

CITY OF NEWPORT BEACH

Board of Library Trustees MINUTES

Regular Meeting

December 2, 2013 – 5:00 p.m.

The agenda for the Regular Meeting was posted on Wednesday, November 27, 2013, at 2:40 p.m. on the City's website; at 2:23 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 2:30 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 Hetheron, Acting Library Services Director
Melissa Kelly, Support Services Coordinator
Debbie Walker, Youth Services & Branch Coordinator
Natalie Basmacyan, Reference Supervisor
Elaine McMillion, Administrative Assistant
Rebecca Redyk, Human Resources
Michael Torres, Deputy City Attorney

Public Present: Jim Mosher, resident

3) **PUBLIC COMMENTS REGARDING CLOSED SESSION** – No Closed Session public comments.

4) **CLOSED SESSION** -The Closed Session was not held.

5) **RECONVENE FOR REGULAR SESSION** - The meeting moved directly into the Regular Session.

6) **ROLL CALL** - Roll Call stood as previously called.

7) **CLOSED SESSION REPORT** - No Closed Report.

Chair Johnson-Tucker asked Rebecca Redyk to give an update on the Library Services Director Recruitment. Rebecca reported that 74 candidates have applied for this position and the applications have been screened by the recruiter. The applicants deemed most qualified were then interviewed either in person, by video or phone. The finalists have been selected to participate in testing at the assessment center where skills applicable to the job will be evaluated. This has been scheduled for Monday, December 16 beginning in the morning and ending at 5:00 p.m. The Board of Library Trustees were invited to attend that portion of the recruitment process and were asked to forward any suggestions, input they may have, or any areas they would like covered in this process through individual emails to Chair Johnson-Tucker who would then forward the emails to Rebecca Redyk.

They were urged to forward their requests as soon as possible. Rebecca will then forward the suggestions to the recruiter. Prior to the assessment date the Trustees that have confirmed their attendance will receive a package via Federal Express mail with instructions and materials for use that day as well as a full briefing on the day of and prior to the assessments. Thirty responses have been received through the Library website survey. The survey will remain on the website until the recruitment is completed. A copy of the responses received so far will be forwarded by Rebecca Redyk to the Board of Library Trustees.

Deputy Attorney Michael Torres reminded the Trustees to maintain the Brown Act by not conversing or sharing information among themselves.

Rebecca Redyk and Michael Torres left the meeting at 5:13 p.m.

8) **PUBLIC COMMENTS**

Prior to this meeting Jim Mosher emailed five pages of type-written remarks on five agenda items. He noted how useful and appropriate the recruitment information was. He asked if this would be the only opportunity to speak on agenda item B.2. Chair Johnson-Tucker confirmed that this would be the only time he could comment on agenda items. He spoke on the first amendment issue and noted that the Library policy is not clear on exactly what one should or should not be doing while using the Internet and will be very interested on how this item is discussed.

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

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

Page 2, paragraph 2 change this sentence, “He expressed that the first page of the brochure that was scanned and published online for the October 7 Library Board of Trustees meeting was difficult to read.” by removing “difficult to read” and replacing with “a duplicate of page 2.”

10) **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.*

Chair Johnson-Tucker noted that she would like to discuss the time and date for a possible change from the first Monday to the third Monday of every month. It was noted that the three items on the list without a suggested scheduled agenda date will be established at a later date, and are acceptable to be left blank at this time.

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

B. ITEMS FOR REVIEW AND POSSIBLE ACTION

1. **Media Suite Update** – Adult Services Coordinator Natalie Basmacıyan gave a Media Center update and distributed a report which noted hours of operation and planned use. The city has started the purchasing process for equipment for the Sound Lab which should arrive within the next one to two weeks. Staff has seen an increase in the usage in the Media Lab. They are looking into ways in which to increase usage, one of which includes the Recreation department hiring contract instructors in the spring of 2014 to teach fee based programs using specialized high-end training. The Tuesdays @ 2 training classes that have been held in the past, were explained and will resume in 2014 in this location. On November 12, two library staff members hosted the quarterly Recreation department staff meeting which was held in the Media Lab. Lynda.com and editing software were reviewed for use in video design and in creating media materials. Tim Hetheron gave an update on the planned signage in this area.
2. **Public Computers** – Tim Hetheron presented his written report outlining staff procedures for customers viewing graphic or disturbing images on the library's public computers. The Newport Beach Public Library's procedures were outlined in this report and other Orange County libraries procedures were obtained through a survey and also presented in this written report. Viewing graphic or disturbing images on public computers is considered a disruptive activity and in violation of the Library Use Policy. The library makes public areas available on an equitable basis for all customers. The City Attorney's office has ensured staff that the current library policy and procedures in this area are sufficient. After discussion it was agreed that the current measures are working well and being handled appropriately. The Board asked staff to keep a record of the conversation with the City Attorney's office on this issue such as a written memo. The Board also asked staff to monitor incidents for the next month and then report back to them at their next meeting.
3. **Library Gift and Donation Policy** – Melissa Kelly reviewed her written report on proposed donation and gift acceptance procedures. The Library's policies on accepting gifts and donations are similar to the City's policy. Staff recommended that the Library Services Director accept gifts from Library support groups of \$10,000 or less and from other donors in the amount of \$500 or less, to ensure timely acceptance. Anything larger would be brought to the Board for approval, acceptance before being recommended to City Council for their approval. If for any reason a donation is denied by the Board then it would not be presented by staff to Council for approval. This however would not prevent a donor from going directly to City Council for approval. Trustee Grant will work with staff on the wording for the proposed policy change which will be presented at the next regular Board meeting.

C. MONTHLY REPORTS

1. **Library Services Director Report** – Acting Library Services Director Hetheron noted the recent passing of former Council Member Lucille Kuehn. He complimented her past service and noted that her name is on plaques in various areas of the Library. He gave an update on recent recruitments to fill vacancies at the Library. He noted the Lynda.com resource which is loaded on three terminals in the media lab and its abundant resources.
2. **Friends of the Library Liaison Report** – Trustee King noted that there is nothing new to report and that the bookstore has been very busy and doing very well. Trustee Palk noted the holiday book displays.
3. **Library Foundation Liaison Report** – Trustee Grant noted that the media lab and the signage were presented in the earlier staff reports at this meeting, and other than that nothing new to report.

4. **DSLS Liaison Report** – Trustee Palk reported on the Zadie Smith lecture. Ticket sales are available online now. Their retreat will be held next Tuesday from 9:00 to 12:00pm.

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)**

- Library Gift and Donor Policy Revisions
- Critical Review of Online Database Resources & Services / Database Usage Report
- Possible meeting date change from the first Monday to the third Monday of every month
- Library Services Director Recruitment Update

Trustee King noted that City Council is looking at some possible changes in the Newport Center area by adding office and residential units in this area and this may present a service opportunity for the Library.

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

Mr. Mosher agrees that staff is doing a discreet job of monitoring and enforcing the use of public computers. He noted the other libraries' policies in this area in relation to the Library's Cassie system which allows customers to use their personal devices to connect to the Library's WiFi, but does not allow them use of the Library's computers. He is unsure of why this is the case and suggested the Board may want to look into this. He also commented on Government Code in relation to court or federal order to access a customer's library use record, and suggested the Board look into this. He also noted that per the Brown Act, the Board may respond to public comments made on agenda items at the meetings if they wish to do so, and may be different than what they have been told.

Chair Johnson-Tucker reminded the Board of their meeting to be held on Monday, December 16 and the Library Services Director recruitment.

8) **ADJOURNMENT** – 6:16 p.m.

Submitted by: _____
Chair Approval of Minutes