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CITY OF NEWPORT BEACH

Board of Library Trustees MINUTES

Special Meeting

July 8, 2013 – 5:00 p.m.

The agenda for this Board of Library Trustees Special Meeting was posted on Wednesday, July 3, 2013 at 10:26 a.m. in the binder located in the entrance of the Council Chambers vestibule at 100 Civic Center Drive, Newport Beach, CA 92660.

CONVENED AT 5:02 p.m.

1) **CALL MEETING TO ORDER** – Chair Johnson-Tucker called the meeting to order.

Chair Johnson-Tucker welcomed Trustee John Prichard. The Library Trustees and Library staff made introductions. Trustee Prichard introduced himself.

2) **ROLL CALL** – Roll call by Director Cynthia Cowell.

Trustees Present: Jill Johnson-Tucker, chairing the meeting
Jerry King (arrived at 5:17 p.m.)
Eleanor Palk
Robyn Grant
John Prichard

Staff Present: Cynthia Cowell, Library Services Director
Melissa Kelly, Support Services Coordinator
Natalie Basmacyan, Adult Services Supervisor
Elaine McMillion, Admin. Asst. (arrived after the meeting began)

Public Present: Jim Mosher, Resident

3) **PUBLIC COMMENTS ON AGENDA ITEMS**

Prior to this meeting Jim Mosher emailed seven pages of type-written remarks on ten agenda items and commented on the following agenda items: Item 5.A.1.Customer Comments; Item 5.A.3.Expenditure Status Report; Item 5.A.4. Board of Library Trustees Monitoring List; and Item 5.B.2. Report on the Laptop and iPad Circulation Policy.

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

4) **APPROVAL OF MINUTES**

It was moved, seconded and passed (Trustee Grant/Trustee King) to approve the minutes from the Monday, May 6, 2013 Board of Library Trustees meeting. This item was tabled due to lack of quorum of members present at the meeting on June 3. When Trustee King arrived at the meeting, the agenda was suspended in order to approve the Minutes. Trustees Johnson-Tucker, King, and Grant voted to approve. Trustee Palk abstained because she was not in attendance at the meeting. Trustee Prichard abstained because he was not at that time a member of the Board of Library Trustees.

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It was moved, seconded and passed (Trustee Palk/Trustee Johnson-Tucker) to conditionally approve the minutes from the Monday, June 3, 2013 Board of Library Trustees meeting with the correction of John Prichard's name from Pritchard to Prichard. Motion carried by all Board of Library Trustees present.

5) **CURRENT BUSINESS**

A. **CONSENT CALENDAR**

1. **Customer Comments** – *Monthly review of evaluations of library services through suggestions and requests received from customers.*

Melissa Kelly spoke on the comment received in written comments from Mr. Mosher regarding installation of air hand dryers in the public restrooms.

Trustee Jerry King arrived at the meeting at 5:17 p.m. and introduced himself to Trustee Prichard. The motion to approve the May 6, 2013 Board of Library Trustees meeting minutes was made at this time and is noted above.

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.*

It was moved, seconded and passed (Trustee Grant /Trustee Palk) to approve the consent calendar as presented. Motion carried by all Board of Library Trustees present.

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

1. **Election of Board of Library Trustees Officers** –
Chair Jill Johnson-Tucker passed the gavel to Director Cowell who opened the nominations for Chair of the Trustees.

It was moved, seconded and passed (Trustee Palk/Trustee King) to re-elect Trustee Jill Johnson-Tucker as Chair. Motion carried by all Trustees except Trustee Johnson-Tucker who abstained from voting.

The gavel was passed back to Chair Johnson-Tucker who resumed control of the meeting and opened the floor for nominations for Vice-Chair.

It was moved, seconded and passed (Trustee Johnson-Tucker/Trustee Grant) to re-elect Trustee King as Vice-Chair. Motion carried by all Trustees except Trustee King who abstained from voting.

It was moved, seconded and passed (Trustee Johnson-Tucker/Trustee Grant) to elect Trustee Palk as Secretary. Motion carried by all Trustees except Trustee Palk who abstained from voting.

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Cynthia Cowell left the meeting to attend the NBPL Foundation Board meeting in the Friends Meeting Room.

2. **Report on the Laptop and iPad Circulation Policy** – Adult Services Coordinator Natalie Basmacıyan reported that the iPads have been received and processed. The City IT department is installing applications onto the iPads. This should be completed in a few weeks. Currently, staff members are being trained and the goal is to have the iPads circulating by Monday, July 15.
3. **Media Center Policy and Use Agreement** – Natalie attended the American Library Association (ALA) in Chicago and participated in a seminar entitled “ *How to Run and Operate a Digital Media Lab.*” Many ideas were shared, some of which included conversions, staffing, and service need. The Skokie, Illinois, Library is considered the standard in this service area. Library staff were present at this seminar to share information. The goal is to have our own media center in operation by the end of July.

Policies for agenda items 2 and 3 above were provisionally put in place at the June 3, 2013 Board of Library Trustees meeting. The Board agreed to table these two agenda items until after the iPads have been circulated and the Media Center has been operational.

4. **Commercial Activity in Library** – This item was reviewed at the June 3, 2013 meeting as a discussion item. It was brought back to this meeting as an action item.

It was moved, seconded and passed (Trustee Palk/Trustee King) to approve the policy as is with no revisions at this time. Motion carried by all Trustees present.

The Board asked staff to revise the current Library policies in order to alleviate redundancies in wording and format and to keep them consistent. The Board suggested that an intern may be a good candidate in facilitating this request. Staff agreed to work on this since there are no interns available

C. MONTHLY REPORTS

1. **Civic Center Update** – Support Services Coordinator Melissa Kelly gave an update. The list of pending items is almost complete. Emergency exit signs are being completed by the sign vendor. The contract with 24 Carrots, the proposed operator/food vendor of the second floor space is almost complete. 24 Carrots should be in operation soon.
2. **Library Services Director Report** - Adult Services Coordinator Natalie Basmacıyan gave an update on the Library’s passport service. It is progressing well and operates by appointment only between the hours of 10:00 a.m. and 3:00 p.m. Monday through Thursday. The phone number and email address were given. These items are also noted on the Library’s website: at (949) 717-3831; or email to passports@newportbeachca.gov.
3. **Friends of the Library Liaison Report** – The Friends of the Library held their annual officer induction and luncheon on Tuesday, June 11, 2013 at 11:30 a.m. 117 members and guests attended this event and listened to guest speaker Author Alan Brennert in the Friends Meeting Room. Trustee Palk announced that she is unable to continue as Board of Library Trustees liaison for this group due to scheduling conflicts. The meetings are held the second Tuesday of each month at 9:30 a.m. Trustee Grant

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volunteered to replace Trustee Palk as liaison for this group. The \$255,000 donation from the Friends to the Library was noted.

Staff distributed a revised Board of Library Trustees roster.

4. **Library Foundation Liaison Report** – Trustee King reported that the June Foundation Board meeting was cancelled. They will be discussing the Library's wish list at tonight's meeting. He noted that he would still like to stay on as liaison to this group but would be happy to have another trustee attend an occasional meeting in his place.
5. **DSLS Liaison Report** – Chair Johnson-Tucker reported that this committee is currently working on the 2014 series, and three of the four speakers have been selected. They are discussing the possibility of creating a local speaker series. The committee has also been talking about possible improvements in the seating and stage area for these events. Chair Johnson-Tucker asked if anyone else would like to serve as liaison on this committee and both Trustee Prichard and Trustee Palk expressed an interest. The meetings are held on the first Thursday of each month at 9:00 a.m. Trustee Palk agreed to attend the next meeting and if it proves to be a conflict in her schedule, Trustee Prichard agreed to attend in her place.

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)**

- Schedule NBPL Foundation Executive Director Tracy Keys to give a report of donor sales for naming opportunities at the September 3, 2013 Board of Library Trustees meeting.
- Schedule Branch Librarians to attend a Board of Library Trustees meeting to update the Board on the branches. It was also requested to have this item added to the Board of Library Trustees Monitoring List.

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

Mr. Mosher commented on the budget and the available balances remaining under salaries and operating expenses, and the total budget being within ten percent. As referenced in his written comments on pages six and seven, he also commented on the cooperative agreement between the City and Friends of OASIS, and encouraged the Board to look into the resources that are available to them for educating themselves about the rights and responsibilities of other library boards. He suggested that the Board may want to take a role in the City's advertising and selection of a tenant to be located on the second floor of the Central Library opposite the food vendor space.

8) **ADJOURNMENT** – 6:15 p.m.

Submitted by: _____

Chair Signature for Approval of Minutes