CITY OF NEWPORT BEACH

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

I. CALL MEETING TO ORDER

Chair Lauren Kramer called to order the Board of Library Trustees meeting for July 20, 2026, at 5:00 p.m.

II. ROLL CALL

Trustees Present:	Chair Lauren Kramer, Secretary Dorothy Larson, Trustee Chase Rief
Trustees Absent:	Vice Chair Antonella Castro, Trustee Meghan Murray (excused)
Staff Present:	Melissa Hartson, Library Services Director Rebecca Lightfoot, Library Services Manager Francine Jacome, Administrative Support Specialist Miranda Gentry, Circulation Coordinator Annika Helmuth, Branch and Youth Services Coordinator

III. PLEDGE OF ALLEGIANCE

Trustee Rief led the Pledge of Allegiance.

IV. ELECTION OF OFFICERS

Chair Kramer opened nominations for Chair.

Secretary Larson nominated Chair Kramer to continue in her role.

Trustee Rief nominated Vice Chair Castro for Chair.

Motion made by Secretary Dorothy Larson, seconded by Trustee Chase Rief, and carried 3-0-0-2 to close nominations for Chair.

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

A paper vote was conducted as there were multiple nominations for Chair.

Administrative Support Specialist Francine Jacome reported that Chair Kramer and Trustee Rief voted for Vice Chair Castro and Secretary Larson voted for Chair Kramer, giving Vice Chair Castro the position of Chair by a 2-1 margin.
In the absence of Chair Castro, Trustee Kramer continued to run Item No. IV.

Trustee Kramer nominated Trustee Murray to serve as Vice Chair.

Secretary Larson nominated Trustee Kramer for Vice Chair.

Motion made by Trustee Lauren Kramer, seconded by Trustee Chase Rief, and carried 3-0-0-2 to close nominations for Vice Chair.

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

A paper vote was conducted as there were multiple nominations for Vice Chair.

Administrative Support Specialist Jacome reported that Chair Kramer and Trustee Rief voted for Trustee Murray and Secretary Larson voted for Trustee Rief, despite the absence of a nomination, giving Trustee Murray the position of Vice Chair by a 2-1 margin.

Trustee Rief nominated Secretary Larson to continue as Secretary.

Motion made by Trustee Lauren Kramer, seconded by Trustee Chase Rief, and carried 3-0-0-2 to close nominations for Secretary and approve Secretary Larson's nomination.

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

In the absence of Chair Castro and Vice Chair Murray, Secretary Larson ran the remainder of the meeting.

V. NOTICE TO THE PUBLIC

Secretary Larson waived the Notice to the Public.

VI. CONSENT CALENDAR

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

A. Consent Calendar Items

1. Minutes of the June 15, 2026 Board of Library Trustees Meeting

2. Patron Comments

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

3. Expenditure Status Report

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.

Secretary Larson opened the item to public comment.

Jim Mosher stated that, in Item No. VI.A of the June meeting minutes, the 128% growth in Corona del March Branch patronage has occurred since Fiscal Year 2023-24 and not since FY 2024-25 as written.

In response to Secretary Larson's inquiry, Library Services Director Melissa Hartson stated that she will confirm the statistic and correct it if needed.

Secretary Larson closed public comment.

Motion made by Trustee Lauren Kramer, seconded by Trustee Chase Rief, and carried 3-0-0-2 to approve the Consent Calendar Item Nos. 1-4 as presented.

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

VII. CURRENT BUSINESS

A. Items for Review

5. **Library Service Policy (Council Policy I-1)**

   Staff recommends that the Board of Library Trustees review Council Policy I-1, *Library Service Policy,* and suggests no revisions be brought forth to the City Council.

Trustee Rief stated that a staff report was not needed.

Secretary Larson opened the item to public comment.

Mr. Mosher reported on the history of policy-setting between the Board and City Council, concluding that the City Charter gives the Library's policy-setting authority to the Board.

Secretary Larson closed public comment.

Secretary Larson inquired as to what City Council Policy I-1 says and how it may differ from the Library's policies.

In response to Secretary Larson's inquiry, Library Services Director Hartson clarified that the Council's policy says that policies proposed by the Board must be submitted to the Council for review.

Motion made by Trustee Lauren Kramer, seconded by Trustee Chase Rief, and carried 3-0-0-2 to approve staff's recommendation.

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

6. Proposed Library Schedule for Winter Holidays 2026

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

Trustee Lauren Kramer stated that a staff report is not necessary for this item.

Secretary Larson opened the item to public comment, and there was none.

Secretary Larson stated that staff should make the scheduling determinations, and she agrees with the schedule.

Motion made by Trustee Lauren Kramer, seconded by Trustee Chase Rief, and carried 3-0-0-2 to approve staff's recommendation.

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

7. Acceptance of Grant from Library Foundation of Newport Beach

Staff recommends the Board of Library Trustees review and accept a grant from the Library Foundation of Newport Beach.

Trustee Larson commended the written staff report and stated that no additional information is needed.

Trustee Rief reported attending the Library Foundation of Newport Beach's meeting where the Grant was discussed, adding that he offered some input on potential changes, and the Foundation continues to be a generous resource for the City.

Secretary Larson opened the item to public comment, and there was none.

Motion made by Trustee Chase Rief, seconded by Trustee Lauren Kramer, and carried 3-0-0-2 to accept the Grant.

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

8. Library Activities

Monthly update of library events, services, and statistics.

Library Services Director Hartson reported that many Library staff members were recognized for service milestones at the annual City employee recognition luncheon in June. She added that all full-time staff attended a customer service training workshop to learn platinum-level service, noting that part-time staff will also have an opportunity to participate in this Citywide initiative. She stated that there are two weeks left in the Summer Reading Program and encouraged all to be logging their minutes to help meet the community's goal of one million minutes read, reporting that they are at just over 800,000 minutes as of this morning.

Secretary Larson congratulated Library Services Director Hartson on her 30-year milestone.

Trustee Rief lauded the customer-service training, noting that the Library is one of the more heavily public-facing departments of the City, including many non-residents who can form an impression of Newport Beach from Library experiences. He commended the staff for thinking ahead about Artificial Intelligence (AI) service models, adding that it has customer-service potential. He also congratulated Library Services Director Hartson on her 30 years of service.

Secretary Larson opened the item to public comment, and there was none.

Secretary Larson received and filed the report.

B. <u>Monthly Reports</u>

9. 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 Chief Executive Officer Jerold D Kappel has a detailed written report from the last meeting included in the Agenda packet. He commended the opening of Witte Hall and expressed his excitement for the future programming.

Trustee Kramer commended Mr. Kappel on his great work, adding that the City is lucky to have him.

Secretary Larson noted that she is the liaison to Library Live and the Witte Lecture Committee. She stated that the groups are on hiatus but encouraged residents to purchase season tickets, which are currently on sale to Library Foundation members. She lauded the upcoming speakers and thanked Mr. Kappel and his staff for the spectacular opening of Witte Hall.

10. Foundation Literacy Liaison Report

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

Chair Castro's absence prevented a report.

Secretary Larson stated that there are notes in the Agenda packet about Project Adult Literacy, commending their work.

11. Friends of the Library Liaison Report

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

Vice Chair Murray's absence prevented a report.

Secretary Larson stated that the Friends of the Library continue to do fabulous work with their book sales and fundraising.

Secretary Larson opened the monthly reports to public comment, and there was none.

Secretary Larson received and filed the monthly reports.

12. Board of Library Trustees Liaison Assignments

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

The item was continued to the next meeting due to Chair Castro's absence.

VIII. PUBLIC COMMENTS ON NON-AGENDA ITEMS – THREE MINUTES PER SPEAKER

None

IX. 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

X. ADJOURNMENT – 5:27 P.M.

The next meeting will be August 17, 2026.