

CITY OF NEWPORT BEACH

Board of Library Trustees Meeting Minutes May 19, 2014 – 5:00 p.m.

The agenda for the Regular Meeting was posted on Thursday, May 15, 2014, at 12:15 p.m. on the City Hall Electronic Bulletin Board located in the entrance of the City Council Chambers at 100 Civic Center Drive; at 5:35 p.m. on the City's website, and at 4:45 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 Jill Johnson-Tucker called the meeting to order.

2) **ROLL CALL** – Roll call by Admin Support Specialist Elaine McMillion.

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

Staff Present: Library Director Tim Hetherton, Library Services Manager Dave Curtis, Support Services Coordinator Melissa Kelly, Youth Services and Branch Coordinator Debbie Walker, Adult Services Coordinator Natalie Basmaciyan, Assistant Librarian Susan Groux, and Admin Support Specialist Elaine McMillion

3) **PUBLIC COMMENTS**

Jim Mosher called attention to page eleven in the meeting packet and noted that the budget documents which were noted in the link on page 2 of the Library Activity Report deviated considerably from what was reported to the Board of Library Trustees in February 2014. He called attention to page 129 of the Performance Plan in this link, noting that the maintenance and operations budget for the Library is noted at \$2 million and that it was presented in February to the Board of Library Trustees as \$1.8 million. The Capital Equipment Requests in February were presented as \$2,000 and in the report link shows as \$200,000 a year ago and \$80,000 two years ago. He suggested that the Board review these reports to see if the Library's budget is going down, and if so, why, and that this would help to determine if the Library is sufficiently funded.

Chair Johnson-Tucker thanked Mr. Mosher for his comments and asked Support Services Coordinator Melissa Kelly to put the Capital Outlay Budget on a future agenda for clarification.

4) **APPROVAL OF MINUTES** – April 7, 2014 Meeting Minutes

Page 5, Paragraph 1, Item 5.C.3:

Add the words 'they' and 'are' to the sentence which begins "Trustees Robyn Grant, and they have since....., and are being used....."

Motion made by Vice Chair King and seconded by Secretary Palk and carried (3-0-2-0) to approve the minutes of Monday, April 7, 2014 as amended.

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

The Board of Library Trustees Monitoring List was reviewed and staff will remove the duplicate entry, *Adult Services Update*. Chair Johnson-Tucker noted that she would not be at the June 16, 2014 meeting as she will be traveling. The next meeting will be held at the Corona del Mar Branch and will give the Board an opportunity to look at the Corona del Mar branch library and Fire Station planning. Library Services Director Hetherton noted that the next meeting would give those in attendance an opportunity to share their ideas for this branch, and look at what is working and what is not. It was agreed that a review of the *Internet Use Policy* would be made at the June 16, 2014 Board meeting.

Motion made by Trustee Grant and seconded by Trustee Prichard and carried (5-0-0-0) to approve the Consent Calendar Items as presented, with the revisions to the Board of Library Trustees Monitoring List as noted.

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

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

1. **Donor Wall**

Tim Hetherton provided a written report with details of a \$100,000 donation to the NBPL Foundation for naming of one of the designated donor walls that is located in the study area on the second floor expansion. Plans for this donation are being brought to the Board of Library Trustees at this meeting, and staff will bring back the lettering specifications and location details to the Board for formal approval at a future meeting. The Board agreed that this would be an acceptable procedure to bring specifications to the Board of Library Trustees for review and approval before installation.

Chair Johnson-Tucker asked that the minutes from previous meetings where this subject had been discussed are made available to the Board when the lettering specifications and details are presented to them for approval at a future meeting.

2. **Sound Lab Policy and Media Center Use Policy**

Adult Services Coordinator Natalie Basmacyan presented the two policies. The Sound Lab and Media Center are in operation. Staff members have matched the Sound Lab Policy as closely as possible to the Media Center Use Policy. The third and fourth bullet points in the Sound Lab Policy are not included in the Media Center Use Policy. The reasoning was so that a customer who wishes to use the Sound Lab and is on a wait list may use it if a previously signed up customer does not arrive on time. They wouldn't know this by looking, as the Sound Lab does not have windows to view individuals who may be

using the room at any given time. The previous request for users of the Media Center to leave their photo ID's with staff was removed as this would not be necessary since a staff member is in the room during all hours of operation. Trustee Grant asked that in the future whenever a policy is revised that it be red-lined in order to know what has been added or deleted. The Media Center Use Policy was presented to the Board at their December 2, 2013 meeting with the agreement that it be brought forward for review after the Media Center had been in operation for a few months. The Sound Lab Policy is new and most recently opened for use. Trustee Prichard asked if staff would begin tracking Media Center and Sound Lab usage. Discussion continued on ways to outreach to schools in order to increase the awareness and usage of these two areas.

Trustee Prichard submitted suggested revisions to both policies. These revisions will be red-lined and brought back at the next Board meeting for approval. The Board agreed with these revisions and Trustee Prichard offered to review the red-lined revisions after they have been entered by staff and in order to be available for the next meeting for final approval. In the meantime the Board agreed to have staff begin utilizing the two policies as presented and revised at this meeting.

Motion made by Trustee Prichard and seconded by Trustee King and carried (5-0-0-0) to approve the two policies adopting the revisions as recommended. The red-lined revisions will be brought back to the June 16 meeting for final approval.

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

3. Adult Services Update

Natalie Basmacyan presented this report which covers from May 2013 through May 2014. She noted that it has been a very busy year in Adult and Reference. She reviewed staffing changes, the *Pitch an Idea* project, Passport Services including detailed statistics for this service, new databases, circulating iPads and Nooks, and the mobile tour application for the Civic Center. The well attended adult programs *What's Cooking*, *Manuscripts Book Discussion Groups* and the holiday programs and lectures were also noted. A class which highlighted ebook services to seniors was also discussed. The reference staff's development of the *Kids These Days: Growing Up in Newport Beach* in which Council Member Nancy Gardner participated in was mentioned. Staff has also created a Pinterest page which has been well received and highlights Library events.

The presentation continued with discussion on various ways in which to reach target groups in order to increase marketing and usage of the Library.

At the end of Natalie's presentation Chair Johnson-Tucker noted that it would be helpful if Natalie attended the Board meetings every six months and gave a report on Adult Services since this area covers a vast area.

C. MONTHLY REPORTS

1. Library Services Director Report

Director Hetheron reported that there has been much planning going on with Cultural Arts planning and programming. City Council approved the Sculpture in the Newport Beach Civic Center Park Exhibition and the Arts Master Plan. Director Hetheron and Support Services Coordinator Melissa Kelly set up a table at a recent Corona del Mar Town Hall Meeting in which they promoted library services and distributed promotional information. The City Arts Commission had a booth next to the Library's booth where they promoted their upcoming summer events. Director Hetheron, Chair Johnson-Tucker and Trustee Grant participated in a series called *Engaging with City Hall* where issues in operation were

covered where the Library was promoted. He introduced new Library Services Manager Dave Curtis and he is looking forward to working with him.

Tim reported on Lynda.com. The Admin Team is meeting with the City's Information Technology (IT) staff to help implement a video feed in the Media Center and Sound Lab so that it can be monitored by scheduled staff members. The plan is to keep the Media Center and Sound lab open and staffed during the Library's normal open for business hours. Trustee Grant suggested that staff make a formal approach to high schools' and community colleges' art departments to help promote the Media Center and Sound Lab in order to help create an upward trend in usage.

Chair Johnson-Tucker appointed herself and Vice Chair King to serve as Board sub-committee liaisons on the Corona del Mar and Fire Station planning committee. Vice Chair King has much knowledge in this area and will be an asset. Director Hetherington requested that Youth Services /Branch Coordinator Debbie Walker also attend the planning committees as she oversees the branches and could provide helpful perspective.

Chair Johnson-Tucker requested that the Board be aware of the City of Newport Beach's new Arts Master Plan and assist in helping to locate venues in the City which would better suit the musicales and other arts related programs. At her request staff prepared a report on the Friends Meeting Room usage to help assess need. Chair Johnson-Tucker asked that all be aware of and to look for ways to find locations for this purpose if funds become available. She asked Trustee Grant if she would research some possibilities due to her background in the City Arts Commission.

Trustee Prichard suggested that the Sound Lab and Media Center usage statistics be tracked in order to identify trends. Natalie Basmacyan will have reference staff track the usage in these two areas. Trustee Prichard questioned the decline of the branches' year-to-date statistics. Chair Johnson-Tucker and staff explained noting that attendance was down at the Central Library during the Central Library construction. Now that the construction is complete usage at the branches has declined. Support Services Coordinator Melissa Kelly explained how the statistics are reported to the state and discussion continued on the ways in which the Library may qualify for the nationwide five star-rating and report their outreach and programming information. Chair Johnson-Tucker asked Library Services Manager Dave Curtis to prepare a report for the June meeting noting ways to improve the Library's outreach since he has had an extensive career and may be able to share information he has attained over the years.

2. Friends of the Library Liaison Report

Chair Johnson-Tucker reported that at their last meeting the Friends of the Library Board reviewed the Library Wish List, and their budget and income from book donations. She noted the importance of donations and spreading the word to others in order to help increase sales and donations. The Friends of the Library will host a book sale table at the June 14 Juried Art Exhibition to help promote their bookstore and sell art related books.

3. Library Foundation Liaison Report

Trustee Grant noted that some of the ideas from staff for the Pitch an Idea program were presented. Adult Services Coordinator Natalie Basmacyan reported on a remote notification idea that would allow reference staff to notify customers who are waiting to use laptops and second floor study rooms in a timely manner. This would enhance the current system and would help to reduce customer frustration and would also provide ways in which to evaluate usage. Usage of the Media Center, potential training opportunities, and creation of an online tutorial for the Newport/Mesa ProLiteracy program were discussed and positively received by the Foundation Board.

4. DSLS Liaison Report

Trustee Palk reported on the two most recent DSLS committee meetings. This committee has been putting together an excellent speaker list for 2015 which will be announced once all of the speakers have

been confirmed. The Anna Deavere Smith lecture was very well received and attended. On Saturday, May 31, at 2:00pm, a lecture titled *The West without Water* will be given by Dr. Lynn Ingram, Professor of Earth and Planetary Science at UC Berkeley. Trustee King noted that he has heard Dr. Ingram speak before and that this is an important topic. Chair Johnson-Tucker agreed to attend the July 3, 2014 DSLS Committee meeting for Secretary Palk who will be unable to attend.

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)**

- **Tenant Space** – *The tenant space at Central Library across from Bistro 24 will be discussed.*
- **Internet Use Policy** – *This policy will be reviewed and suggested revisions may be made.*
- **Carlsbad Library** – *An overview of the Carlsbad Library programs and services will be given by Library Services Manager Dave Curtis.*
- **NBPL Sound Lab Policy and NBPL Media Use Policy** – *These two policies were amended at the May 19 Board meeting and the red-lines are being brought back for final review and approval.*
- **Donor Wall** – *Specifications on the \$100,000 Donor Wall donation noted at this meeting to be presented for review and approval.*
- **Capital Outlay Budget** – *Support Services Coordinator Melissa Kelly will provide a report to clarify the Library's Capital Outlay budget.*

July Agenda Item:

- **Donation** - *Accept donation from Newport/Mesa Pro Literacy group.*

Trustee Robyn Grant left the meeting at 6:23pm

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

Mr. Mosher suggested that the space located across from Bistro 24 at the Central Library may be a good location for the Friends of the Library to use in promoting the bookstore. He noted that the creation of the sub committee to oversee the Corona del Mar planning which was discussed at this meeting was not on the agenda and that the Board may want to review the legalities and noticing of this committee as it proceeds. He commented on the recent article in The Daily Pilot about the disappearance of 31 video games from the Mariners branch library and suggested that the Board review the Circulation policy in order to better address the total number of items that can be checked out, which if had already been in place this incident may have been prevented. He feels that it would be a good idea for the Newport Beach Independent to be made available in the newspaper stacks area and was disappointed to see that the copies that had been in that area at Mariners Branch had been removed.

8) **ADJOURNMENT** – 6:27 p.m.

Submitted by: *Jerry A. King*
Approval of Minutes