



## CITY OF NEWPORT BEACH Board of Library Trustees AGENDA

Newport Beach Public Library – 1000 Avocado Avenue, Newport Beach  
Monday, April 2, 2012 – 5:00 p.m.

**Board of Library Trustees Members:**

Lynn Crutchley, Chair  
Jerry King, Vice Chair  
Stephanie Murguia, Secretary  
Jill Johnson-Tucker  
Eleanor Paik

**Staff Members:**

Cynthia Cowell, Library Services Director  
Tim Hetherton, Library Services Manager  
Elaine McMillion, Administrative Assistant

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1) **CALL MEETING TO ORDER**

2) **ROLL CALL**

3) **PUBLIC COMMENTS**

*Public comments are invited on agenda items. Speakers must limit comments to five (5) minutes. Before speaking, we invite, but do not require, you to state your name for the record. The Board of Library Trustees has the discretion to extend or shorten the speakers' time limit on agenda or non-agenda items, provided the time limit adjustment is applied equally to all speakers. As a courtesy, please turn cell phones off or set them in silent mode.*

4) **APPROVAL OF MINUTES** – March 5, 2012, Regular Meeting

5) **CURRENT BUSINESS**

**A. ITEMS FOR REVIEW AND DISCUSSION**

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. **Financial Update** – 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.

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

1. **REMINDER - Training at the May 7, 2012 Board of Library Trustees Regular Meeting** – Mandatory Board of Library Trustees attendance is required at the May 7 Board of Library Trustees meeting for training on "Effective Meetings Training for Boards, Commissions, and Committees".
2. **Review of 2012 Board of Library Trustees Meeting Calendar** – Discussion of and possible re-scheduling of any Board of Library Trustees meetings that fall on Monday City-wide holidays.

3. **Review of Library Policies** – Approval of the addition of the ALA.org website and their Internet Safety link into the Newport Beach Public Library Internet Use Policy – Council Policy I-8.
4. **City-wide Holiday Closure** – Review of the pros and cons and cost associated with keeping one branch open during the City-wide holiday closure in December and January.

#### C. MONTHLY REPORTS

1. **Civic Center Update** – Review of recent construction activities in and out of the Central Library.
2. **Library Services Director Report** – Report of Library issues regarding services, customers and staff.
3. **Library Foundation Liaison Report** – Vice-Chair Jerry King's update of the most recently attended Newport Beach Public Library Foundation Board monthly meeting.
4. **Friends of the Library Liaison Report** – Trustee Eleanor Palk's report on items discussed at the most recent Friends of the Library Board's monthly meeting.
5. **DSLS Liaison Report** – Trustee Jill Johnson-Tucker's update from her attendance at the Distinguished Speakers Lecture Series Committee's monthly 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)**

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

Public comments are invited on non-agenda items generally considered to be within the subject matter jurisdiction of the Board of Library Trustees. Speakers must limit comments to three (3) minutes. Before speaking, we invite, but do not require, you to state your name for the record. The Board of Library Trustees has the discretion to extend or shorten the speakers' time limit on non-agenda items, provided the time limit adjustment is applied equally to all speakers. As a courtesy, please turn cell phones off or set them in the silent mode.

#### 8) **ADJOURNMENT**

This Board of Library Trustees is subject to the Ralph M. Brown Act. Among other things, the Brown Act requires that the Board of Library Trustees agenda be posted at least seventy-two (72) hours in advance of each regular meeting and that the public be allowed to comment on agenda items before the Board of Library Trustees and items not on the agenda but are within the subject matter jurisdiction of the Board of Library Trustees. The Board of Library Trustees may limit public comments to a reasonable amount of time, generally three (3) minutes per person.

It is the intention of the City of Newport Beach to comply with the Americans with Disabilities Act ("ADA") in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the City of Newport Beach will attempt to accommodate you in every reasonable manner. If requested, this agenda will be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Please contact the City Clerk's Office at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible at (949) 644-3005 or [cityclerk@newportbeachca.gov](mailto:cityclerk@newportbeachca.gov).