

A. CALL TO ORDER

A Regular Meeting of the Redondo Beach Library Commission was called to order by residing Chair Hall at 7:00 PM, in the City Hall Council Chambers, 415 Diamond Street, Redondo Beach, California, and teleconference.

B. ROLL CALL

Commissioners Present: Coopman, Hayes, Walls, Willers, Vice Chair Maroko, and Chair Hall

Commissioners Absent: None

Officials Present: Dana Vinke, Library Director
Becca McNeely, Administrative Coordinator
Amy Feller, Adult Programming Librarian

C. SALUTE TO THE FLAG

Chair Hall led the Commissioners in a Salute to the Flag.

D. APPROVE ORDER OF AGENDA

Vice Chair Maroko asked for clarification regarding the requested agenda item related to the feedback letter to the City Council regarding the consolidation of City Boards and Commissions and whether this item would be discussed tonight.

Library Director Vinke stated the letter was still being worked on but the subcommittee has put together a letter that is close to complete that represents everyone's input.

Chair Hall announced this topic can be discussed on items continued from previous agendas.

Motion by Vice Chair Maroko, seconded by Commissioner Hayes, to approve the order of the agenda. Motion carried.

E. BLUE FOLDER ITEMS – ADDITIONAL BACK UP MATERIALS

E.1. RECEIVE AND FILE BLUE FOLDER ITEMS

Library Director Vinke confirmed that there are Blue Folder Items related to the Library Adult Programs presentation.

Motion by Commissioner Willers, seconded by Commissioner Hayes to receive and file Blue Folder Items. Motion carried.

F. CONSENT CALENDAR

F.1. APPROVE AFFIDAVIT OF POSTING FOR THE REDONDO BEACH LIBRARY COMMISSION MEETING OF JULY 1, 2024

F.2. APPROVAL OF THE FOLLOWING MEETING MINUTES OF JUNE 3, 2024

Commissioner Coopman requested to pull Agenda Item F.2.

Motion by Vice Chair Maroko, seconded by Commissioner Walls, to approve the Consent Calendar, except Agenda Item F.2., pulled for separate discussion and consideration. Motion carried.

Chair Hall opened the floor to public comments.

Administrative Coordinator McNeely confirmed there were no eComments or public comments received.

Seeing no requests to speak, Chair Hall closed the floor to public comments.

G. EXCLUDED CONSENT CALENDAR ITEMS

F.2. APPROVAL OF THE FOLLOWING MEETING MINUTES OF JUNE 3, 2024

Commissioner Coopman requested typos be fixed.

Chair Hall requested additional detail be added to the Director's Report on the minutes.

Vice Chair Maroko requested semicolons be added to his comments made on page 6 and requested additional detail be added to the minutes.

Commissioner Coopman requested additional detail be added to the minutes.

Motion by Commissioner Walls, seconded by Vice Chair Maroko, to amend the minutes for June 3, 2024 and bring back at the August 5, 2024 meeting for consideration. Motion carried.

H. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

Chair Hall opened the floor to public comments.

Administrative Coordinator McNeely confirmed there were no eComments or public comments received.

Seeing no requests to speak, Chair Hall closed the floor to public comments.

I. ITEMS CONTINUED FROM PREVIOUS AGENDAS

DISCUSSION AND POSSIBLE RESPONSE TO CITY COUNCIL'S ACTION REGARDING CONSOLIDATION OF CITY BOARDS AND COMMISSIONS AND THE IMPLEMENTATION OF A PROCESS TO CANCEL COMMISSION MEETINGS (CONTINUED FROM JUNE 3, 2024 MEETING)

Library Director Vinke spoke regarding Council direction regarding the board and commissions and the submittal of the letter to the City Council for review.

Chair Hall asked if the letter would need to go to Council by July 3.

Library Director Vinke stated the sooner the letter is submitted the better.

Commissioner Walls stated the letter is well-written and addressed minor grammatical errors.

Discussion ensued regarding updates and recommendations to the proposed letter.

Commissioners reached consensus on the proposed letter to the City Council.

J. ITEMS FOR DISCUSSION PRIOR TO ACTION

J.1. DISCUSSION REDONDO BEACH PUBLIC LIBRARY ADULT PROGRAMMING

Adult Programming Librarian Amy Feller provided a presentation regarding the 2024 Adult Programs:

- Adult Programs
 - Mission Statement
 - New, Innovative, and Engaging Programs
 - Evaluate and Assess Current Programs
 - Engage Community Partners
- Adult Program Promotions
- Adult Program Creation
- Monthly Printed Marketing
- Monthly Digital Marketing
- Programs
 - Types
 - Presenters
- Adult Program Photos
- Program Audiences
- Summer Reading Program and National Library Week for Adults
- COVID Closure
- Adult Programming Stats 2020-24
- Friends of the Redondo Beach Public Library

Commissioner Hayes asked whether staff has contacted Michaels to donate crafts and host programs.

Adult Programming Librarian Amy Feller stated staff would look into the matter.

Commissioner Walls asked for additional detail regarding digital signage.

Adult Programming Librarian Amy Feller stated there is only a little of digital signage located at the libraries and spoke regarding the need for lobby signage.

Vice Chair Maroko asked how big Adult Programming Librarian Amy Feller's team is and asked for clarification regarding her budget.

Adult Programming Librarian Amy Feller stated she is a team of one.

Library Director Vinke stated that in his experience working in Libraries the Friends of the Library have sponsored the adult and youth programs.

Vice Chair Maroko spoke regarding the adult programming and stated staff should be asking the Commission for additional monies for programming with such a wide community outreach.

Library Director Vinke spoke regarding the Adult Programming, budget for adult programming, and the library's mission and goals.

Vice Chair Maroko expressed concern in regard to the future Public Amenities Commission's plan to move the adult programming to a more broad Community Services program.

Library Director Vinke spoke regarding additional staff hired to assist Adult Programming Librarian Amy Feller.

Brief discussion ensued regarding English as a second language in Adult Programming and public speakers.

Commissioner Coopman asked whether statistics are available for attendee demographics, requested targeting new audiences, asked whether City has ever collaborated with the South Bay Adult School, and suggested an idea on "how to use a device efficiently."

Adult Programming Librarian Amy Feller stated she has not but is working on a program survey and spoke regarding targeting new audiences, collaborative efforts, and the sign-up process.

Chair Hall stated the book club bags at the library would be a great way to attract a younger audience and spoke regarding hybrid technology.

Adult Programming Librarian Amy Feller spoke regarding Book Club in a Bag.

Chair Hall opened the floor to public comments.

Administrative Coordinator McNeely confirmed there were no eComments or public comments received.

Seeing no requests to speak, Chair Hall closed the floor to public comments.

J.2. DIRECTOR'S REPORT

Library Director Vinke provided the following Director's Report:

- Update on Budget
 - \$20,000 allocation
 - Approval of Library Manger Position
- Two Librarians attended the American Library Association Conference in San Francisco
- Update on migrating library collection to Overdrive Library from Cloud Library and Rosetta Stone to Mango Languages
- Library Palace Project

- Summer Reading Program Family Kick-Off Carnival
- Update on the Daily Breeze Digitization
- Update on Open+

Commissioner Hayes asked for clarification regarding the Library Palace Project.

Library Director Vinke stated the Library Palace Project is for digital content and services, i.e. multiple e-book services.

Commissioner Willers asked what the difference was between the Palace Project application and Overdrive.

Library Director Vinke clarified Overdrive is an e-book app and the Palace Project app is a multi-service e-book app with additional e-content provided by the state.

Brief discussion ensued regarding different digital platform overlap.

Vice Chair Maroko requested an update on the Summer Reading Kickoff Program, the Daily Breeze Digitization, and Open+.

Library Director Vinke spoke regarding the success of the Summer Reading Program Family Kick-Off Carnival event on June 8, 2024, stated the microfilms have been sent for digitization which would take a few months to process and to be made publicly available, and spoke regarding working with the alarm company and Public Works to ensure the library is safe and secure but deactivated in time for the Open+ service.

Vice Chair Maroko asked for clarification regarding City Manager's Office Storytime, Juneteenth month and Asian Islanders Pacific month.

Adult Programming Librarian Amy Feller spoke regarding adult and youth programs that commemorate Juneteenth. She spoke about future programs that are being scheduled for events, such as July's Disability Pride Month and September's Hispanic American Heritage Month.

Brief discussion ensued regarding logistics and staffing to help promote the library and the resources.

Chair Hall opened the floor to public comments.

Administrative Coordinator McNeely confirmed there were no eComments or public comments received.

Seeing no requests to speak, Chair Hall closed the floor to public comments.

Motion by Commissioner Willers, seconded by Commissioner Hayes, to receive and file the Director's Report. Motion carried.

J.3 DISCUSSION REDONDO BEACH PUBLIC LIBRARY MARKETING UPDATE

Library Director Vinke provided the following Library Marketing Update:

- Goals for the Newsletter - additional people signed up and engaged
- Generated a QR Code for easier access
- Created flyers and signup cards
- Promoted on Library Homepage and given a button
- Working on promoting signups at Library Programs and outreach events
- Working on content strategy and emails with Library vendor
- Working on signups on receipts for checkout – QR code or URL
- Display of flyers in elevator and newsletter signups
- Possible trivia component in newsletter
 - Friends of the Library – providing gift cards for drawings

Commissioner Walls asked for clarification regarding flyers in public elevators.

Library Director Vinke spoke regarding potential placement of flyers and newsletters in public elevators and stated he is still working on logistics.

Brief discussion ensued regarding potential placement and location of flyers and newsletter for public display.

Commissioner Willers expressed concern regarding external marketing.

Commissioner Hayes spoke regarding short-term and long-term goals related to marketing.

Brief discussion ensued regarding open rates, and staff hours and allocation.

Chair Hall opened the floor to public comments.

Administrative Coordinator McNeely confirmed there were no eComments or public comments received.

Seeing no requests to speak, Chair Hall closed the floor to public comments.

K. MEMBER ITEMS AND REFERRALS TO STAFF

Commissioner Coopman requested Technical Services Librarian Tim Parker be invited to the next Library Commission meeting, and asked whether the city had acquired Beach Cities Read grant monies and whether there is a volunteer program for adults.

Library Director Vinke spoke regarding the state budget, clarified the budget is not as robust as it used to be, and confirmed there is a volunteer program.

Chair Hall requested a list of tech needs at the next meeting.

Vice Chair Maroko stated the emergency phone in the elevator is broken; hoped Commissioner Walls reappplies as commissioner; asked whether staff had reached out to George Takei; utilized the front storage room in the library to put up pictures describing historical homes. He spoke about exploring the option of talking about books the commissioners are currently reading and stated it would be a good idea to get volunteers to do a sessions of book readings on a soapbox.

Adult Programming Librarian Amy Feller stated she researched that George Takei is a registered Bureau speaker and she submitted a form but has not heard back.

Library Director Vinke stated staff is currently looking into the front storage room but there is no permanent plan yet.

Chair Hall opened the floor to public comments.

Administrative Coordinator McNeely confirmed there were no eComments or public comments received.

Seeing no requests to speak, Chair Hall closed the floor to public comments.

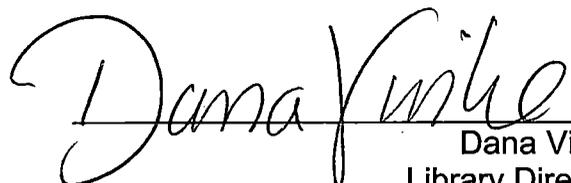
L. ADJOURNMENT

Motion by Commissioner Coopman, seconded by Commissioner Hayes, to adjourn the meeting at 9:10 PM. Motion carried.

The next meeting of the Redondo Beach Library Commission will be a Regular Meeting to be held at 7:00 PM on August 5, 2024, in the Redondo Beach Council Chambers, at 415 Diamond Street, Redondo Beach, California, and via teleconference.

All written comments submitted via eComment are included in the record and available for public review on the City website.

Respectfully submitted:


Dana Vinke
Library Director