

# CITY OF NEWPORT BEACH

## Board of Library Trustees MINUTES

### Regular Meeting

June 3, 2013 – 5:00 p.m.

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The agenda for this Board of Library Trustees Meeting was posted on Friday, May 31, 2013 at 2:31 p.m. on the City Hall Bulletin Board located in the City Council Chambers vestibule at 100 Civic Center Drive, Newport Beach, CA 92660.

### CONVENED AT 5:00 p.m.

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

2) **ROLL CALL** – Roll call by Administrative Assistant Elaine McMillion.

Trustees Present: Jill Johnson-Tucker, chairing the meeting  
Stephanie Murguia  
Eleanor Palk

Trustees Absent: Jerry King  
Robyn Grant

Staff Present: Cynthia Cowell, Library Services Director  
Melissa Kelly, Support Services Coordinator  
Allen Kesinger, Librarian I  
Elaine McMillion, Administrative Assistant

Public Present: Jim Mosher, Resident  
Elizabeth Stahr, Resident  
John Prichard, Resident

3) **PUBLIC COMMENTS ON AGENDA ITEMS**

Prior to this meeting Jim Mosher emailed two pages of type-written remarks on four agenda items and commented on the following agenda items: Item 5.B.1. *Report on the Laptop and iPad Circulation Policy*; and 5.B.3. *Commercial Activity in Library*. He also noted that even though the agendas include more detail than in the past, it is difficult to comment on agenda items when there are no written reports distributed prior to the meeting, and comments cannot be made by the public after the verbal reports are given. He also commented on the financial report and budget.

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**

The minutes from the Monday, May 6, 2013 Board of Library Trustees meeting were tabled to be approved at the next scheduled Board of Library Trustees meeting in July.

## 5) CURRENT BUSINESS

### 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.*

Director Cowell noted that she will not be in attendance at the Monday, July 1, 2013 Board of Library Trustees meeting and would request Library Services Manager Hetherington to attend in her place. Chair Johnson-Tucker asked staff to check the availability of all Trustees for both Monday, July 1 and Monday, July 8 due to the normal meeting date falling in the same week as the Independence Day holiday. The Board may request that the July 1 meeting be moved to July 8.

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

### B. ITEMS FOR REVIEW AND POSSIBLE ACTION

1. **Report on the Laptop and iPad Circulation Policy** – This policy was reviewed at the May 6, 2013 Board of Library Trustees meeting where suggested revisions were discussed. This policy was reviewed at this meeting with the suggested revisions. The City Information Technology department is installing the software on all of the iPads, securing and testing them before they are available for check out. The Board agreed they should check an iPad out and see how the process works. The age restriction, fines for loss or damage, and card holder use requirements were discussed. These items are covered in more detail under the Library's Circulation policy. The Board agreed to approve this policy as provisional at this meeting and asked staff to bring it back at the next meeting to state how the provisional policy was received.

**It was moved, seconded and passed (Trustee Murguia/Trustee Palk)** to approve the policy as presented as a provisional policy. Motion carried by all Board of Library Trustees present.

2. **Media Center Policy and Use Agreement** – This policy was reviewed at the May 6, 2013 Board of Library Trustees meeting where suggested revisions were discussed. This policy was reviewed with the suggested revisions from the May 6 meeting. It was agreed to replace "are in good standing" to "meet use requirements" at the end of item number one. A staff member will be assigned to work in the room while the room is in use. The Board agreed to approve this policy as provisional at this meeting and asked staff to bring it back at a future meeting for reassessment.

**It was moved, seconded and passed (Trustee Palk/Trustee Murguia)** to approve the policy as presented as a provisional policy. Motion carried by all Board of Library Trustees present.

3. **Commercial Activity in Library** - A report was presented by staff in response to a customer's suggestion that Library policy be reviewed in relation to individuals conducting commercial activity in Library facilities for monetary gain. The customer specifically questioned whether there was inappropriate utilization of the facilities to conduct private income producing tutoring sessions. The current *Use of the Newport Beach Public Library Policy* does not prohibit commercial activity. Library facilities are available to all members of the public without restriction, as long as they are not interfering with another's use of the Library. Many times it may appear as though commercial activity is occurring when it may be a Literacy tutor or parent assisting a student. The Board agreed that the *Study Room Policy* that was reviewed at the April 1, 2013 Board of Library Trustees meeting and the *Newport Beach Public Library Policy* are substantial enough to not have to restrict this type of activity by others. The Board requested that staff bring this item to the next meeting in July as an action item since it was entered on this meeting agenda as review only.

#### **C. MONTHLY REPORTS**

1. **Civic Center Update** – Director Cowell reported that C.W. Driver still has construction service items to take care of and will keep a member of their staff available until these tasks are completed. The second floor café should be in place within the month. A reporter from the Orange County Register met with Cynthia last Friday to tour the Library expansion to get information for a feature article. With City Hall located behind the Central Library, staff are planning ways to promote Library services by offering a once-a-month lunch-hour book club that City staff can join, future wish list requests and installation of a 3-d printer, and classes to train City department heads on materials and services that are available to help them within their departments.
2. **Library Services Director Report** – *The newly launched Making Memories for Children series has had a successful run.* In May two young female customers presented a program on how they wrote and illustrated their first book. Yesterday, the Caldecott medal winner Jon Klassen presented his Caldecott book *This is Not My Hat*, and staff is planning for another cooking series to begin in November. In other programming, a Fancy Nancy event has been planned, and Library staff members have been discussing the possibility of hosting a bunny festival which would be held in the Civic Green and patio area for families to enjoy. The two *Shakespeare by the Sea* events will be held in Bonita Canyon Sports Park, and the *Concert in the Park* series scheduled from June 30 through August 11 will be held from 6:00 – 7:30 p.m. on the Civic Green. The Summer Reading Program will begin on Saturday, June 22 with various events to be held at the Central Library and branches.
3. **Friends of the Library Liaison Report** – Trustee Eleanor Palk reported that the Friends of the Library book sale that had been held on Saturday, May 4 was a success, partially due to the grand opening which was held on the same day. The Friends of the Library will hold their annual officer induction and luncheon on Tuesday, June 11, 2013 at 11:30 a.m. Author Alan Brennert will be the guest speaker. The Friends of the Library Wish List was not voted on at their most recent meeting. Trustee Palk announced that she is

unable to continue as Board of Library Trustees liaison for this group due to her affiliation as a member of the Friends of the Library.

4. **Library Foundation Liaison Report** – Nothing new to report.

Director Cowell gave some examples of the potential programs and projects as well the process that will be implemented for the *Pitch an Idea, which staff hopes to fund through* wish list requests to both the Library Foundation and the Friends of the Library. The ideas would help develop innovative and customer-centered programs and projects that would help to enhance Library services. The process for coming up with an idea, researching and presenting it will be similar to writing an actual grant and will provide training to staff on how to write grants, even though the funds requested are not actual grant requests.

The staff member pitching the idea would manage the project from beginning to end and evaluate the outcome.

Resident John Prichard left the meeting at 5:55 p.m.

5. **DSLS Liaison Report** – The Distinguished Speakers Lecture Series Committee's most recent monthly meeting was held on Thursday, May 2, 2013. All DSLS lectures were sold out.

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)**

- Staff to report at the July meeting on the results of using the two provisional policies; *Laptop and iPad Circulation Policy* and *Media Center Policy and Use Agreement*, as presented and approved at this meeting.
- The *Commercial Activity in Library* policy discussed at this meeting will be presented as an action item at the July meeting.

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

Elizabeth Stahr shared her thoughts and comments on commercial activity in library.

Mr. Mosher made an additional comment on the *Commercial Activity in Library* agenda item. When the *Public Giveaway* policy is reviewed again he suggested the Board reconsider the type of material they allow in this area. He noted that the Library website may have better searching capability if it were to be redesigned.

8) **ADJOURNMENT** – 6:06 p.m.

After this meeting adjourned a farewell was held in honor of Trustee Stephanie Murguia. Trustee Murguia has served on the Board of Library Trustees since Tuesday, August 8, 2006. This meeting is her last one serving as a member of the Board of Library Trustees.

Submitted by: **Jill Johnson-Tucker**  
Chair Approval of Minutes