

CITY OF NEWPORT BEACH

Board of Library Trustees Minutes Regular Meeting October 1, 2012 – 5:00 p.m.

The agenda for the Board of Library Trustees Meeting was posted on Thursday, September 26, 2012 at 3:27 p.m. on the City Hall Bulletin Board located outside of the City of Newport Beach Administration Building.

CONVENED AT 5:00 p.m.

CALL MEETING TO ORDER

Chair Johnson-Tucker called the meeting to order.

ROLL CALL

Roll call by Administrative Assistant Elaine McMillion.

Trustees Present: Jill Johnson-Tucker, chairing the meeting
Jerry King
Eleanor Palk
Robyn Grant
Stephanie Murguia (arrived at 5:11 p.m.)

City Staff Present: Cynthia Cowell, Library Services Director
Tim Hetherton, Library Services Manager
Melissa Kelly, Support Services Coordinator
Rebecca Lightfoot, Librarian I
Elaine McMillion, Administrative Assistant

Public Present: Jim Mosher, Resident

PUBLIC COMMENTS ON AGENDA ITEMS

Chair Johnson-Tucker stated she may on occasion, during her term as chair, invite public comment following the staff report on a specified agenda item. At any given meeting, if there will be an opportunity for public comment following a specified agenda item, she will inform the public before inviting comments under "Public Comment on Agenda Items," and the public may choose to save comments on that particular item until after the staff report. For the October 1 meeting, Chair Johnson-Tucker stated that public comments would be invited following the staff report on the continued membership in the Southern California Library Consortium. She requested that the combined comments not exceed the specified time, and be kept to a minimum.

Mr. Mosher commented on the new arrangement of the DVD collection and the customer comment about this new format being a non-alphabetical system. Mr. Mosher feels that the new system of filing DVDs by genre is fine as long as the catalogue clearly indicates what subject they are shelved under. In a search of a particular DVD in the catalog, he stated that the category was not indicated and that this would make it difficult for someone who did not know the genre to search for a DVD. He suggested the genre be added to the catalog to alleviate this concern. He thanked staff for posting the proposed amendments to the By-Laws at City Hall, Central Library, and on the Library website. He asked that while the Board is discussing the "Update on Library Website Posting of Customer Comments" agenda item, that they consider that there may be some customers who wish their comments to remain confidential. If customer comments are posted on the website for all to see, then

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those particular comments would not be confidential. He suggested the Board consider this issue when discussing this topic.

APPROVAL OF MINUTES

It was moved, seconded and passed (Trustee King/Trustee Palk) to approve the meeting minutes from the Board of Library Trustees Meeting of September 4, 2012 with the following amendments:

Page 3, Under Approval of By-Law Amendment – Holidays/Meeting Schedule, Robin should be Robyn.

Page 4, Under Library Services Director Report – Complied should be Compiled.

Page 5, Under DSLS Liaison Report – "...scheduled February, March, April and May." should be "... scheduled for February, March, April and May."

Motion carried by acclamation.

CURRENT BUSINESS

Consent Calendar Items - Reviewed.

It was moved, seconded and passed (Trustee Grant/Trustee Palk) to approve the items on the Consent Calendar as presented. Motion carried by acclamation.

Items for Review and Possible Action

Newport Beach Public Library E-Books – Librarian I, Rebecca Lightfoot, gave an overview of how e-Book selections are made through OverDrive, the training process we have available to our customers, and the services provided through this program. Currently OverDrive is the digital distributor of eBooks, audiobooks, and other digital content that the Library uses to provide services to Nook, Kindle and iPad users. The Library is charged for their part in the OverDrive consortium based on population. There are currently seventeen libraries in our consortium. At one time, the consortium considered dividing the cost based on usage; however, this was voted against due to too much potential for large changes from year-to-year. Cost based on population is far more stable. The amount the Library spent on eBooks last year was \$26,750. This year, the Library has budgeted \$39,000 for this collection, with \$20.00 being the average cost of an e-book. If the hold lists in the regular collection are high, the Library purchases e-books to help alleviate the long hold lists. One-hour classes for the Nook, Kindle, and iPad devices are taught every three months by staff.

Approval of By-Law Amendments – Proposed amendments to the Board of Library Trustees By-Laws were distributed. They were posted for public view at City Hall, the Central Library and on the Library's website ten days prior to this meeting, as required in Article VIII – General of the Board of Library Trustees By-Laws in Section 2.

Previous Wording:

"The regular meetings shall be held on the first Monday of each month commencing at 5:00 p.m. at the Central Library unless noticed otherwise. Special meetings may also be held subject to compliance with the provisions of the Ralph M. Brown Act."

Proposed Wording:

*"The regular meetings shall be held on the first Monday of each month commencing at 5:00 p.m. at the Central Library unless noticed otherwise. **In the event the first Monday of the month is a holiday observed by the City, such regular meeting shall be held on the next business day commencing at 5:00 p.m. at the Central Library unless noticed otherwise.** Special meetings may also be held subject to compliance with the provisions of the Ralph M. Brown Act."*

It was moved, seconded and passed (Trustee Palk/Trustee King) to approve amendments to the Board of Library Trustees By-Laws as presented. Motion carried by acclamation.

Financial Committee – Staff gave an overview of the steps required to prepare the Library budget. In accordance with Article VII of the Board of Library Trustees By-Laws, Chair Johnson-Tucker appointed herself and Trustee Eleanor Palk to be the two-member committee to work with staff on the Library's budget documents. This committee would then report the information to the Board at their regularly scheduled meetings.

Update on Library Website Posting of Customer Comments – Staff reported on the type of comments that come through the Library website. Some have protected information that cannot be publicized and others reach the website in error or are basic customer account requests. Some comments include confidential, sensitive information. Staff has checked into the process needed to put comments on the Library website for public review with the City's Information Technology (IT) department. Currently, IT is very busy getting ready for the new Civic Center. Also, Web Services Librarian Genesis Hansen's last day with the Library will be October 5, 2012, and her position is vital in facilitating this process. At this point in time, and with current deadlines on various projects, staff asked if they could continue reporting customer comments in the monthly Board of Library Trustee meeting packets. The Board agreed to have staff continue reporting customer comments as they are received, taking into account anything that may be of a confidential nature or those requesting standard information such as material requests, etc.

Newport Beach Public Library's Continued Membership in the Southern California Library Consortium – Director Cowell reported on the history, cost and staff time associated in continuing membership in the Southern California Library Consortium (SCLC). Although intended to provide equal services to all member libraries, SCLC predominately provides services to Los Angeles (LA) libraries and not Orange County (OC) Libraries. Training is held in the LA area and the cost to OC libraries to travel and participate is high. The closest recent training held was in Long Beach and dealt with a subject of no interest to the Library. The Library's membership dues for Fiscal Year 2011/2012 were \$3,842. The membership dues for Fiscal Year 2012/2013 were \$3,805. The amount dropped slightly because the Consortium stopped contracting Inter-Library Loan (ILL) services. SCLC states they advocate for all California Libraries at the state level; however, the cost to continue membership in SCLC does not make sense for the Library, and the dues could be utilized for materials. For over a year, the directors of all independent libraries, including Orange County Public Library, have met to find alternative ways to continue facilitating ILL services to their libraries. All of the major OC Libraries, including Anaheim, Buena Park, Mission Viejo, Fullerton, Orange County, Orange Public, Placentia and Yorba Linda have planned to withdraw their membership from the SCLC. Staff asked the Board to vote by the end of November or middle of December 2012, on whether or not to have Newport Beach Public Library continue membership in SCLC.

Public Comments - Mr. Mosher requested that the Board ask staff for more substantial written information before making a decision.

Staff responded that even though they are no longer receiving ILL money from the state they are still required to complete quarterly reports in case the state decides to continue disbursements for this service in the future.

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It was moved, seconded and passed (Trustee Grant/Trustee Murguia) to approve the Newport Beach Public Library's withdrawal from the Southern California Library Consortium. Motion carried by acclamation.

Chair Jill-Johnson-Tucker excused herself from the meeting and turned the gavel over to Vice-Chair Jerry King. She left the meeting at 6:01 p.m.

Monthly Reports

Civic Center Update – Director Cowell gave an overview of the Library expansion and displayed the color pallet for the children's area, first floor reading area, upper floor restroom and reading area, conference room, and computer lab. Wall colors and carpet samples, chair fabric and furnishings were shown. Study carrel lighting was also discussed. The furniture plans are well within budget.

Library Services Director Report – Web Services Librarian and Reference Services Supervisor Genesis Hansen's last day with the Library will be Friday, October 5. She is moving on to another opportunity. The recruitment process for her replacement will begin within the new two weeks.

Director Cowell reminded the Board of the Civic Center tours to be held on Thursday, October 4 after 4:00 p.m., and the Monday, October 22, Civic Center Architect Peter Bohlin VIP reception to be held at 6:15 p.m. in the bamboo courtyard prior to the lecture which begins at 7:00 p.m. in the Friends Meeting Room.

Friends of the Library Liaison Report – Trustee Palk reported that the Friends Volunteer Luncheon will be held in December. The bookstore volunteers are having a meeting to go over business processes and the bookstore continues to receive large book donations. The presentation will be made at the Tuesday, October 9, City Council Meeting for the Friends \$187,000 donation to the Library.

Library Foundation Liaison Report – Vice-Chair King reported on the last meeting. The Foundation is making plans for next year, and this year has been successful in programs and attendance. A committee has been working on plans for the Civic Center opening.

DSLS Liaison Report – Nothing new to report.

BOARD OF LIBRARY TRUSTEES ANNOUNCEMENTS OR MATTERS WHICH MEMBERS WOULD LIKE PLACED ON A FUTURE AGENDA FOR DISCUSSION, ACTION OR REPORT (NON-DISCUSSION ITEM)

None.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

Jim Mosher commented on the lack of public attendance at the Board of Library Trustee Meetings.

ADJOURNMENT – 6:31 p.m.

Chair Signature for Approval of Minutes