



CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES AGENDA

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

Tuesday, April 23, 2019 - 5:00 PM

Board of Library Trustees Members:

Janet Ray, Chair
Paul Watkins, Vice Chair
Douglas Coulter, Secretary
Kurt Kost, Board Member
Jill Johnson-Tucker, 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. 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.

V. 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 March 18, 2019 Board of Library Trustees Meeting

[02 - DRAFT MINUTES](#)

2. Customer Comments

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

[03 - CUSTOMER COMMENTS](#)

3. Library Activities

Monthly update of library events, services and statistics.

[04 - LIBRARY ACTIVITIES](#)

4. Expenditure Status Report

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

[05 - EXPENDITURES](#)

[06 - FOL](#)

[07 - FOUNDATION](#)

5. Board of Library Trustees Monitoring List

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

[08 - BLT MONITORING LIST](#)

VI. CURRENT BUSINESS

A. Items for Review

6. Balboa Branch Update:

Branch Librarian Evelyn Rogers presents an overview of Balboa Branch's activities and resources.

[09 - VIA6 BALBOA BRANCH UPDATE](#)

7. Review of the Library Meeting Rooms Policy (Council Policy I-7):

Staff recommends that the Board of Library Trustees review and approve changes made to Council Policy I-7, *Library Meeting Rooms*, for submission to City Council.

[10 - VIA7 STAFF REPORT](#)

[11 - VIA7 ATTACHMENT A](#)

[12 - VIA7 ATTACHMENT B](#)

[13 - VIA7 ATTACHMENT C](#)

[14 - VIA7 ATTACHMENT D](#)

[15 - VIA7 ATTACHMENT E](#)

[16 - VIA7 ATTACHMENT F](#)

8. Study Room Policy - NBPL-13:

Staff recommends that the Board of Library Trustees review NBPL 13, Study Room policy and approve changes that include proposed policy for use of the Charles Sword Meeting Room.

[17 - VIA8 STAFF REPORT](#)

[18 - VIA8 ATTACHMENT A](#)

[19 - VIA8 ATTACHMENT B](#)

[20 - VIA8 ATTACHMENT C](#)

9. Library Material Selection & Downloadable Services:

Librarian II Claire Leach presents an overview of materials selection and downloadable services.

[21 - VIA9 STAFF REPORT](#)

10. Wi-fi Usage at NBPL Compared to Other Libraries:

Staff presents a comparison of wi-fi usage at NBPL with our statistical and regional peers.

[22 - VIA10 STAFF REPORT](#)

11. Further Review of Library Fines:

Staff presents a discussion of NBPL's use of overdue fines.

[23 - VIA11 STAFF REPORT](#)

12. Corona del Mar Branch Project Update:

Staff will update the Board of the Corona del Mar Branch Library replacement project.

[24 - VIA 12 STAFF REPORT](#)

13. Lecture Hall Update:

Trustee Johnson-Tucker will update the Board on activities related to building a lecture hall facility on the Central Library site.

14. Library Services:

Report of Library issues regarding services, customers and staff.

B. Monthly Reports

15. Friends of the Library Liaison Report - DC

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

16. Library Foundation Liaison Report - JJT

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

17. Witte Lectures Committee Liaison Report - KK

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

18. Literacy Services Liaison Report - TH & PW

Trustee update of the most recently attended Literacy Services Advisory Board meeting.

19. Library Live Lectures Liaison Report - JR

Trustee update of the most recently attended Library Live Lectures Committee meeting.

VII. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Public comments are invited on agenda 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 the silent mode.

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

IX. ADJOURNMENT