

A. CALL MEETING TO ORDER

A Virtual Special Meeting of the Redondo Beach Library Commission was called to order by Chair Beauchamp at 7:00 p.m.

Chair Beauchamp welcomed new Commissioner Wirsing to the Library Commission.

B. ROLL CALL

Members Present: Hall, Hannon, Nafissi, Walls, Coopman, Wirsing, Chair Beauchamp

Members Absent: None

Officials Present: Susan Anderson, Library Director
Eleanor Manzano, City Clerk
Vickie Kroneberger, Chief Deputy City Clerk

C. SALUTE TO FLAG

Commissioner Nafissi led in the salute to the flag.

D. APPROVAL OF ORDER OF AGENDA

Motion by Commissioner Nafissi, seconded by Commissioner Coopman, to approve the Order of Agenda as presented. Motion carried unanimously, by roll call vote.

There were no eComments or public comments on this item.

E. BLUE FOLDER ITEMS – ADDITIONAL BACKUP MATERIAL – NONE

F. CONSENT CALENDAR

F.1. APPROVE AFFIDAVIT OF POSTING FOR THE REDONDO BEACH LIBRARY COMMISSION MEETING OF DECEMBER 7, 2020

F.2. APPROVAL OF THE FOLLOWING MINUTES: OCTOBER 5, 2020

Motion by Commissioner Coopman, seconded by Commissioner Nafissi, to approve the Consent Calendar, as presented. Motion carried unanimously, by roll call vote.

G. EXCLUDED CONSENT CALENDAR ITEMS - NONE

H. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

Library Director Susan Anderson announced there were no eComments or public comments regarding this item.

I. ITEMS CONTINUED FROM PREVIOUS AGENDAS

I.1. DISCUSSION OF FY 2020/2021 BUDGET

Library Director Susan Anderson provided an update of the FY 2020/2021; reported all the non-safety departments had to take a 15% cut; explained the Library Budget could take cuts in the book budget and personnel; discussed vacated and frozen positions; addressed reductions in the Library's part-time budget and savings because of Covid-related closures and commented on changes in operating hours.

In reply to Commissioner Coopman question regarding savings because of the shift in the hours of operation, Library Director Anderson stated realizing a savings of up to \$460,000; noted that is an estimate and explained she could ask for money to be transferred from the personnel budget to another. Commission Coopman stated it would have been nice to open the north branch on Fridays.

Library Director Anderson reported the hours may be temporary; the issue will be reviewed during the budget process in the Spring, and there will be other opportunities to provide input at that time.

Commissioner Wirsing referenced the 15% cuts; noted money being saved on personnel and asked whether it is part of the 15% and for an explanation of the basis of the discount.

Library Director Anderson reported the Library has a Maintenance and Operations budget and Internal Services fund budget totaling approximately \$4.3 million; stated the 15% was off the Maintenance and Operations budget; addressed additional savings by being closed longer than anticipated and indicated additional savings may be incurred with extended closures.

In reply to Commissioner Nafissi, Library Director Anderson addressed full-time staff in the main and north branches.

Commissioner Coopman noticed that the County's recommendation for libraries is to open at 20% capacity and asked about the process in deciding to not open the library. Library Director Anderson reported there is only one library open at 20% capacity; noted it is felt that it is not safe to open, yet; discussed related actions in other cities and reported staff will continue monitoring to ensure compliance with the State and County.

Library Director Susan Anderson announced there were no eComments or public comments regarding this item.

I.2. DISCUSSION OF STRATEGIC PLANNING

Library Director Anderson discussed the process of considering the City's Strategic Plan by City Council; noted next steps will include developing priorities for 3- and 10-year goals; reported that relative to the Library, City Council may consider outsourcing Library Services and indicated the matter will be heard by the Library Commission in January 2021.

Commissioner Nafissi asked about impacts to Library staff if services are outsourced and Library Director Anderson stated she is unsure as issues are still undecided.

Discussion followed regarding whether a substantial savings would be realized by outsourcing Library Services; reviewing practices of other cities and their experiences with outsourcing and benefits of private contractors versus the County.

Commissioner Wells asked about the evaluation criteria for deciding to outsource or not and opined the Library would have less individuality if roped into a larger organization. Library Director Anderson reported it is still too early in the process to know all the details.

In reply to Commission Wirsing's question, Library Director Anderson reported the Fire Chief wrote the Administrative Report for the County which will be presented to City Council who will make the final decision. She suggested that each Member of the Commission provide input, questions, and recommendations regarding the subject to the City Council in February and offered to return with information with the exact date the item will be considered.

Library Director Anderson reported that when Council was considering its 10-year goals, they received a recommendation from the Library Commission including to expand Library access through non-traditional services, including kiosks; listed some of the tasks involved and stated it would be best to consider this matter after City Council decides on outsourcing Library Services. She believed it could be included in a future Strategic Plan in terms of feasibility and location of the kiosks.

Chair Beauchamp discussed them as extending the Library and self-service, after hours.

Library Director Anderson spoke about the lack of space and the possibility of locating smaller models in other areas of the City.

Discussion followed regarding the possibility of renting the kiosks, their costs, yearly subscription or maintenance costs, other agencies/municipalities using the technology currently, holds/returns capabilities and capacity, security, and protocols for dealing with power outages.

Commissioner Walls expressed interest in finding out why there was such disparity in costs quoted by the two vendors and suggested considering the desired outcomes and goals in terms of placement.

Discussion followed regarding combining Library Services with other City Departments such as Community Services.

Library Director Anderson announced there were no eComments or public comments regarding this item.

Chair Beauchamp shared comments from a neighbor including the need to ensure the kiosks are ADA compliant and easily accessible and noting that people enjoy visiting the Library and the Library experience.

J. ITEMS FOR DISCUSSION PRIOR TO ACTION

J.1. DISCUSSION OF LIBRARY PROGRAMMING

Library Director Anderson discussed the addition of programs since the last Commission meeting; reported the return of two Library Technicians to increase children's programming; reported the Adult Services Program Coordinator had a family emergency and will return to work soon to contact former volunteer program leaders to develop zoom programming; noted an organization interested in holding programs for seniors; talked about a Zoom meditation program, announced the Teen Librarian will return in January to create teen programs and commented positively on the Trunk o Treat Halloween event. She discussed the Library's

digital resources including job-search assistance, Universal Class, free tutoring, and other services.

Commissioner Coopman asked about an event in October where 168 teens participated, and Library Director Anderson stated she will bring back additional information regarding the subject.

Commissioner Nafissi shared a conversation she had with staff at the Inglewood Library and how they created STEAM kits to distribute at the Library for subsequent DIY virtual sessions. She asked if the City has explored the possibility of an outdoor library and Library Director Anderson mentioned that might be something to consider in the future. Commissioner Nafissi discussed the possibility of partnering with Community Based Organizations (CBOs) to provide essential services and looked forward to trying to find creative ways to engage the community during the pandemic.

In response to Chair Beauchamp's question about the Library App, Library Director Anderson reported challenges with implementing the new Library App and delays due to Covid-19. Chair Beauchamp noted the benefits of having statistics such as gate counts, circulation, physical and digital services.

Brief discussion followed regarding the Libby model, services that will be transferred to Libby, other available models, and meeting demand.

Library Director Anderson announced there were no eComments or public comments regarding this item.

J.2. DISCUSSION OF VIRTUAL PROGRAMMING SURVEY

Library Director Anderson discussed a survey distributed via email, to the public; addressed responses, highlighted results, and stated she would be willing to develop another survey. She noted people were interested in virtual programming.

Commissioner Nafissi shared her experience with community surveys at her place of employment and suggested holding wellness seminars in conjunction with the Beach Cities Health District or cooking or yoga classes.

In reply to Commissioner Nafissi's inquiry, Library Director Anderson spoke about the possibility of restarting the book club and opera talks, meditation, senior health programs, language practice and the writing group.

Library Director Anderson announced there were no eComments or public comments regarding this item.

J.3. DISCUSSION OF MIDYEAR BUDGET

Library Director Anderson reported CalPERS will be discussed at the December 15, 2020 City Council meeting; stated the City has a balance budget and noted the mid-year budget will be discussed at City Council's meeting in February and declared there will be no carry-overs.

Discussion followed regarding the possibility of asking for additional money for the Library budget, costs involved in holding Commission meetings and the possibility of combining some of the Commissions.

Library Director Anderson announced there were no eComments or public comments regarding this item.

J.4. DIRECTOR'S REPORT

Library Director Anderson announced on October 14, 2020 one of the part-time Librarians joined the Southern California Library Cooperatives Emerging Technology Commission which will look at various technologies to recommend to the cooperative for purchase and providing other services. She reported drop boxes have been permanently installed at the north branch and the main Libraries and provided a brief update of statistics on car registrations.

Library Director Anderson announced there were no eComments or public comments regarding this item.

K. MEMBER ITEMS AND REFERRALS TO STAFF - None

Library Director Anderson announced there were no eComments or public comments regarding this item.

L. ADJOURNMENT

Motion by Commissioner Nafissi, seconded by Commissioner Coopman, to adjourn the meeting. Motion carried unanimously, by roll call vote.

The Library Commission meeting was adjourned at 8:23 p.m. to the next meeting of the Redondo Beach Library Commission at 7:00 p.m. on February 1, 2021.

Respectfully submitted,

Susan Anderson, Library Director