

# CITY OF NEWPORT BEACH

## Board of Library Trustees Minutes

### Regular Meeting

**March 4, 2013 – 5:00 p.m.**

The agenda for this Board of Library Trustees Meeting was posted on Thursday, February 28, 2013 at 1:19 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  
Stephanie Murguia (arrived during public comments)  
Eleanor Palk  
Robyn Grant

#### Staff Present:

Cynthia Cowell, Library Services Director  
Tim Hetherton, Library Services Manager  
Melissa Kelly, Support Services Coordinator  
Natalie Basmacyan, Adult Services Coordinator  
Melissa Hartson, Librarian II  
Rebecca Lightfoot, Librarian I  
Elaine McMillion, Administrative Assistant

#### NBPL Foundation Present:

Margi Murray, NBPL Foundation Board Member

#### Public Present:

Jim Mosher, Resident

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

Mr. Jim Mosher noted that he was not in attendance at the February 4, 2013 meeting, and suggested that if there are any handouts/reports distributed at the meetings that they be attached to the minutes so that individuals unable to attend the meetings may view the information presented.

Item 5.B.1. Downloadable Services – He had questions and comments on how this service is integrated into the Library catalogue and in the area of free eBooks that are available. When he made searches he received inaccurate information and felt that individuals who search the catalogue may get the impression that certain materials are not available when in fact they are.

Item 5.B.2. Library Material Selection – He suggested that the Trustees use Google to help in material selection, and to review the collection policies other libraries have. The current Library Circulation Policy is not on the Library website or on the City website, and is lacking in content, as it does not give guidance to the staff on what customers would like in the library. In his

search he named a public library in another state that had a very definitive collection policy that the Board may wish to view.

### **APPROVAL OF MINUTES**

**It was moved, seconded and passed (Trustee Grant/Trustee Palk)** to approve the meeting minutes from the Board of Library Trustees Meeting of February 4, 2013. Trustees Jerry King and Stephanie Murguia abstained as they were both absent from the February 4, 2013 meeting. Motion carried.

### **CURRENT BUSINESS**

#### **Consent Calendar**

**It was moved, seconded and passed (Trustee King/Trustee Murguia)** to approve the consent calendar as presented. Motion carried.

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

Downloadable Services – Librarian Rebecca Lightfoot gave a presentation on the Library's downloadable eBooks, audio books, and digital magazine services available through Zinio, OverDrive and Axis 360.

Zinio is the Library's new downloadable magazine service which launched on February 4, 2013. The Library currently has close to 200 subscribers, with over 1,100 checkouts, and offers subscriptions to over 50 magazines. There are no limits to how many magazines each customer can check out, and once a magazine is downloaded to a device it may be kept for as long as preferred.

OverDrive has increased the functionality to their website design, and their new format OverDrive Read allows titles to be read in a web browser. There is nothing to download, no software to install, and no accounts to create, and the checkout process is more simplified. The Library has had 36,615 checkouts from March 2012 to February 2013, an average of 3,000 per month.

Axis 360 is continuing to add new titles, and has an agreement with Penguin, whose titles the Library cannot obtain through OverDrive. MacMillan has partnered with Axis 360 and made just over 1,150 titles available.

Library classes are offered to customers to show them how to download Library materials into their devices. These classes have been well attended and have received positive customer feedback. As awareness continues on the products the Library offers, customers will continue to seek help in using their devices. There is also a link on the Library's home page with instructions.

Library Material Selection – Librarian Melissa Hartson gave an overview of the process by which Library materials are selected for inclusion in the collection.

Selection is done by each staff Librarian who is responsible for a particular area such as fiction, children's, eBooks, DVD's, etc. The aim is to meet the needs and interests of the community, and to offer a variety of materials in different formats representing various points of view. The Library strives to provide wide coverage and depth within the collection. Since it is not feasible to present a comprehensive collection in any one subject, selectors have to find a balance. They need to predict what customers want to read, watch and listen to. Selectors rely on professional review journals such as Booklist, Library Journal, and Publishers Weekly. Also reviewed are journals with an emphasis on children's and young adult materials, the New York Times Book Review, New York Times and Los Angeles Times bestseller lists, Wall Street Journal, news programs, and popular magazines. Journals provide concise, descriptive, and critical reviews of newly published and forthcoming titles. Selectors also receive requests from the public for the purchase of materials in all formats. These suggestions are always considered, and if they are within the scope of the collection development policy, they are generally purchased.

Materials that are highly specialized, academic, or esoteric in nature aren't usually acquired because they aren't well represented as needs in the community at large. Inter-library loan is a great option for Library customers to borrow those specialized books. This is a process where the Library searches for the book in libraries across the U.S. to find a library that is willing to lend. This service is also beneficial for customers looking to borrow out-of-print books that are no longer available through the Library's book vendor.

Two primary vendors are used to order materials, one for books and the other for media such as DVDs, music CDs, and video games. The Library staff use vendors' web based interfaces to make their selections which work seamlessly with the Library's Millennium system to create catalog records, and to receive and invoice Library materials. Staff purchases additional print copies based on current demand, typically ordering one additional copy for every four to six holds placed on a book. This ensures that customers receive their holds in a timely manner.

Since the Library is constantly acquiring new materials, de-selection is done to ensure there is adequate space to house the materials. The goal is to maintain a current, clean and fresh collection. Materials with inaccurate or misleading information or that are in poor physical condition are de-selected. Circulation statistics are reviewed to determine if there is still a demand for items. Materials that are removed from the collection are withdrawn from the catalog and given to Friends of the Library bookstore to sell. Funds received from the Library's support groups are used to fund some of the collection.

### **Monthly Reports**

Civic Center Update – Support Services Coordinator Melissa Kelly gave an update on the Library expansion. The construction company, C.W. Driver, has requested the Central Library close to the public from Saturday, March 16, through Sunday, March 31, so that they may remove the construction wall safely. During this closure, paint and carpet will be put in place, shelving will be re-installed, and the building will begin to closely resemble its final form. Signage will be displayed and notice will be made through the Library website. Staff will be working in the building during this closure moving materials and other items, completing the RFID work on the compact disc collection, and other duties as assigned. A combination of Reference, Circulation, and Youth Services staff will be assigned to a customer service table that will be set up outside of the Central Library front doors to accommodate as many customer inquiries as possible. Staff will retrieve and check out hold items, supply tax forms, offer directions to the branches, and answer general questions. City IT will add increased Internet

capability at the branches during the closure to accommodate customers displaced from Central Library.

The Balboa, Corona del Mar and Mariners branches will be open during their usual hours during this closure. A few staff members have scheduled their vacations around this closure, and the others will be scheduled to work so that they do not lose any hours. Water to the building will be off the weekend of Saturday, March 23. C. W. Driver will install an eight foot tall, moveable mall wall in place of the removed construction wall while other construction duties are completed. The mall wall will be taken down after work is completed. On Monday, City Hall staff will move into the new location on Monday, April 8, and on Monday, April 15 will be open for business. On Sunday, May 4, from 10:00 a.m. until 1:00 p.m. the Civic Center and Library expansion grand opening celebration will be held. A Marine Band will play at this event, and a symphony orchestra is planned, along with speeches, tours, and other activities. The Library has ordered 2,000 blue leather bookmarks with embossed lettering, with an insert in the display pocket at the top to be given out at the grand opening.

The Civic Center café service has been selected and is currently in negotiations with the City.

Library Services Director Report – Tuesday, March 5 through Thursday, March 7, Library Services Director Cynthia Cowell will attend a two-day meeting for public library directors in Sacramento. Hosted by the State Library, the meeting will discuss the state of California libraries and provide some information on how to cope with the lack of state funds in the economic downturn.

An email was distributed to Board of Library Trustees stating that due to construction at the new Civic Center, the AB 1234 training previously scheduled for 10:00 a.m. on Wednesday, March 20, has been re-scheduled to 10:00 a.m. on Thursday, March 28, at the City Council Chambers located at 3300 Newport Blvd. The Trustees were told that if they are unable to attend in person, the AB 1234 training will be recorded and made available afterwards on the City Clerk's webpage for online viewing.

Librarians Rebecca Lightfoot and Melissa Hartson were thanked for their presentations. A mandatory all-staff meeting will be held on Thursday, March 21, during the Central Library closure. The branches will open at 1:00 p.m.

Board of Library Trustees interested in volunteering their time to read at one of the library locations during National Library Week from Sunday, April 14 through Saturday, April 20, should contact Youth Services and Branches Coordinator Debbie Walker to schedule a time. Trustees Robyn Grant and Eleanor Palk have already volunteered.

The *Making Memories for Children* program sponsored by the NBPL Foundation will be held on three consecutive Sundays, beginning on Sunday, March 10 from Noon to 2:00 p.m. The first will be a *Culinary Adventure* held at the Five Crowns Restaurant in Corona del Mar, the second will be *From Farm to Table* on Sunday, March 17 and held at the Ecology Center in San Juan Capistrano. The final one will be a *Brunch at Five Crowns*, to be held on Sunday, March 24. Each program is limited to 25 children, ages 5 – 12. Pre-registration is mandatory.

Friends of the Library Liaison Report – Trustee Eleanor Palk reported that the Friends of the Library are excited about the book sale that will be held on May 4, the same day as the grand opening. The Friends of the Library are sponsoring a bus tour to the Los Angeles Times Festival

of Books to be held at the University of Southern California. This tour is scheduled for Saturday, April 20, 2013, and will leave the Central Library at 9:00 a.m.

Library Foundation Liaison Report – Trustee Jerry King reported that the Foundation is printing 1,000 note cards to be given away on a first come first served basis at the grand opening celebration on May 4. The Library expansion signage and samples were viewed and discussed. Foundation finances and investments were also discussed at their February 11, Board meeting.

DSLS Liaison Report – Chair Jill Johnson-Tucker gave an update on the DSLS lecture series and reported that on Thursday, February 28, Library Live lecturer Dr. Hans Keirstead, UCI School of Medicine Assistant Professor spoke on *Stem Cells: The Future of Medicine*, with the Friends Room filled to capacity.

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

Library Services Director Cowell and Executive Director Keys have discussed coordinating popular authors to speak at the Library. Staff announced that there are two lectures that had been previously scheduled will still be held during the Central Library closure in the Friends Meeting Room. Attendees will need to enter through the bamboo courtyard.

Director Cowell reminded all that the Gift of Literacy fundraising luncheon is scheduled to be held on Friday, April 19, 2013 at the Bahia Corinthian Yacht Club at 11:00 a.m. The guest speaker is T. Jefferson Parker. If anyone is interested in attending they may contact Cherall Weiss, Literacy Program Coordinator.

**PUBLIC COMMENTS ON NON-AGENDA ITEMS**

Mr. Mosher commented on the wording on the latest agenda regarding public comments on Consent Calendar items, and that the Board could allow the public to speak on each of these items. He also stated that the Board of Library Trustees agenda information was not prominently displayed on the Library website calendar, but was on the City's website. He suggested that Library staff look into services for the disabled as there is currently nothing on the Library's website in this area. He reiterated that the lack of public attendance at the Board meetings may be due to insufficient notification.

Chair Johnson-Tucker noted that the low public attendance at Board meetings may be due to the customers being able to express their concerns and suggestions to the Library through the Library's website.

**ADJOURNMENT – 6:29 p.m.**

Submitted by: \_\_\_\_\_

Chair Signature for Approval of Minutes