



# CITY OF NEWPORT BEACH

## Board of Library Trustees AGENDA

Newport Beach Public Library – 1000 Avocado Avenue, Newport Beach  
Monday, August 5, 2013 – 5:00 p.m.

**Board of Library Trustees Members:**

Jill Johnson-Tucker, Chair of the Board  
Jerry King, Vice-Chair of the Board  
Eleanor Palk, Secretary of the Board  
Robyn Grant  
John Prichard

**Staff Members:**

Cynthia Cowell, Library Services Director  
Tim Hetheron, Library Services Manager  
Elaine McMillion, Administrative Assistant

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1) **CALL MEETING TO ORDER**

2) **ROLL CALL**

3) **PUBLIC COMMENTS**

*Public comments are invited on agenda items generally considered to be within the subject matter jurisdiction of the Board of Library Trustees. Speakers must limit comments to five (5) minutes. Before speaking, we invite, but do not require, you to state your name for the record. The Board of Library Trustees has the discretion to extend or shorten the speakers' time limit on agenda or non-agenda items, provided the time limit adjustment is applied equally to all speakers. As a courtesy, please turn cell phones off or set them in silent mode.*

4) **APPROVAL OF MINUTES** – July 8, 2013 Special Meeting

5) **CURRENT BUSINESS**

*All matters listed under **CONSENT CALENDAR (1 - 4)** are considered to be routine and will all be enacted by one motion in the form listed below. The Board of Library Trustees has received detailed staff reports on each of the items. There will be no separate discussion of these items prior to the time the Board of Library Trustees votes on the motion unless members of the Board of Library Trustees, staff or the public request specific items to be discussed and/or removed from the Consent Calendar for separate action.*

**A. CONSENT CALENDAR**

1. **Customer Comments** – Monthly review of evaluations of library services through suggestions and requests received from customers.
2. **Library Activities** – Monthly update of library events, services and statistics.
3. **Expenditure Status Report** – Monthly expenditure status of the Library's operating expenses; services, salaries and benefits by department.
4. **Board of Library Trustees Monitoring List** – List of agenda items and dates for monthly review of projects by the Board of Library Trustees.

**B. ITEMS FOR REVIEW AND POSSIBLE ACTION**

1. **Review of Fiscal Year 2013/2014 Board of Library Trustees Meetings** – The 2013/2014 Fiscal Year Calendar will be reviewed for upcoming Board of Library Trustees Meeting dates.

2. Check Approval - Request to accept a \$35,000 donation from the Newport ProLiteracy for the Library Literacy Program.
3. Newport Beach Public Library Website & Social Networking Update - Librarians Rebecca Lightfoot and Allen Kesinger will present a report on the Library's website and social networking sites.
4. Branch Librarian Updates – Branch Services report by Branch Librarian Heather Hart on the Mariners Branch Library and by Branch Librarian Andrea Jason on the Balboa and the Corona del Mar Branch Libraries.
5. Laptop and iPad Circulation Policy Update – Staff to review usage of the Laptops and iPads in relation to the Laptop and iPad Circulation Policy that was provisionally put in place at the July 8, 2013 Board of Library Trustees Meeting, and tabled for further discussion and possible action.
6. Media Center Policy and Use Agreement Update – Staff to review usage of the Media Center in relation to the Media Center Policy and Use Agreement that was provisionally put in place at the July 8, 2013 Board of Library Trustees Meeting, and tabled for further discussion and possible action.

**C. MONTHLY REPORTS – No written reports created prior to the Board of Library Trustees Meeting**

1. **Civic Center Update** – Review of recent activities in and out of the Central Library.
2. **Library Services Director Report** – Report of Library issues regarding services, customers and staff.
3. **Friends of the Library Liaison Report** – Trustee Robyn Grant's update of the most recently attended Friends of the Library Board's monthly meeting.
4. **Library Foundation Liaison Report** – Vice-Chair Jerry King's update of the most recently attended Newport Beach Public Library Foundation Board monthly meeting.
5. **DSLS Liaison Report** – Trustee Eleanor Palk's update of the most recently attended Distinguished Speakers Lecture Series Committee's monthly meeting.

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

**7) PUBLIC COMMENTS ON NON-AGENDA ITEMS**

*Public comments are invited on non-agenda items generally considered to be within the subject matter jurisdiction of the Board of Library Trustees. Speakers must limit comments to three (3) minutes. Before speaking, we invite, but do not require, you to state your name for the record. The Board of Library Trustees has the discretion to extend or shorten the speakers' time limit on non-agenda items, provided the time limit adjustment is applied equally to all speakers. As a courtesy, please turn cell phones off or set them in the silent mode.*

**8) ADJOURNMENT**

*This Board of Library Trustees is subject to the Ralph M. Brown Act. Among other things, the Brown Act requires that the Board of Library Trustees agenda be posted at least seventy-two (72) hours in advance of each regular meeting and that the public be allowed to comment on agenda items before the Board of Library Trustees and items not on the agenda but are within the subject matter jurisdiction of the Board of Library Trustees. The Board of Library Trustees may limit public comments to a reasonable amount of time, generally three (3) minutes per person.*

*It is the intention of the City of Newport Beach to comply with the Americans with Disabilities Act ("ADA") in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the City of Newport Beach will attempt to accommodate you in every reasonable manner. If requested, this agenda will be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Please contact the City Clerk's Office at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible at (949) 644-3005 or [cityclerk@newportbeachca.gov](mailto:cityclerk@newportbeachca.gov).*