



CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES AGENDA

Newport Beach Public Library – Balboa Branch
100 East Balboa Boulevard, Balboa, CA 92661

Monday, March 20, 2017 - 5:00 PM

Board of Library Trustees Members:

Jill Johnson-Tucker, Chair
Janet Ray, Vice Chair
Paul Watkins, Secretary
Jerry King, Board Member
Douglas Coulter, Board Member

Staff Members:

Tim Hetherton, Library Services Director
Elaine McMillion, 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 Board 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 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 Tim Hetherton, 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 thetherton@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. CALL MEETING TO ORDER

II. ROLL CALL

III. NOTICE TO THE PUBLIC

The City provides a yellow sign-in card to assist in the preparation of the minutes. The 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 box provided at the podium.

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 the silent mode.

IV. BOARD/COMMITTEE/COMMISSION ANNOUNCEMENTS OR MATTERS WHICH MEMBERS WOULD LIKE PLACED ON A FUTURE AGENDA FOR DISCUSSION, ACTION OR REPORT (NON-DISCUSSION ITEM)

V. 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 the silent mode.

VI. 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 to the lectern upon invitation by the Chair.

A. Consent Calendar Items

1. Minutes of the February 21, 2017 Board of Library Trustees Meeting

[Draft Minutes](#)

2. Customer Comments

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

[Customer Comments](#)

3. Library Activities

Monthly update of library events, services and statistics.

[Library Activities](#)

4. Expenditure Status Report

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

[Expenditure Status Report](#)

5. Board of Library Trustees Monitoring List

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

[BLT Monitoring List](#)

VII. CURRENT BUSINESS

A. Items for Review

6. Balboa Branch Library Report

Branch Librarian Evelyn Rogers will present the annual update on Balboa Branch activities.

[Balboa Branch Report](#)

7. Library Material Selection and Downloadable Services

Circulation and Technical Processing Coordinator Melissa Hartson will provide the annual update on Collection Development activities.

[Material Selection](#)

8. From Order to Shelf

Senior Clerk and Technical Processing Supervisor Julie Duncan will provide a presentation on NBPL materials acquisition.

9. Donations to the Library

Staff recommends that the Board of Library Trustees accept a check in the amount of \$9,300 from the NBPL Foundation for restricted disbursement.

[Donations to the Library](#)

10. Corona del Mar Branch Update

Trustee Paul Watkins will update the Board on recommended maintenance for the Corona del Mar Branch in lieu of the project deferment.

[CdM Branch Update](#)

11. Lecture Hall Update

Update on the lecture hall by Chair Jill Johnson-Tucker.

12. Library Services

Report of Library issues regarding services, customers and staff.

B. Monthly Reports

13. Friends of the Library Liaison Report

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

14. Library Foundation Liaison Report

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

15. Witte Lectures Committee Liaison Report

Trustee update of the most recently attended Witte Lectures Committee's monthly meeting.

VIII. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Public comments are invited on 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 the silent mode.

IX. ADJOURNMENT