

# CITY OF NEWPORT BEACH

## **Board of Library Trustees Minutes Regular Meeting September 4, 2012 – 5:00 p.m.**

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The agenda for the Board of Library Trustees Meeting was posted on Thursday, August 30, 2012 at 4:50 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 (present via conference phone, non-voting)  
Robyn Grant

Trustees Absent: Stephanie Murguia

City Staff Present: Cynthia Cowell, Library Services Director  
Tim Hetherington, Library Services Manager  
Melissa Kelly, Support Services Coordinator  
Jana Barbier, Cultural Arts Coordinator  
Elaine McMillion, Administrative Assistant

NBPL Foundation Present: Margi Murray, Board Member

Public Present: Jim Mosher, Resident

### **PUBLIC COMMENTS ON AGENDA ITEMS**

Mr. Mosher does not agree with the current Board of Library Trustees meeting agenda format which allows the public to speak for five minutes at the beginning of the meeting on all agenda items, and not as each item is called. An email was forwarded to staff with his suggested revisions to the August 6, 2012 draft meeting minutes. Mr. Mosher suggested publicizing the Board of Library Trustees meetings on the Library website, and including signage at Central Library to increase public attendance at these meetings. He stated that the Mariners Branch self-check machines' were quick and easy to use, and not slow as suggested by staff in a customer comment response. He complimented staff on the new labeling and sorting of the DVD categories. He suggested that the agenda and meeting packet items that are posted on the City Website be posted in a document format that would allow the viewer the ability to cut and paste portions of the document into another document for use at the meetings. He reminded the Board that any proposed revisions they may make to their By-Laws must be available for review by the public ten days prior to the meeting in which the revisions may be adopted. The order of the meeting agenda items as listed on the agendas is not the same format shown in the By-Laws, and should be revised in order to provide a better flow of information for the public. Also, the Board does not need City Council approval on any revisions made to these By-Laws.

## **APPROVAL OF MINUTES**

**It was moved, seconded and passed (Trustee King/Trustee Grant)** to approve the meeting minutes from the Board of Library Trustees Meeting of August 6, 2012 with the following amendments:

Page 4, motion at the bottom of the page should be amended to read as: “...to approve the following...”

Page 5, in the first paragraph, second sentence, the wording should be revised as: “*Due to the Brown Act a quorum of the Arts Commission or the Board of Library Trustees cannot tour at the same time.*”

Page 5, under *Library Foundation Liaison Report*, the wording will remain as: “...an environmental, nature center...” as it is not in direct reference to the Environmental Nature Center that is located adjacent to the Newport Harbor High School on 16<sup>th</sup> street in Newport Beach.

Motion carried by acclamation.

## **CURRENT BUSINESS**

### **Consent Calendar**

Customer Comments – Reviewed. Chair Johnson-Tucker stated that staff is working with the City Information Technology Department on a process in which all customer comments and staff responses can be viewed by computer. This will take time to implement. Staff reported that a procedure should be in place by the October Board of Library Trustees Meeting.

Financial Update – Reviewed.

Board of Library Trustees Monitoring List – Reviewed.

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

### **Items for Review and Possible Action**

Arts and Cultural Update – Cultural Arts Coordinator Jana Barbier gave an overview of the past and upcoming Arts and Cultural events and activities. The Arts Commission just completed three Concerts in the Park and two Shakespeare events, all having huge attendance. She distributed the flyer for the Cleopatra exhibition and tour to be held on Tuesday, October 2, 2012 at the California Science Center in Los Angeles, and is half sold at this point in time. A tour to the Norton Simon museum has been scheduled for Thursday, February 21, 2013 in which a special loan of a Van Gogh painting will be on display.

A local collector has offered to display a collection of mid-century watercolors and oil paintings done by noted artists. This artwork depicts the Newport Beach environment and will be rotated for one year in the Central Library lobby, to begin around the time the Civic Center opens. Trustee King suggested this would be a great opportunity for staff to provide ways in which individuals could use the Library to learn more about Newport Beach through this exhibit.

Cultural Arts Coordinator Jana Barbier obtained a grant from Cal Humanities for the *Searching for Democracy* series. *Searching for Democracy* is designed to animate public conversation on the very nature of democracy through a wide range of public programs leading into the 2012 elections and

beyond. Newport Beach Public Library's final program in the series is a collection of essays written by Literacy Learners about their experiences living in the United States. These meaningful essays are currently on display in the Central Library lobby.

A brochure highlighting all of the upcoming Sunday Musicales was dispersed. These events will be held on select Sundays, beginning on September 9, 2012 at 3:00 p.m. in the Central Library Friends Meeting Room and are funded by the Friends of the Library.

#### Approval of By-Law Amendment – Holidays/Meeting Schedule –

Trustees Robyn Grant and Jerry King recommended an amendment to the By-Laws as requested of them by the Board of Library Trustees at their August 6, 2012 meeting. This revision would allow the Board of Library Trustees to hold a regularly scheduled Board meeting that falls on a City observed holiday on the following business day.

The proposed changes under Article IV, Section 1 are as follows:

Current 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."*

Under the current By-Laws the Board moved that the Monday, September 3, 2012 meeting which was on a city observed holiday be held on the next business day, Tuesday, September 4. If the proposed revisions are adopted then meetings such as these would automatically be calendared for the following business day and not require a vote of the Board or special notice.

In crafting their proposal Trustees Grant and King considered consistent language in the City Charter, Section 407, governing City Council meetings, and consulted with Assistant City Attorney Leonie Mulvihill.

The proposed language as presented will be posted at City Hall, the Central Library and on the Library's website as required in Article VIII – General of the Board of Library Trustees By-Laws in Section 2. The By-Laws may be amended, in accordance with the City Charter, by the majority vote of all members of the Board provided written notice of the proposed amendment shall have been distributed to all members at least ten (10) days prior to the meeting at which such action is proposed to be taken.

**It was moved, seconded and passed (Trustee Grant/Trustee King)** to proceed forward with noticing the proposed amendments to the Board of Library Trustees By-Laws as presented, and adopt the revisions at the October 1, 2012 meeting. Motion carried by acclamation.

#### Financial Committee –

Staff discussed with Chair Johnson-Tucker the idea of having the Board of Library Trustees appoint a two-member committee to be involved with staff on the Library's budget process. This committee

would then begin budget process meetings with staff in November 2012. The commitment in this committee should require no more than four meetings. This committee would then present the information to the Board prior to being presented to the City for approval. Staff explained the process required in formulating the Library budget and the criteria for presentation to City Management and then to City Council for final approval.

The donations that are given to the Library from the Friends of the Library, the NBPL Foundation, and other donors were explained. Since donations, gifts and grant amounts are not predicable the City has allowed the Library to keep those funds in a revenue account, not to be entered in the bottom line budget. The funds are considered designated funds to be used for purchase of specifically approved items.

**It was moved, seconded and passed (Trustee Grant/Trustee King)** to create a committee of two members of the Board of Library Trustees to work with staff on financial matters for the Library. The members of this two-member committee will be selected at the October 1, 2012, Board of Library Trustees Meeting. Motion carried by acclamation.

### **Monthly Reports**

Civic Center Update – Director Cowell gave an update on the Civic Center progress. The stairway is up, and the walls around it are being installed. The wall area in back of the stairs on the first floor near the Library sound lab is being put up. It won't be long before the scaffolding comes down and the exterior wall goes up. The wall should be opened back up and furniture moved in within the next four months.

Three consecutive tours will be held on Thursday, October 4th at 4:00 p.m. or after. In order not to violate the Brown Act and to give all Board of Library Trustees (BLT) and City Arts Commissioners (CAC) the opportunity to tour, each of the tour groups will consist of no more than a quorum from the BLT and CAC. Details will be emailed to all members of each group prior to the tour date. The Civic Center workers must be off-site before the tours begin.

Library Services Director Report – Staff is working on a process in which customer comments could be compiled into one area for viewing on the Library website. Plans are to have this in place by the next Board of Library Trustees meeting. If inappropriate comments containing profanity of any kind are received then they will not be posted nor responded to by staff.

A fair number of staff members have turned in their holiday vacation requests. At this point in time it appears that CW Driver (CWD) may be removing the wall during Christmas. If this occurs then Central will be closed and the other three locations will remain open.

Staff will keep the Board posted on any updates they receive from CWD as to when the wall will be removed. At this time CWD is planning on removing the wall sometime during the December holiday.

As discussed at the August 6, 2012 Board of Library Trustees meeting, if Central Library needs to be closed due to construction, then the three branches will remain open. Regardless of which buildings are open, the dates and hours will be Thursday, December, 27 through Sunday, December 30 from 9:00 a.m. to 6:00 p.m., with the exception of Balboa and Corona del Mar being closed on Sunday, December 30. Full day closures instead of half day closures on December 24 and 31 are considered meet and confer issues with the employee unions. Consequently, unless approved City-wide the Library would have to maintain the half day closures on those two days. If City Council approves the City closure from Monday, December 24 through Monday, December 31, and given that the Board of Library Trustees has approved it, the Library will be closed all day on Wednesday, December 26.

Class and Comp studies are being completed by employees throughout the City on all job classifications. Once they have been compiled they will be reviewed by Human Resources and the consulting firm. Currently the City has too many job classifications. This study will help assign appropriate compensation and narrow the number of classifications.

Friends of the Library Liaison Report – Nothing new to report.

Library Foundation Liaison Report – Nothing new to report. Margi Murray commented that the Foundation is doing well in all areas.

DSLS Liaison Report – Trustee Johnson-Tucker noted that three of the four 2013 DSLS speakers have been confirmed and scheduled for February, March, April and May. The scheduled authors are Adam Gopnik, Anna Quindlen, Sherry Turkle and possibly Mohamed El-Erian. The Library Live lectures include authors Erik Larson, Kati Marton, Erwin Chemerinsky, William Mann and Tatjana Soli.

Cynthia Cowell noted that the International Literacy Day Celebration will be held at the Central Library on Thursday, September 6 at 10:00 a.m. She urged the Board to read the noteworthy essays that are currently on display in the Central Library lobby. It will be noted at the event that the writers of these compositions will be given their framed essays after the exhibit is finished.

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

October 1, 2012:

- Newport Beach Public Library E-Books
- Update on Library website posting of Customer Comments
- Amendments to Board of Library Trustees By-Laws

Trustee King asked staff if the landscaping around the Central Library will be uniform to the Civic Center landscaping. Staff noted that the planned topography in the bioswale area will be coherent to the Civic Center landscaping.

Chair Johnson-Tucker asked if a business has been selected to manage the café area between the Civic Center and the Library. Staff will obtain this information and report back to the Board. Trustee King noted that there is a bakery that currently operates near the University of Irvine that would be a good selection, if one had not yet been made, and he will email this company's information to staff to forward on to City Hall.

**PUBLIC COMMENTS ON NON-AGENDA ITEMS**

None.

**ADJOURNMENT – 6:09 p.m.**

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Chair Signature for Approval of Minutes