

CITY OF NEWPORT BEACH

Board of Library Trustees MINUTES Regular Meeting October 7, 2013 – 5:00 p.m.

The agenda for the Regular Meeting was posted on Thursday, October 3, 2013, at 4:30 p.m. on the City's website; at 4:16 p.m. on the City Hall Electronic Bulletin Board located in the entrance of the City Council Chambers at 100 Civic Center Drive; and at 3:40 p.m. in the Meeting Agenda Binder located in the entrance of the City Council Chambers at 100 Civic Center Drive.

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
Jerry King
Eleanor Palk
Robyn Grant
John Prichard

Staff Present: Tim Hetherton, Acting Library Services Director
Melissa Kelly, Support Services Coordinator
Debbie Walker, Youth Services & Branch Coordinator
Natalie Basmaciyon, Reference Supervisor
Elaine McMillion, Administrative Assistant
Rebecca Redyk, Human Resources
Cherall Weiss, Literacy Services Coordinator

Literacy Council
Present: Jason Brady, President

Public Present: Jim Mosher
Marnalee Lopez

3) **PUBLIC COMMENTS ON AGENDA ITEMS**

Prior to this meeting Jim Mosher emailed four pages of type-written remarks on seven agenda items. Mr. Mosher noted the meeting format only allowing public comments on agenda items at the beginning of the meeting, and that this is one of the very few meetings that do not allow the public to comment after each agenda item is presented. He verbally commented on agenda items B.3 Statistical Reports and B.6. Update on Library Services Director Recruitment.

Chair Johnson-Tucker thanked him for his comments.

4) **APPROVAL OF MINUTES** – September 4, 2013 Regular Meeting.

It was moved, seconded and passed (Trustee Prichard/Trustee King) to approve the minutes from the Wednesday, September 4, 2013 Board of Library Trustees meeting as amended:

Page 2 - Add the word "are" after the word "There" in the last sentence in the first paragraph.
Page 3 - Agenda item B.3. remove the decimal point in front of ".25 cents per day".

Motion carried by all Board of Library Trustees present.

C. MONTHLY REPORTS

6. **Update on Library Services Director Recruitment** – Chair Johnson-Tucker asked the Trustees to move this item to this portion of the meeting in order to allow Rebecca Redyk, Human Resources Supervisor time to give this update, and so that she could attend another City meeting that also began at 5:00 p.m. Rebecca distributed the official brochure for this recruitment which was officially launched last week. Over 350 brochures have been mailed to Library Services Directors and Assistant Library Services Directors across the country. Social media, an email campaign, and various websites and magazines which Rebecca noted are being utilized to promote this recruitment. Twenty applications have been received so far. After her review at approximately 5:07 p.m., Rebecca excused herself to attend the Civil Service Board meeting.

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.*

The two Board of Library Monitoring lists provided in the meeting packet were reviewed and discussed, one showing entries from the September meeting and the other with additions which included the suggested scheduled agenda dates. It was noted that when the individual branch updates are given the Board meeting would be held at the pertinent branch location and noted adequately through the website and media. The revision to the October 7 Review of Library Expansion Donor Wall Naming / NBPL Foundation will be made. Support Services Coordinator Melissa Kelly noted that on the Foundation gift list that the \$5,000 Balboa print material entry does not belong on this list as it is being discussed at this meeting under Item B.5. Clarification was made on the order in which the items are listed and reviewed, and may be revised as needed. The issuance of the lifetime library card to past Library Services Director Cynthia Cowell was noted.

It was moved, seconded and passed (Trustee Grant/Trustee Prichard) to approve the Consent Calendar Items as presented. Motion carried by all Trustees present.

B. ITEMS FOR REVIEW AND POSSIBLE ACTION

1. **Literacy Program Update** – Literacy Council President Jason Brady introduced himself and gave an overview of the core areas of focus of the Literacy Board. These include fund raising, operations, programming, community outreach, and building strong relationships with the Library and the City. He gave examples for each of these areas. He complimented the Literacy staff and looks forward to working with the new Library Services Director.

Literacy Services Coordinator Cherall Weiss gave an overview of the past year in which 192 learners and 132 volunteer tutors and board members went through the program last year. She noted that the tutors contributed over 8,100 volunteer hours which equates to approximately \$22 per hour which is quite significant. The October monthly calendar was distributed. There is a waiting list for the learner program and more tutors are needed.

Cherall introduced the winner of the 2013 Rochelle Hoffman Memorial Award, learner Marnalee Lopez and passed a copy of The Current front-page news article around that had noted her achievement, and a follow-up article in the Orange County Register. Marnalee spoke highly of the Literacy program that she found out about this program twenty years ago in a flyer, and how this program has changed her and her family's lives tremendously. She thanked staff for the opportunities provided by the Literacy program.

Trustee Grant requested brochures and information for this program be emailed to them so they may help to promote this program. Trustee Palk attended the September 12, 2013 Annual Literacy event and commented on how inspirational it was. The Trustees thanked Jason Brady, Cherall Weiss and Marnalee Lopez for their presentations before they left the meeting at approximately 5:25 p.m.

2. **Early Closure on Monday, December 23 and Thursday, December 26, 2013 for all Library Locations** – Acting Library Service Director Tim Hetherington presented a written staff report and outlined the reasons for the request to close earlier on December 23 and December 26, at 6:00 p.m. instead of at 9:00 p.m. Staff is pleased that there is a demand for Library services and want to be available to the community and feel that this early closing request would have minimal impact in providing services during the holiday. The Library would still adhere to the City holiday closure at 1:00 p.m. on December 24 and all day on December 25. The past holiday closures were discussed. Adequate notice would be given through the website and media. Trustee King offered that a standard closure during the holidays may be something that could be discussed in more detail in the future. Staff will report to the Board on the reduced hours of operation after the holiday.

It was moved, seconded and passed (Trustee King/Trustee Palk) to approve the adjusted public service hours and close at 6:00 p.m. instead of 9:00 p.m. on Monday, December 23 and Thursday, December 26. Motion carried by all Trustees present.

3. **Statistical Reports** – Support Services Coordinator Melissa Kelly reviewed the written report and the proposed format. Entering the statistical graphs and charts on the same page allows for a better overview of the information. The eBook and eMagazine circulation statistics needed to be added into the circulation statistics, so this created an opportunity to look into revising the format.

Staff would like to group the database statistics into categories instead of alphabetizing them as is currently being done. Staff also discussed streamlining the monthly report into one combined report instead of as individual reports. The Board asked whether or not the eBook and eMagazine circulation and other online services negatively affect how the Library Journal Award is determined. Staff noted that due to our large eBook, eMagazine, and other online resources, and our ability to calculate this online data, does not negatively impact the statistics that are forwarded to the state.

Due to the meetings being held on the first Monday of the month, statistics for the month prior to the meeting date could be reported at the meeting on a computer. However, they could not be provided in the packet prior to the meeting due to time constraints in how the information is collected and then formatted into graphs and charts. There was discussion on considering an alternate meeting date to enable month-prior reporting instead of two- months prior as is currently being done. The Board asked staff to provide an informal survey of alternate meeting dates later in the month that would work for everyone in order to provide more time for processing the reports and statistics. If an

alternate day is decided upon, the By-Laws would have to be revised and sent to City Council for approval before a new date could be implemented.

4. **Laptop/iPad Borrowing Policy** – At the September Board meeting Trustee John Prichard was asked to work with staff and revise the Laptop/iPad Borrowing Policy in order to create a more cohesive format. The order and wording in each section were discussed for more clarification. Various scenarios were considered and discussed to ensure the policy was clear. Sections 5, 6, 7 and 8 were revised and combined into one section 5 as follows:

Customers must present a valid NBPL card and be current in the Library's circulation system. All customers will be required to provide a valid photo identification that will be held at the desk where the customer checked out the laptop or iPad. Student IDs will be accepted as valid identification as long as they have a photograph and are current.

Section 3 was reworded:

The loan period for iPads is 2 hours. iPads may be renewed for additional 2 hour periods as long as one iPad is available for check out.

It was moved, seconded and passed (Trustee Grant/Trustee Prichard) to approve the Laptop/iPad Borrowing Policy as revised. Motion carried by all Trustees present.

5. **Allocation of the \$5,000 Balboa Branch Library Donation** – Tim Hetherington recommended that we use this donation to purchase a RFID self-check kiosk at the Balboa Branch Library. The goal is to eventually install self check machines at all of the Library locations. Currently they are installed at only the Mariners Branch and the Central Library. The amount of self check traffic and circulation volume at Balboa was discussed. The kiosk would be set up away from the circulation desk noting on a placard that it was purchased with donated funds, so that others would see the services that these donations provide to the Library.

It was moved, seconded and passed (Trustee King/Trustee Palk) to approve using this donation to purchase additional RFID hardware in order to provide the purchase and installation of a self check kiosk at the Balboa Branch Library. Motion carried by all Trustees present.

C. MONTHLY REPORTS

1. **Civic Center Update** – The Bistro 24 Express grand opening that was held at the Central Library on Monday, September 30 went smoothly. The Bistro is open from 7:00 a.m. to 8:00 p.m. Monday through Thursday, Friday 7:00 a.m. to 5:00 p.m., Saturday 8:00 a.m. to 5:00 p.m., and Sunday 12:00 p.m. – 4:00 p.m. The Bistro staff members have been very accommodating to Library staff to help ensure a successful operation. The Bistro is under the City's jurisdiction. Staff has not heard of any definite plans on the type of business that may be located across from the Bistro. This agenda item will be removed from future agendas.
2. **Library Services Director Report** – Acting Library Services Director Hetherington reported on activities held over the past few weeks. Library staff hosted a booth at the Orange County Children's Book Festival which provided a great opportunity to interact with the community and to help promote Library services for National Library Card Month. Last week the first of ten (Service Corps of Retired Executives) SCORE seminars was held at the Library. This alliance provides informative workshops dedicated to helping entrepreneurs and small businesses start and succeed. Martin Brower, author of the book, *The Irvine Ranch: A Time for People: A 50-Year Overview of the Development of the Irvine Ranch* lectured on the history of the Irvine Ranch at the Central Library the evening of September 24.

3. **Friends of the Library Liaison Report** – Trustee Grant reported that the Friends are using the internet for book sales and are doing well. Their annual lunch will be held on Monday, December 9, 2013 at 11:30 a.m. This Friday and Saturday they are holding their book sale. They will host a booth on the Civic Center Green at the Art in the Park event where they will sell arts and craft books. Trustee Grant noted that she will take over as the NBPL Foundation liaison. The Foundation Board meetings are held on the second Monday of each month. Trustee King will take over as the Friends of the Library liaison and attend their Board meeting that are held the second Tuesday of each month.
4. **Library Foundation Liaison Report** – Trustee King reported that the budget was one of the topics at their last meeting where new ideas and giving opportunities were discussed.
5. **DSLS Liaison Report** – Trustee Palk noted that she arrived at the Central Library for the last DSLS Committee meeting which was cancelled and unfortunately that information did not get to her prior to the 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)

- Donation and Gift Amount Thresholds
- Library Material Selection
- Arts and Cultural Update
- Review of Library Expansion Donor Wall Naming / NBPL Foundation

Youth Services and Branch Coordinator Debbie Walker distributed to each Trustee a Summer Reading Program (SRP) gift bag with sample items that were given to SRP participants.

7) PUBLIC COMMENTS ON NON-AGENDA ITEMS

Mr. Mosher advocated posting of the meeting recordings online so that individuals who wish to hear what was said at the meetings could do so if they are interested. Mr. Mosher noted that it would be nice if the Library provided information on free literature that is also available online for eReaders. He also suggested putting the vacant space located directly across from the Bistro on the agenda so that others may share and discuss possible uses for that area.

8) ADJOURNMENT – 6:33 p.m.

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