

CITY OF NEWPORT BEACH

Board of Library Trustees Meeting Minutes March 3, 2014 – 5:00 p.m.

The agenda for the Regular Meeting was posted on Thursday, February 27, 2014, at 9:00 a.m. on the City Hall Electronic Bulletin Board located in the entrance of the City Council Chambers at 100 Civic Center Drive; at 11:45 a.m. on the City's website, and at 8:05 a.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. at the Balboa Branch Library

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: Chair Jill Johnson-Tucker, Vice-Chair Jerry King, Secretary Eleanor Palk, Robyn Grant, and John Prichard

Staff Present: Tim Hetherton, Acting Library Services Director, Melissa Kelly, Support Services Coordinator, Debbie Walker, Youth Services & Branch Coordinator, Natalie Basmacyan, Adult Services Coordinator, Andrea Jason, Branch Librarian, and Elaine McMillion, Administrative Assistant

Foundation Present: Tracy Keys, NBPL Foundation Executive Director, and Margi Murray, NBPL Foundation Board Member

3) **PUBLIC COMMENTS**

Mr. Mosher

4) **APPROVAL OF MINUTES** – February 3, 2014 Meeting Minutes

Page 1, Item 3, Paragraph 2, sentences 4, 5, and 6 reworded as follows:

They are able to do this by choosing the OverDrive READ format. He also noted that logging onto Internet Explorer on that public computer opened the Yahoo commercial service. If an individual accesses the internet this way they may be totally unaware of what the Library offers through the Library website.

Page 3, Item 2, first paragraph revisions as follows:

First sentence: remove were listed
Second sentence: replace was by to with
Last sentence: change group's to groups'

Motion made by Trustee Prichard and seconded by Trustee Grant and carried (4 - 1) to approve the minutes of Monday, February 3, 2014 as amended.

AYES: Johnson-Tucker, King, Grant, Prichard
NOES: None
ABSTENTIONS: Palk
ABSENT: None

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.*

Chair Johnson-Tucker asked staff to revise the suggested agenda schedule date on the Board of Library Trustees Monitoring List from the first Monday to the third Monday of each month listed, and that any revisions or addition of agenda items that have already been scheduled on this list will be made after the Board of Library Trustees election of officers are selected at the July 21, 2014 meeting.

Motion made by Trustee Grant and seconded by Trustee Palk and carried (5 - 0) to approve the Consent Calendar Items as presented.

AYES: Johnson-Tucker, King, Palk, Grant, Prichard
NOES: None
ABSTENTIONS: None
ABSENT: None

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

1. **Balboa Branch Update**

Branch Librarian Andrea Jason distributed a map of the Balboa Branch Library. Staff has nearly completed RFID tagging at this branch which is the last Library location to be completed. This branch is open to the public from 9:00am to 9:00pm on Monday and Wednesday, from 9:00am to 6:00pm on Tuesday, Thursday, Friday, and Saturday and is closed on Sunday. Andrea noted that the library was built around the bathrooms which were public bathrooms prior to the 2,200 square foot branch being completed in 1929. In 1952 the branch was expanded to 5,000 square feet replacing the Spanish style exterior. The unique Nautical Collection includes magazines and books some of which date back to the 1930's.

Support Services Coordinator Melissa Kelly noted that the City just hired an outside company to look at all City facilities and from this the Balboa Branch received a good rating for its age. The Corona del Mar branch received a lower rating than the Balboa Branch. The windows at Balboa need to be replaced, and more electrical outlets need to be installed to create places for customers to use laptops. This may require the installation of power poles through the ceiling. In 2007 the carpet was replaced and chairs were reupholstered.

There are always two staff members scheduled at the branch. The branch holds regular story times and programs which include International Pirates Day (held annually during the third week of September), and an Ocean Program which features live, tide pool animals. The branch issues many out of state cards to cater to customers who visit the City during the summer.

2. NBPL Foundation Gift

Library Services Director Tim Hetheron invited attendees to sit on a sample Sit-On-It flex chair which was selected by a committee for use in the Friends Meeting Room. The new chairs would replace the current second-hand chairs which were received from OASIS. The current chairs are heavier, present tripping hazards, and leave indentations on the chair cushions below them when stacked. The new chairs are stored on chair trollies which are portable. The selection committee chose the charcoal grey color because it coordinates with the metal accents in the Friends Room, as well as with the tables, and carpet. It would also allow more color choices in the selection of new carpeting when it is time to replace it, which will be sometime within the next two years. Trustee Grant thanked Executive Director Tracy Keys on the chair selection committee's efforts and the Foundation's over \$32,000 donation for the purchase of the 220 chairs. Tracy noted that the company is local and it will take five to ten days to make the chairs, deliver them, and set them up.

Motion made by Trustee Prichard and seconded by Trustee Palk and carried (5 - 0) to approve and accept the NBPL Foundation's gift to purchase chairs for the Friends of the Library Meeting Room.

AYES: Johnson-Tucker, King, Palk, Grant, Prichard
NOES: None
ABSTENTIONS: None
ABSENT: None

3. Budget Clarification/PERS Accounts –

As presented in the written report, Melissa Kelly noted that the information is a direct explanation received from the City Finance Division staff. This is also the same information that the Finance Division presented in their budget report to City Council. The total that City employees have paid toward their pensions has increased significantly over the past several years. The total contributions made by employees show as a negative in the financial report. The breakdown in these three accounts, the two PERS contributions minus the employee contributions shows the total City pension cost. Reporting the retirement benefit breakdown in this way will provide more clarity. The reporting will continue in this format in order to show the pension contributions that employees make. The PARS account shown on the financial report is for part time employees not in PERS and is matched by the City at a 3.75% contribution for hours worked.

C. MONTHLY REPORTS

1. Library Services Director Report

Library Services Director Hetheron reported that he attended a meeting with Chair Johnson-Tucker, City Manager Dave Kiff and staff from the Fire Department and Public Works, to discuss a preliminary plan to build a new branch library and fire station in Corona del Mar. This would upgrade and modernize both facilities and create space for the fire engine to turn around in the lot, enabling the fire station to respond more quickly to calls. The branch would remain at essentially the same site and provide the same services it currently does while also providing the fire station with their needs, thereby creating a positive outcome for both City services. Library staff is preparing detailed statistics to present to the committee for help in this potential plan.

The Library Services Manager recruitment deadline for applications is March 10 and interviews will be held on April 17th. The position had been advertised on the City website and the Board suggested advertising it on the Library's website as well.

Corona del Mar and Balboa Branch Librarian Andrea Jason will return to Central Library to manage the adult programming for the Library. She will remain the Branch Librarian for the Corona del Mar

branch. An internal Librarian I or Librarian II candidate who applies for the position will replace Andrea at the Balboa Branch Library. This would provide a great opportunity for the appointed staff member to increase his/her management skills. The recruitment for a full-time Library Assistant was held. It is to replace the spot vacated by Mara Cota. Greg Johnson, part-time Library Clerk at Central was selected. The 30-hour per week Library Assistant position that opened after Kristin Whipple's resignation will be replaced with two 19-hour per week Library Assistant positions.

2. **Friends of the Library Liaison Report** – Trustee King reported that the Friends are continuing to provide books for Camp Pendleton. The Friends Board meetings are held the second Tuesday of every month at 9:30am. Due to time constraints in his work schedule Trustee King asked if another Board Trustee would be willing to take his place as liaison. Chair Johnson-Tucker agreed to fill in for him, and when she cannot attend the meetings then Trustee Prichard will attend in her place. Staff will inform the Friends of the Library.
3. **Library Foundation Liaison Report** – Trustee Grant noted that the Foundation Board reviewed their financial assets of endowments, pledges, and fund raising. Both she and Chair Johnson-Tucker attended the chair selection committee to help in the selection.
4. **DSLS Liaison Report** – Trustee Prichard reported that the DSLS lecture attendance has been good, and that the DSLS committee members attended their retreat at the end of December where they discussed the best use of the DSLS lecture series book and ideas to fill seats and the structure of the VIP event held prior to each lecture. Some of the issues discussed at their last meetings were better lighting, social media, chairs, and attracting a younger audience. Also discussed were the possibility of implementing a new film series, and a California based lecture series. Tracy Keys noted that due to the Foundation's financial situation they are able to also provide a new and more streamlined podium and stage along with the chairs for the Friends Meeting Room. The process in which donations from the Foundation are accepted was also discussed.
- 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)**

Nothing reported.

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

Mr. Mosher suggested that the Board keep the public informed on any potential plans for the Corona del Mar Branch and fire station. Mr. Mosher reminded the Board to encourage public participation and to remain receptive to public input in planning a potential replacement for Corona del Mar Branch.

8) **ADJOURNMENT** – 5:56 p.m.

Submitted by: Jerry King
Vice-Chair Approval of Minutes