

**CITY OF NEWPORT BEACH**

**Board of Library Trustees MINUTES  
Special Meeting  
January 14, 2014 – 5:00 p.m.**

The agenda for this Board of Library Trustees Special Meeting was posted on Friday, January 10, 2014, at 3:48 p.m. on the City's website; at 3:40 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 3:45 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 Elaine McMillion.

Trustees Present: Jill Johnson-Tucker, chairing the meeting  
Jerry King  
Eleanor Palk  
Robyn Grant  
John Prichard

Staff Present: Dave Kiff, City Manager  
Tim Hetherton, Acting Library Services Director  
Melissa Kelly, Support Services Coordinator  
Debbie Walker, Youth Services & Branch Coordinator  
Elaine McMillion, Administrative Assistant  
Rebecca Redyk, Human Resources Supervisor  
Sheri Anderson, Human Resources Supervisor  
Laura Detweiler, Recreation & Senior Services Director

Public Present: Arlene Greer, City Arts Commission Vice-Chair  
Virginia Hayter, Friends of the Library Historian/Publicity

Chair Johnson-Tucker thanked everyone present for attending this meeting.

- 3) **PUBLIC COMMENTS ON AGENDA ITEMS** – No public comments were made. Written public comments emailed by resident Jim Mosher prior to this meeting were made available.

**4) CURRENT BUSINESS**

Chair Johnson-Tucker read the current business as noted on the agenda for this meeting:

*“Consideration of the appointment of Mr. Tim Hetherton as Library Services Director. Per City Charter Section 708, Subsection (e), the Board of Library Trustees shall approve or disapprove the appointment of the Librarian, who is the department head of the Library system in Newport Beach. The City Manager has proposed to the Library Board the appointment of Mr. Tim Hetherton following a lengthy open recruitment process that occurred in Fall 2013. Mr. Hetherton currently serves as the Acting Library Services Director for Newport Beach and formerly was the Library Services Manager.”*

City Manager Dave Kiff outlined the recruitment process which included ranking of the candidates by a panel that consisted of City department heads, staff from other library agencies, and the Board of Library Trustees. From this four candidates were selected. Chair Johnson-Tucker and City Manager Dave Kiff

then interviewed the top three. Two of these three were selected and reference checks were completed for those two top candidates. After conferring with Chair Johnson-Tucker, City Manager Kiff recommended the appointment of Tim Hetherton to the Library Services Director position. Tim ranked very high in his commitment to customer service, knowledge of this system and the community, and had some very creative ideas on where this library would head under his guidance.

**It was moved, seconded and passed (Trustee King/Trustee Palk)** to approve the appointment of Tim Hetherton to the position of Library Services Director. Motion carried by all Board of Library Trustees present.

Chair Johnson-Tucker congratulated Tim on the appointment. She thanked Dave Kiff for his assistance and Human Resources staff for making sure the resources were available and providing professionals to assist.

Tim thanked the Board of Library Trustees, City Arts Commissioners, City Management Team and staff as well as the Newport Beach Public Library Foundation and Friends of the Library for their support in this process. He is looking forward to serving and representing the City as the Library Services Director and working in the best interests of the residents and staff.

Board of Library Vice-Chair King, City Arts Commissioner Vice-Chair Arlene Greer, and Friends of the Library Historian/Publicity Virginia Hayter all noted how pleased they are in this selection.

5) **PUBLIC COMMENTS ON NON-AGENDA ITEMS** - No public comments were made.

6) **ADJOURNMENT** – 5:06 p.m.

Submitted by: \_\_\_\_\_  
Chair Approval of Minutes