

# CITY OF NEWPORT BEACH

## **Board of Library Trustees Minutes Regular Meeting May 6, 2013 – 5:00 p.m.**

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The agenda for this Board of Library Trustees Meeting was posted on Friday, May 3, 2013 at 3:28 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.**

### **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 Robyn Grant
Trustees Absent:	Stephanie Murguia Eleanor Palk
Staff Present:	Cynthia Cowell, Library Services Director Tim Hetheron, Library Services Manager Melissa Kelly, Support Services Coordinator Natalie Basmacyan, Adult Services Coordinator Allen Kesinger, 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**

Prior to this meeting Jim Mosher emailed six pages of type-written remarks on nine agenda items and commented on the following five agenda items; Item 5.B.1. Laptop and iPad Circulation Policy, Item 5. B.2., Public Give-Away Policy, Item 5.B.3. Media Center Policy and Use Agreement, and Items 5.B.5. /5.B.6. Wish Lists for Fiscal Year 2013/2014.

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.

## **APPROVAL OF MINUTES**

**It was moved, seconded and passed (Trustee King/Trustee Grant)** to approve the meeting minutes from the Board of Library Trustees Meeting of April 1, 2013 as amended. Motion carried.

## **CURRENT BUSINESS**

### **Consent Calendar**

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

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

**Laptop and iPad Circulation Policy** – Staff revised the existing Laptop Circulation Policy to include the addition of a collection of 30 circulating iPads. The NBPL Foundation funded the purchase of these iPads. The revisions as presented in this policy were made to ensure consistency for customers and staff, to help resolve potential misunderstandings, to reduce incidents of conflict and to help protect and maintain the security of Library resources. Several items were addressed and included late fees, replacement charges for lost or damaged items, and the check out process. Staff reported that the iPads will be ready to circulate later this month. It was agreed by the Board of Library Trustees to implement the policy as presented at this meeting. This item will be brought forward to the June 3, 2013 meeting where staff will bring the redlined changes for review and possible approval by the Board. The bulleted items will be numbered, and the check out and late fee assessment wording will be refined.

**It was moved, seconded and passed (Trustee Grant/Trustee King)** to approve conditionally the Laptop/iPad Circulation Policy as presented and table this item until the June 3, 2013 meeting at which time the revisions will be reviewed. Motion carried.

**Public Give-Away Policy** – At their April 1, 2013 meeting the Board of Library Trustees had requested a review of this policy at this meeting. As of the April 5, 2005 Board of Library Trustees Study Session there was no policy in place and give-away items could be displayed on shelves on the second floor of the Central Library and at designated areas at each of the branches. Due to a significant volume and variety of the materials being displayed on these shelves, questions regarding material subject matter, and staff's monitoring of items being displayed, it was agreed that a policy should be drafted. At the April 19, 2005 Regular Board of Library Trustees Meeting the current policy was drafted and approved in concept with non-substantive changes. On April 25, 2005 after the non-substantive changes were made the policy as it is currently written was implemented.

In the City Hall employee manual the policy regarding posting notices it reads as follows:

### **Display Areas**

Each bay also has two end caps which have interchangeable units for brochure display, shelf display, and storage. This space is intended for departmental use to display City of Newport Beach public program brochures, educational materials, achievements, awards and general storage.

**It was moved, seconded and passed (Trustee King/Trustee Grant)** to keep the current policy in place and table this item until the September 3, 2012 meeting. Motion carried.

Media Center Policy and Use Agreement – Policies governing the use of the new Media Center are required in order to provide consistent and fair access to the public and to provide guidelines for the use of the room. A staff report and proposed Media Center Policy and Use Agreement was reviewed and discussed. This room will be referred to as Media Center and not Media Suite. In the eighth bullet, “....three meeting rooms.” will be revised to “.....three study rooms.” The bulleted items will be numbered, and wording will be revised to better define cell phone and media equipment usage. The Board agreed to table this item until the June 3, 2013 meeting in order for staff to make the redlined revisions as discussed.

**It was moved, seconded and passed (Trustee Grant/Trustee King)** to table this item until the June 3, 2013 meeting at which time the revisions will be reviewed. Motion carried.

Critical Review of Online Database Resources & Services / Database Usage Report – Librarian Allen Kesinger gave an overview of the online databases and their usage statistics. He demonstrated the most commonly used databases highlighting the newer Zinio database which was implemented in February 2013. Zinio allows users to download free digital magazine subscriptions to their desktop computer, laptop and mobile device for an unlimited time with no checkout limit. The OverDrive downloadable eBook service which provides text eBooks and audio versions of bestsellers, classic literature and other fiction and non-fiction titles in WMA and MP3 format was discussed. Axis 360 also provides text eBook service. Staff request upgrades to these services as needed from the Library support groups. The Board thanked Allen for his presentation.

NBPL Friends of the Library Wish List for Fiscal Year 2013/2014 – A draft of this wish list totaling \$255,000 was reviewed and discussed. Some of the items reviewed on this list included requests for additional eBook content, audiovisual materials, high-demand, best selling adult fiction and nonfiction titles, children’s and young adult collection, Library and Literacy programming and grants. This wish list will be presented to the Friends of the Library Board at their Tuesday, May 14 meeting for review.

NBPL Foundation Wish List for Fiscal Year 2013/2014 – Wish list items totaling \$173,200 were reviewed and discussed. This list included hardware, software and signage for the new Media Center, a digital signage package, bookscan stations and upgrade packages, iPads, new and upgrades to existing databases, a new Central bookdrop, WiFi access licensing, and programming. This list will be presented to the NBPL Foundation Board at their Monday, May 13 meeting for review.

**It was moved, seconded and passed (Trustee Grant/Trustee King)** to approve both the Foundation and Friends of the Library wish lists as proposed. Motion carried.

Margi Murray left the meeting at 7:08 p.m.

### **Monthly Reports**

Civic Center Update – Staff reported that the Civic Center and Library expansion are complete except for a few details that will need to be worked out in the next few weeks. The Saturday, May 4 grand opening was well attended and many staff members were in attendance to answer questions and assist customers.

Library Services Director Report – Nothing new to report.

Friends of the Library Liaison Report – Over \$6,000 was earned by the Friends at their May 4 book sale.

Library Foundation Liaison Report – Nothing new to report.

DSLS Liaison Report – The last lecture was not sold out as of the DSLS committee meeting held on Thursday, May 2.

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

Nothing to report.

**PUBLIC COMMENTS ON NON-AGENDA ITEMS**

Mr. Mosher commented on several items which included the Library policies that are listed in the City Council Policy manual in relation to the other Library policies, WiFi availability at City Hall and the Library's WiFi log in restriction, moving the expressive activity area to the second floor between the Library and City Hall, and the importance of not losing sight of the branches' needs while focusing on Central.

**ADJOURNMENT – 7:22 p.m.**

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