate another Board, Committee, or Commission with its own members; however, Trustees can attend the meetings as onlookers and have discourse with the committee as a member of the public. Trustees may attend meetings but may act only as an informal advisor, such as they currently do at the Friends of the Newport Beach Public Library and the Newport Beach

Public Library Foundation Board meetings. It is also suitable for a Board of Library Trustees member to attend meetings in an educational capacity with staff, such as the two Trustees who met recently with staff working on the budget. Standing committees of the City Arts Commission, as currently noted on their regular meeting agendas are subject to the Brown Act. Director Cowell met with the City Arts Commissioner who is the head of the committee in question and the Cultural Arts Coordinator to notify them of this information. Cynthia will inform Arts Commission Chair Robert Smith of this information prior to the City Arts Commission's regular meeting scheduled on Thursday, February 14, 2013.

Give-Aways for the Civic Center / Library Expansion Opening – Cynthia Cowell is waiting to hear back from the vendor who is preparing a cost estimate for approximately 1,000 packages of 4 to 6 greeting cards packed in a clear envelope, highlighting an artist's illustrations of wildlife in this area. Melissa Kelly presented various samples of book marks and the cost for each. The rate would depend on which bookmark was chosen and could range from .25 cents up to \$3.15. Some of the styles shown included clear plastic with inserts, metal with a colored tassel, and leather with magnifiers or picture inserts in them. The Board of Library Trustees agreed that a quality bookmark is a more appropriate choice than the packaged greeting cards. Cynthia will meet with the Foundation's Executive Director, Tracy Keys, to present the options as discussed, and to inquire on an amount the Foundation may be willing to contribute.

**It was moved, seconded and passed (Trustee Grant/Trustee Palk)** to make a recommendation to the NBPL Foundation stating their preference for leather bookmarks with a cost not to exceed \$4,000. Motion carried unanimously.

Report on January 16, 2013 Meeting with Steve Chaitow of Bohlin Cywinski Jackson Regarding Letter Sizes for Possible NBPL Foundation Donor Recognition Signage – Director Cynthia Cowell gave an overview of the January 16<sup>th</sup> meeting with Architect Steve Chaitow, Chair Jill Johnson-Tucker and Board Trustee Eleanor Palk.

At the meeting, initial recommendations by sign consultant Ph.D were reviewed along with alternate letter sizing and banner lengths as follows:

- *4" high letters = approximately 13" banner length*
- *3" high letters = approximately 10" banner length*
- *2.5" high letters = approximately 8.5" banner length*
- *2" high letters = approximately 6.5" banner length*

The various letter sizes and banner lengths were displayed on the conference room wall along with actual letter samples in order to help visualize how potential donor recognition may appear.

Steve suggested that the longest banner be one line only and no more than 53 letters with the shortest being 26 letters. It was agreed that the four-inch lettering would be too large.

Steve ultimately recommended, at the January 16 meeting, the following letters sizes and banner lengths in the following potential naming areas:

- A. *Children's Area 2.5" letter up to 13' banner length*
- B. *Reading Area 2" letter up to 10' banner length*
- C. *Media Lab 2" letter up to 10' banner length*
- D. *Media Suite 2" letter up to 10' banner length*
- E. *Grand Stair 3" letter up to 13' banner length*

- I. Reading Area 2" letter up to 8' banner length
- J. Study Area 2.5" letter up to 13' banner length
- K. Study Area 2" letter up to 7' banner length, and if longer use second line up to 10'
- L. Reading Area 2" letter up to 8' banner length to be located above the video screen

Following Cynthia's overview of the January 16<sup>th</sup> meeting, discussion ensued about the suitability of the letter sizes and banner lengths proposed.

**It was moved** to propose to the NBPL Foundation on nine designated areas not to exceed 10 feet as follows:

- six areas – 2' lettering
- two areas – 2 ½ inch lettering
- one area – 3 inch lettering

This motion died for lack of a second.

**It was moved, seconded and passed (Trustee Grant /Trustee Palk)** to propose to the NBPL Foundation on nine designated areas, all single lines as follows:

- six areas – 8 ft max except study area K to be 7 feet max with 2' lettering (Areas B, C, D, I, K and L as listed above)
- two areas – 10 ft max with 2 ½ inch lettering (Areas A and J as listed above)
- one area – stairwell – 10 ft max with 3 inch lettering (Area E as listed above)

Motion carried unanimously.

There was also discussion about how best to proceed so that the Foundation could use this information in their fundraising effort. It was suggested that staff consult the City Attorney on documentation that may be needed.

### **Monthly Reports**

**Civic Center Update** – Director Cowell gave an update on the Library expansion progress. The staircase is now in place and the tile flooring has been installed on the bridge leading toward the City Hall. A vendor has not been confirmed for the café to be located on the second floor. The installation of the clerestory windows has been a challenge. A date has yet to be set for the Central Library closure in order to remove the construction wall. It was noted that the Library will need at least two-weeks notice prior to a closure date being set. The Civic Center opening celebration is planned to be held on Saturday, May 4, 2013 even if the Library expansion is not completed. The anticipated completion date is the end of the second week in April and before May 3<sup>rd</sup>. A construction meeting will be held on Wednesday, February 6 and more information should be given then.

**Library Services Director Report** – The American Library Association's Mid-Winter conference was held in Seattle, Washington at the end of January. Cynthia attended and noted that this year a Library "relative" received the distinguished Caldecott Award. This award goes to the illustrator of the most distinguished picture book for children. The winner was Jon Klassen for "This is Not My Hat." He is the brother-in-law of Debbie Walker's daughter. We have just

added his name to our Caldecott winner children's handout and we hope that we will have the honor of having this very talented illustrator visit the Newport Beach Public Library sometime soon.

Friends of the Library Liaison Report – Trustee Palk reported that the Friends quarterly book sale that was held on February 1<sup>st</sup> and 2<sup>nd</sup> was a success with over \$2,500 in sales. On Saturday, April 20, 2013 the Friends will host a bus tour to the Los Angeles Times Festival of Books at the University of Southern California.

Library Foundation Liaison Report – Nothing to report.

DSLS Liaison Report – Chair Johnson-Tucker reported on Thursday, February 7<sup>th</sup> that the DSLS Committee will meet, and that some of this year's scheduled DSLS lectures have already sold out.

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

A letter from the California Public Library Advocates (CPLA) inviting the Board of Library Trustees to attend a 2013 CPLA Workshop in Library Leadership was handed out to the three members present at this meeting. This information will be sent to the two absent trustees.

**PUBLIC COMMENTS ON NON-AGENDA ITEMS**

Director Cowell stated that staff members do take the public comments they receive seriously. Several comments to date have been acted on and include improved handling of book drops during closures, discarding of weeded books, and lighting in the Mariners Branch Library parking lot. Also noted was the continued notification of Board of Library Trustees meetings on the Library's website, which had not rolled over automatically from 2012.

**ADJOURNMENT – 7:16 p.m.**

Submitted by:

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Chair Signature for Approval of Minutes