



CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES AGENDA

Civic Center Council Chambers
100 Civic Center Drive, Newport Beach, CA 92660

Monday, October 19, 2020 - 5:00 PM

Board of Library Trustees Members:

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

Staff Members:

Tim Hetheron, Library Services Director
Francine Jacome, Administrative Support Specialist

SPECIAL NOTICE REGARDING COVID-19

Given the health risks associated with COVID-19, the City of Newport Beach has decided to proceed with the Board of Library Trustees meeting while strictly adhering to social distancing guidelines. To this end, the meeting will be conducted in the Newport Beach Civic Center Council Chambers. The public is invited to participate in the Community Room next to the Council Chambers. The Community Room is set to provide minimum seating socially distanced. Based on recent guidelines from the OC Health Agency, face coverings are required. You can participate via the following options:

1. You can go to the Community room and participate.
2. You can submit your 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 Sunday, October 18, 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.

Special Accommodations: If you are unable to participate in the meeting via the process set forth above, please contact the Library Services Department at (949) 717-3801, or LibraryBoard@newportbeachca.gov, and our staff will attempt to accommodate you. The City remains committed to holding public meetings in a transparent manner, with public participation, ensuring City business continues in this challenging environment. The City of Newport Beach thanks you in advance for continuing to take precautions to prevent the spread of the COVID-19 virus.

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 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.

I. CALL MEETING TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. 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.

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. 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 to the lectern upon invitation by the Chair.

A. Consent Calendar Items

1. Minutes of the Sept. 21, 2020 Board of Library Trustees Meeting (pp. 5-10)

[DRAFT MINUTES](#)

2. Patron Comments (pp. 11-14)

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

[PATRON COMMENTS](#)

3. Library Activities (pp. 15-23)

Monthly update of library events, services and statistics.

[SEPTEMBER ACTIVITIES](#)

4. Expenditure Status Report (pp. 24-25)

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

[EXPENDITURE REPORT](#)

5. Board of Library Trustees Monitoring List (p. 26)

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

[MONITORING LIST](#)

VI. CURRENT BUSINESS

A. Items for Review

6. Mariners Branch Update (pp. 27-29)

Branch Librarian Andrew Kachaturian will provide the annual overview of Mariners Branch operations.

[MARINERS BRANCH UPDATE](#)

7. Youth Services Update (pp. 30-32)

Acting Library Services manager Debbie Walker will provide the annual overview of Youth Services.

[YOUTH SERVICES UPDATE](#)

8. Lecture Hall Update

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

9. COVID-19 Update and Reopening (pp. 33-34)

Staff will update the Trustees on the Library's resumption on onsite services with COVID-19 restrictions.

[COVID-19 UPDATE](#)

10. Library Services

Report of Library issues regarding services, patrons and staff.

B. Monthly Reports

11. Library Foundation Liaison Reports

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

12. Friends of the Library Liaison Report

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

13. Literacy Services Liaison Report

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

VII. 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.

- 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)
- IX. ADJOURNMENT