

**CITY OF NEWPORT BEACH**

**Board of Library Trustees  
Civic Center Council Chambers  
100 Civic Center Drive, Newport Beach, CA  
Meeting Minutes  
Monday, April 20, 2026 – 5:00 PM**

**I. ROLL CALL**

Vice Chair Antonella Castro called to order the Board of Library Trustees meeting for April 20, 2026, at 5:01 p.m. in the absence of Chair Lauren Kramer.

**II. ROLL CALL**

Trustees Present: Vice Chair Antonella Castro, Secretary Dorothy Larson, Trustee Chase Rief

Trustees Absent: Chair Lauren Kramer, Trustee Meghan Murray (both excused)

Staff Present: Melissa Hartson, Library Services Director  
Francine Jacome, Administrative Support Specialist  
Rebecca Lightfoot, Library Services Manager  
Andrew Kachaturian, Adult Services Coordinator  
Annika Helmuth, Branch and Youth Services Coordinator  
Miranda Gentry, Circulation Coordinator

**III. PLEDGE OF ALLEGIANCE**

Vice Chair Castro led the Pledge of Allegiance.

**IV. NOTICE TO THE PUBLIC**

Vice Chair Castro waived the Notice to the Public.

**V. CONSENT CALENDAR**

Administrative Support Specialist Jacome read the Consent Calendar Notice to the Public.

**A. Consent Calendar Items**

**1. Minutes of the March 16, 2026 Board of Library Trustees Meeting**

**2. Patron Comments**

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

#### 4. Expenditure Status Report

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

#### 5. Board of Library Trustees Monitoring List

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

Vice Chair Castro opened the items to public comment, and there was none.

**Motion** made by Trustee Chase Rief, seconded by Secretary Dorothy Larson, and carried 3-0-0-2 to approve the Consent Calendar Item Nos. 1-4.

AYES: Castro, Larson, Rief  
NOES:  
ABSTENTIONS:  
ABSENCES: Kramer, Murray

### VI. CURRENT BUSINESS

#### A. Items for Review

##### 6. Library Materials Section

Staff will provide the Board of Library Trustees with an overview of materials section.

Library Services Manager Rebecca Lightfoot reported that the Library's role is to provide a well-rounded and balanced collection for the benefit of the community, with staff using an assortment of collection development tools, including Library Policy NBPL 2. She added that consideration is given to what is popular, what is new and forthcoming, along with requests by patrons and those by local schools for their curriculum.

Library Services Manager Lightfoot reported that the Library implemented Collection HQ in 2019, with that tool providing data to assist with better funding allocations through a study of lending patterns in Newport Beach and at other similar-sized libraries. She added that Collection HQ recommends that less than 10% of a library's collection be in "collection check," meaning that it has not circulated in four or more years, with Newport Beach being at 3.5%. She noted that Collection HQ considers an item "dead" if it has not circulated in over a year and "dead on arrival" if it circulates once or less within its first year, with the Library having about 10% dead on arrival items.

Library Services Manager Lightfoot reported that Collection HQ identifies "grubby" items as those circulating more than 40 times, with staff evaluating their physical condition to assess the need for replacement. She noted that the Library features about 30% grubby

items, which is higher than Collection HQ's recommendation of 10%, but many of them remain in good condition due to careful handling by patrons.

Library Services Manager Lightfoot reported on how Collection HQ compares Newport Beach to peer libraries in Southern California and nationwide, with peer libraries determined by civic population. She noted that the Library's circulation is far higher than its peers with a higher turnover rate, a far lower collection check rate, a comparable dead rate, vastly lower dead on arrival percentage, comparable outdated stock percentage, and a much higher grubby items figure although the Library's grubby items are generally kept in good condition by patrons and are replaced as necessary.

In response to Secretary Larson's inquiries, Library Services Manager Lightfoot confirmed that grubby items in poor condition are replaced either by the same item or an updated version if one exists. She stated that the staff librarians are the selectors.

In response to Vice Chair Castro's inquiries, Library Services Manager Lightfoot confirmed that the peer libraries in the comparison chart are all Collection HQ users. She could not confirm the number of libraries that use Collection HQ and pledged to investigate if a total figure is available.

Vice Chair Castro opened public comment, and there was none.

Vice Chair Castro received and filed the report.

## **7. Media Lab Update**

Staff will update the Board of Library Trustees on the Media and Sound Labs at Central Library.

Library Services Manager Lightfoot reported that the Media and Sound Labs opened in 2013. She stated that new recording software and podcasting equipment have recently been added to the Sound Lab. She added that the Media Lab offers computers with specialized software, media conversion stations, and other patron amenities through funding from the Library Foundation of Newport Beach. She reported that the Media Lab is very well used and the Sound Lab is almost constantly booked.

Library Services Manager Lightfoot reported that staff hosted an open-house style Digital Saturday event in April 2025, attended by over 150 patrons, providing positive feedback. She added that a similar event will be scheduled for Fall 2026. She noted that the Tech Toys collection launched in 2016 and continues to circulate well. She added that the Library recently purchased a larger cabinet to house the growing Tech Toys collection.

Vice Chair Castro opened public comment, and there was none.

Vice Chair Castro received and filed the report.

## 9. Library Activities

Monthly update of library events, services, and statistics.

Library Services Director Melissa Hartson reported that service has halted at the Balboa Branch Library, with a groundbreaking for the new building being held in late March. She added that construction fencing will go up in the coming weeks after the temporary Balboa Fire Station is established. She reported that most Balboa Branch services are being conducted out of Marina Park.

Library Services Director Hartson reported that several staff members attended the Southern California Library Literacy Network Conference, with one of the City's learners, Omi Choi, being recognized as a Writer-to-Writer honorable mention recipient at the awards luncheon. She added that this is National Library Week, and it is being celebrated at all City Library locations.

Vice Chair Castro commended Ms. Choi's letter and reported that it was published in the March Project Adult Literacy (PAL) newsletter.

Secretary Larson requested a copy of the letter.

Library Services Director Hartson noted that the PAL newsletter is also posted on the Library's website.

Vice Chair Castro opened the item to public comment, and there was none.

Vice Chair Castro received and filed the report.

## B. Monthly Reports

### 10. Library Foundation Liaison Report

- A. Library Foundation Board – Report of the most recently attended meeting.
- B. Library Live Committee – Report of the most recently attended meeting.
- C. Witte Lectures Committee – Report of the most recently attended meeting.

Trustee Rief reported that Library Foundation of Newport Beach (Foundation) Chief Executive Officer Jerold D Kappel has a written report from the last meeting included in the agenda packet. He added that Witte Hall's construction progress continues with the City planning a ribbon-cutting ceremony on July 9. He added that the Foundation's events have been well-attended.

Secretary Larson reported that the Library Live Committee and Witte Lectures Committee continue to work on scheduling 2027 speakers, commending their work. She added that almost all the programs have been sold out, fulfilling the vision of needing Witte Hall's expanded capacity for future lectures.

Vice Chair Castro opened the item to public comment, and there was none.

Vice Chair Castro received and filed the report.

### **11. Foundation Literacy Liaison Report**

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

Vice Chair Castro reported that there will be a celebration in September for the 40th anniversary of PAL. She reported that the program's grant will be increased.

Vice Chair Castro opened the item to public comment, and there was none.

Vice Chair Castro received and filed the report.

### **12. Friends of the Library Liaison Report**

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

Trustee Meghan Murray's absence prevented a report.

Vice Chair Castro continued the item to the next meeting.

## **VII. PUBLIC COMMENTS ON NON-AGENDA ITEMS – THREE MINUTES PER SPEAKER**

None.

## **VIII. 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.

## **IX. ADJOURNMENT – 5:22 P.M.**

The next meeting will be on May 18, 2026.