

# CITY OF NEWPORT BEACH

## **Board of Library Trustees Minutes Regular Meeting January 7, 2013 – 5:00 p.m.**

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The agenda for this Board of Library Trustees Meeting was posted on Friday, January 4, 2013 at 2:00 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  
Eleanor Palk  
Robyn Grant

Staff Present: Cynthia Cowell, Library Services Director  
Tim Hetherington, Library Services Manager  
Melissa Kelly, Support Services Coordinator

NBPL Foundation Present: Margi Murray, NBPL Foundation Board Member

Public Present: Jim Mosher, Resident

Library Services Director Cynthia Cowell presented each item placed in the time capsule as documented in the list below. At 5:05 p.m. the Board of Library Trustees, staff and public present at this meeting were escorted from the meeting room by C.W. Driver Superintendent Jonathan Wilson to the Central Library expansion area that had been designated for placement of the time capsule. Photographs were taken and the time capsule was positioned in the selected location.

- City of Newport Beach City Manager's Quarterly Business Report - January – March 2012
- Newport Beach Public Library Business Card Magnet
- Newport Beach Public Library Pencil
- Newport Beach Public Library Administration Team Business Cards
- Fiscal Year 2012 / 2013 - Board of Library Trustees Names and Photographs
- Newport Beach Public Library Staff Names and Photographs
- Fiscal Year 2010 / 2011 - Newport Beach Public Library CA Public Library Survey
- City Arts Commission Agenda, Minutes and Meeting Packet - December 13, 2012
- Board of Library Trustees Meeting Agenda, Minutes and Meeting Packet - December 3, 2012
- Newport Beach Public Library Foundation Summer 2012 Bookmark - Quarterly Newsletter
- Paperback Book, "The Penguin Guide to the United States Constitution" Author, Richard Beeman
- Los Angeles Times Fiction Best Seller List - August 6, 2012
- Los Angeles Times Non-Fiction Best Seller List - August 6, 2012
- Newport Beach Public Library Foundation Searching for Democracy Brochure
- NB Public Library Connecting to the Future Library Expansion and Bridge to Civic Center Brochure

- NB Public Library "Dream Big Read" 2012 Summer Reading Program Brochure, June 23 - August 10, 2012
- Searching for Democracy Program Brochure Artwork - Empire State Building by Jon Hetherton, Age 7
- Orange County Register Newspaper, December 10, 2012 - NB Civic Center and Library Expansion Article
- Los Angeles Times Newspaper – August 13, 2012
- Newport Beach Public Library Cards, past and present
- Literacy Program Brochure
- One Lucky Penny
- Friends of the Newport Beach Public Library Newsletter
- Newport Beach Public Library Foundation 2012 Witte Lecture Series Brochure
- Newport Beach Public Library Foundation 2012 Witte Lecture Series DVD
- Two Newport Beach Public Library Foundation Bookmarks
- Friends of the Newport Beach Public Library Commemorative Pin
- "I Was There!" Magnet from the July 10, 1994 Library Dedication

All attendees returned to the conference room where the Board of Library Trustees meeting continued at 5:12 p.m.

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

Prior to this meeting Jim Mosher emailed two pages of type-written remarks on five agenda items and commented on the following three of those agenda items:

- Item 4. Approval of Minutes – December 3, 2012, Regular Meeting – Public Comments on Non-Agenda Items – Page 5. Request to delete a sentence in the final paragraph.
- Item 5. Current Business – A. Consent Calendar - 2. Library Activities – Page 10. Comments made regarding the Bilbary eBook purchasing service.
- Item 5. Current Business – B. Items for Review and Possible Action – 2. Discussion of Potential Giveaways for the Civic Center/Library Expansion Opening - An "I was there." magnet received at the 1994 grand opening of the Central Library was shown, and comments made.

Chair Johnson-Tucker thanked him for his comments which had been distributed by email to all Board of Library Trustees prior to this meeting.

### **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 December 3, 2012 with the following amendment:

Page 3, Under Public Comments on Non-Agenda Items –

*Remove the following sentence:*

*"He suggested that the discarded donations be put in an area away from public view."*

Motion carried by acclamation.

### **CURRENT BUSINESS**

#### **Consent Calendar**

**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, otherwise it was approved to accept the Consent Calendar excluding the Board of Library Trustees Monitoring List, item A.4. Motion carried by acclamation.

A revised Board of Library Trustees Monitoring List was distributed, reviewed and discussed. The Board of Library Trustees agreed to schedule the agenda items on the meeting dates as indicated, unless otherwise directed by them. The Board accepted the revised chronological list as presented with no amendments.

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

Discussion and Possible Appointment of One or Two Board of Library Trustees to Serve on a Committee for Possible Art in Public Places – Chair Jill Johnson-Tucker began the discussion by asking Director Cynthia Cowell if she has heard anything further on this item from the City Arts Commission Chair Robert Smith. Director Cowell stated that this item is on the Thursday, January 10, 2013 City Arts Commission Meeting agenda, so that the Commission may determine the plan proposal for this group. Cultural Arts Coordinator Jana Barbier spoke with Chair Smith today about this but he did not give her specifics. Recreation and Senior Services Director Laura Detweiler, Parks, Beaches and Recreation Commission member Marie Marston, City Arts Commission Chair Robert Smith and Cynthia Cowell met in December to discuss various aspects of, and the importance of art in public places. The Board of Library Trustees agreed that it would be best to wait to discuss this item further until standards are set by the City Arts Commission and asked staff to report back to them on any plans that may be put forth. Once the City Arts Commission formalizes their position for this group they may wish to give a report to the Board of Library Trustees at a future meeting.

**It was moved, seconded and passed (Trustee King/Trustee Grant)** to table this item until feedback is received from the City Arts Commission on what direction they wish to take on this subject. Motion carried by acclamation.

Discussion of Potential Giveaways for the Civic Center / Library Expansion Opening – Director Cowell reported that staff members have been discussing ideas for potential mementos that could be given away to customers at the Library expansion opening on Saturday, May 4, 2013 from 10:00 a.m. through 1:00 p.m. Sometime on this date, the Library will hold their own ribbon cutting celebration prior to officially opening the Civic Center green area doors to the public. So as not to duplicate any giveaway efforts, a library-specific memento will be distributed at the Library expansion opening.

Some of the items discussed as potential mementos were using the wood from the pine trees that were removed from behind the Central Library to be made into laser-printed, non-useable, but ceremonial library cards. Lego thumb-drives and note cards with drawings of wildlife native to this area were additional ideas. It was agreed to choose something other than magnets, as these have already been used in two past major Library events. To process new library cards like those used for the 10th anniversary of the Central Library would be expensive in cost and time.

The NBPL Foundation has expressed possible interest in supporting the Library once something has been decided upon. Of the various items discussed, note cards, book marks, or thumb drives were selected as probable choices. Details on the costs and other variables associated with ordering approximately 1,000 of these giveaways will be researched by staff and reported back to the Board at their February 4, 2013 meeting. Due to the time constraint, the Board of Library Trustees will need to make their final decision at that meeting. Trustee Jerry King will present the information to the NBPL Foundation Board.

### **Monthly Reports**

Civic Center Update – The clerestory windows for the Library expansion are coming. The glass has been here for some time, but the metal frames have not arrived yet. Once they have arrived they will be

inventoried, assembled in the parking structure, brought out with forklifts, then cranes will pick them up and they will be put up onto the windows, hopefully by the end of this month. During the closure, some of the Library expansion tasks completed by C.W. Driver were ceiling grid tile installation, bathrooms painted and tiled, fire alarms and sprinkler systems were reconfigured, and entrance from the lobby into the staff work room was completed. The furniture and millwork will be delivered after the carpet is installed. Another closure is anticipated in order to facilitate the removal of the construction wall, and details have yet to be finalized.

Library Services Director Report – The Balboa, Corona del Mar and Mariners branches were busier than usual during the Central Library closure. The book drop at Central Library filled up over the holiday before staff was able to clear it, with over 10,000 items returned while the Library was closed. Returned materials were backdated to December 21, so that customers would not be charged any overdue fines accrued during the closure. For future closures, the book drops will need to be cleared daily, especially during holidays.

Friends of the Library Liaison Report – Trustee Eleanor Palk reported that the Friends annual holiday luncheon was held at the Newport Beach Yacht Club with 85 people in attendance. They did not hold their December board meeting. The book sale did very well in November, and Alan Brennert, author of “Moloka’i” and “Honolulu” is the scheduled guest speaker for the upcoming June luncheon.

Library Foundation Liaison Report – Nothing to report.

DSLS Liaison Report – Committee members have been discussing the speakers for 2014 DSLS and the logistics for the 2013 DSLS lectures.

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

On Tuesday, January 22, 2013 Chair Johnson-Tucker, Trustee Palk, and Support Services Coordinator Melissa Kelly will hold a finance budget meeting at the Central Library.

At the end of January the first draft of the budget will be completed and will be reported on at the February 4, 2013 Board of Library Trustees Meeting.

**PUBLIC COMMENTS ON NON-AGENDA ITEMS**

Mr. Mosher shared his concerns regarding how book donations are handled by staff and shared some samples of books he pulled from the trash at the Mariners Branch Library.

NBPL Foundation Board Member Margi Murray commented on the Central Library closure and the familiar faces she noted at the Corona del Mar Branch during this time.

**ADJOURNMENT – 6:09 p.m.**

Submitted by:

  
Chair Signature for Approval of Minutes