



**CITY OF NEWPORT BEACH  
BOARD OF LIBRARY TRUSTEES CLOSED SESSION  
5:00 P.M. / REGULAR MEETING 5:45 P.M. AGENDA**

**Civic Center Council Chambers  
100 Civic Center Drive, Newport Beach, CA 92660**

**Monday, July 21, 2025 - 5:00 PM**

***Board of Library Trustees Members:***

**Chase Rief, Chair  
Antonella Castro, Vice Chair  
Dorothy Larson, Secretary  
Lauren Kramer, Trustee  
Meghan Murray, Trustee**

**Staff Members:**

**Melissa Hartson, Library Services Director  
Francine Jacome, Administrative Support Specialist**

The Board of Library Trustees meeting 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 Commission and items not on the agenda but are within the subject matter jurisdiction of the Board of Library Trustees. The Chair may limit public comments to a reasonable amount of time, generally three (3) minutes per person.

The public can submit questions and comments in writing for the Board of Library Trustees to consider. Please send them by email to the Library Services Department at [LibraryBoard@newportbeachca.gov](mailto:LibraryBoard@newportbeachca.gov) by Sunday, July 20, at 5:00 p.m. to give the Board of Library Trustees time to consider your comments. All emails will be made part of the record.

The City of Newport Beach's goal is 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, we will attempt to accommodate you in every reasonable manner. Please contact Melissa Hartson, Library Services Director, 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) 717-3801 or [mhartson@newportbeachca.gov](mailto:mhartson@newportbeachca.gov).

**NOTICE REGARDING PRESENTATIONS REQUIRING USE OF CITY EQUIPMENT**

Any presentation requiring the use of the City of Newport Beach's equipment must be submitted to the Library Services Department 24 hours prior to the scheduled meeting.

**I. ROLL CALL - 5:00 P.M.**

**II. PUBLIC COMMENTS**

*Public comments are invited on agenda items. 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 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.*

**III. CLOSED SESSION**

- 1. Discuss the Library Services Director's Appointment, Employment and Evaluation of Performance (Government Code § 54957).**

**IV. RECESS**

**V. RECONVENE AT 5:45 P.M. FOR REGULAR MEETING**

**VI. ROLL CALL**

**VII. CLOSED SESSION REPORT**

**VIII. PLEDGE OF ALLEGIANCE**

**IX. ELECTION OF OFFICERS**

The Board of Library Trustees shall nominate and elect trustees to serve as Chair, Vice Chair, and Secretary for Fiscal Year 2025-26.

**X. CHAIR'S WELCOME**

**XI. NOTICE TO THE PUBLIC**

*The City provides a yellow sign-in card to assist in the preparation of the minutes. Completion of the card is not required in order to address the Board of Library Trustees. If the optional sign-in card has been completed, it should be placed in the tray provided.*

*The Board of Library Trustees of Newport Beach welcomes and encourages community participation. Public comments are generally limited to three (3) minutes per person to allow everyone to speak. Written comments are encouraged as well. The Board of Library Trustees has the discretion to extend or shorten the time limit on agenda or non-agenda items. As a courtesy, please turn cell phones off or set them in silent mode.*

**XII. CONSENT CALENDAR**

*All matters listed under CONSENT CALENDAR are considered to be routine and will all be enacted by one motion in the form listed below. The Board of Library Trustees has received detailed staff reports on each of the items recommending an action. There will be no separate discussion of these items prior to the time the Board of Library Trustees votes on the motion unless members of the Board of Library Trustees request specific items to be discussed and/or removed from the Consent Calendar for separate action. Members of the public who wish to discuss a Consent Calendar item should come forward upon invitation by the Chair.*

**A. Consent Calendar Items**

- 2. Minutes of the May 19, 2025 Board of Library Trustees Meeting (pp. 5-10)**

[DRAFT OF MINUTES](#)

- 3. Patron Comments (pp. 11-16)**

Monthly review of evaluations of library services through suggestions and requests received from patrons.

[PATRON COMMENTS](#)

- 4. Expenditure Status Report (pp. 17-19)**

Monthly expenditure status of the Library's operating expenses, services, salaries, and benefits by department.

[EXPENDITURES](#)

**5. Board of Library Trustees Monitoring List (p. 20)**

List of agenda items and dates for monthly review of projects by the Board of Library Trustees.

[MONITORING LIST](#)

**XIII. CURRENT BUSINESS**

**A. Items for Review**

**6. Corona del Mar Branch Update (pp. 21-26)**

Staff will present an overview of Corona del Mar Branch's activities and resources.

[STAFF REPORT](#)

**7. Budget Amendments for Fiscal Year 2024-25 (pp. 27-29)**

Staff will report on Budget Amendments for Fiscal Year 2024-25.

[STAFF REPORT](#)

[ATTACHMENT A](#)

**8. Children in the Library Policy (NBPL 4) (pp. 30-36)**

Staff requests that the Board of Library Trustees review and approve amendments to Library Policy NBPL 4, *Children in the Library*.

[STAFF REPORT](#)

[ATTACHMENTS A-C](#)

**9. Proposed Library Schedule for Winter Holidays 2025 (pp. 37-40)**

Staff recommends a proposed Library holiday schedule for the Board of Library Trustees approval.

[STAFF REPORT](#)

[ATTACHMENT A](#)

**10. Acceptance of Donation from Friends of the Newport Beach Library (pp. 41-42)**

Staff recommends the Board of Library Trustees approve the acceptance of the annual donation from the Friends of the Newport Beach Library.

[STAFF REPORT](#)

**11. Acceptance of Donation (p. 43)**

Staff recommends the Board of Library Trustees approve the acceptance of a donation from the Dorothy Ares Ressel Trust to enhance the Library's Materials Collection.

[STAFF REPORT](#)

**12. Library Activities (pp. 44-63)**

Monthly update of library events, services, and statistics.

[LIBRARY ACTIVITIES](#)

**B. Monthly Reports**

**13. Library Foundation Liaison Report**

Trustee update of the most recently attended Library Foundation Board Meeting.

**14. Foundation Literacy Liaison Report**

Trustee update of the most recently attended Foundation Literacy Committee Meeting.

**15. Friends of the Library Liaison Report**

Trustee update of the most recently attended Friends of the Library Board Meeting.

**16. Board of Library Trustees Liaison Assignments**

The Board of Library Trustees Chair will appoint trustees to the three liaison assignments.

**XIV. PUBLIC COMMENTS ON NON-AGENDA ITEMS**

*Public comments are invited, and 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 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.*

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

**XVI. ADJOURNMENT**