



CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES AMENDED (CLOSED SESSION - 4 P.M.) AGENDA

Newport Beach Central Library
1000 Avocado Avenue, Newport Beach, CA 92660

Tuesday, January 18, 2022 - 5:00 PM

Board of Library Trustees Members:

Paul Watkins, Chair
Kurt Kost, Vice Chair
Barbara Glabman, Secretary
Douglas Coulter, Board Member
Janet Ray, Board Member

Staff Members:

Tim Hetheron, 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 by Monday, January 17, at 4:00 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 Tim Hetheron, 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 thetheron@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. ge 1

I. CONVENE IN OPEN SESSION - 4:00 P.M.

II. ROLL CALL

III. 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.

IV. CLOSED SESSION

- 1. Discuss the Library Services Director's Retirement and Recruitment/ Appointment Process (Government Code § 54957(b)).**

V. RECESS

VI. RECONVENE AT 5:00 P.M. FOR REGULAR MEETING

VII. CALL MEETING TO ORDER

VIII. ROLL CALL

IX. CLOSED SESSION REPORT

X. PLEDGE OF ALLEGIANCE

XI. 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 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 the 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. Board of Library Trustees have 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 Dec 20, 2021 Board of Library Trustees Meeting (pp. 5-13)**

[DRAFT OF MINUTES](#)

- 3. Patron Comments (pp. 14-16)**

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

[PATRON COMMENTS](#)

- 4. Library Activities (pp. 17-24)**

Monthly update of library events, services, and statistics.

[DECEMBER ACTIVITIES](#)

- 5. Expenditure Status Report (pp. 25-26)**

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

[DECEMBER EXPENDITURES](#)

6. Board of Library Trustees Monitoring List (p. 27)

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

7. Library Gift and Donor Policy (NBPL 3) (pp. 28-39)

Staff recommends that the Board of Library Trustees review and accept revisions to the Library's NBPL 3 *Gift and Donor* policy.

[GIFT AND DONOR POLICY REPORT](#)

[GIFT AND DONOR POLICY REPORT-ATTACHMENT A](#)

[GIFT AND DONOR POLICY REPORT-ATTACHMENT B](#)

[GIFT AND DONOR POLICY REPORT-ATTACHMENT C](#)

[GIFT AND DONOR POLICY REPORT-ATTACHMENT D](#)

[GIFT AND DONOR POLICY REPORT-ATTACHMENT E](#)

8. NBPL eBranch, Database, and Downloadable Services Review (pp. 40-41)

Staff will provide an update and review of the Library eBranch, database, and downloadable services.

[eBRANCH REPORT](#)

9. Lecture Hall Update

Trustee Ray will report on activities related to the Library Lecture Hall project.

10. Balboa Branch Replacement Updated

Trustee Ray and staff will report on activities related to the Balboa Branch Replacement project.

11. COVID-19 Update (p. 42)

Staff will update the Trustees on the Library's activities during COVID-19.

[COVID-19 UPDATE](#)

12. Acceptance of Donation (p. 43)

Staff recommends the Board of Library Trustees approve the acceptance of a year-end donation from a supporter to enhance the materials collection.

[DONATION REPORT](#)

13. Library Services

Report of Library issues regarding services, patrons, and staff.

B. Monthly Reports

14. Library Foundation Liaison Report (p. 44)

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

[LIBRARY LIVE NOTES](#)

15. Friends of the Library Liaison Report

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

16. Literacy Service Liaison Report

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

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 the 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)

XVI. ADJOURNMENT