



# CITY OF NEWPORT BEACH

## Board of Library Trustees AGENDA

Newport Beach Public Library – 1000 Avocado Avenue, Newport Beach  
Monday, October 7, 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:**

Tim Hetherington, Library Services Manager  
Melissa Kelly, Support Services Coordinator  
Debbie Walker, Branches and Youth Services Coordinator  
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** - September 4, 2013 Meeting

### 5) **CURRENT BUSINESS**

*All matters listed under **CONSENT CALENDAR (1 - 5)** 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. Quarterly report on expenditures from the Support Group donations.
4. **Board of Library Trustees Monitoring List** - List of agenda items and dates for monthly review of projects by the Board of Library Trustees.
5. **Issuance of a Lifetime Library Card to past Library Services Director Cynthia Cowell** - Approval by the Board of Library Trustees to acknowledge Cynthia Cowell as a Lifetime Library Member with the rights and privileges that it affords.

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

1. **Literacy Program Update (Jason Brady, Newport/Mesa ProLiteracy Advisory Board President)** - Annual review of Literacy program's accomplishments and goals for the coming year.
2. **Early Closure on Monday, December 23 and Thursday, December 26, 2013 for all Library Locations (Tim Hetherton)** - Staff recommends that the Library Board allow Library locations to close at 6 PM on Monday, December 23<sup>rd</sup>, and Thursday, December 26<sup>th</sup>.
3. **Statistical Reports (Melissa Kelly)** - The statistical reports that are included in the Board of Library Trustees meeting packet are being reformatted. A sample of the new format is enclosed.
4. **Laptop/iPad Borrowing Policy** - Trustee John Prichard was tasked to revise the wording in this Policy at the September 4, 2013 meeting, in order to create a more cohesive format. Revisions attached.
5. **Allocation of the \$5,000 Balboa Branch Library Donation** - Allocation of the \$5,000 Balboa Branch Library Donation – Staff recommends that this gift be applied towards the purchase of RFID (radio frequency identification) additional hardware for the Balboa Branch.

**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. **Update on Library Services Director Recruitment** – Human Resources staff member Rebecca Redyk will give this update.

**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).