

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
Rosalia Vega, Administrative Specialist
Becca McNeely, Administrative Coordinator

C. SALUTE TO THE FLAG

Commissioner Willers led the Commissioners in a Salute to the Flag.

D. APPROVE ORDER OF AGENDA

Motion by Commissioner Walls, seconded by Commissioner Willers, to approve the order of the agenda. Motion carried unanimously.

E. BLUE FOLDER ITEMS – ADDITIONAL BACK UP MATERIALS

E.1. RECEIVE AND FILE BLUE FOLDER ITEMS

Library Director Vinke confirmed that there are no Blue Folder Items.

F. CONSENT CALENDAR

F.1. APPROVE AFFIDAVIT OF POSTING FOR THE REDONDO BEACH LIBRARY COMMISSION MEETING OF MARCH 4, 2024

F.2. APPROVAL OF THE FOLLOWING MEETING MINUTES OF FEBRUARY 5, 2024

Vice Chair Maroko requested to pull Item F.2. for separate discussion and consideration.

Motion by Commissioner Walls, seconded by Commissioner Willers, to approve the Consent Calendar except for Item F.2. Motion carried unanimously.

G. EXCLUDED CONSENT CALENDAR ITEMS

F.2. APPROVAL OF THE FOLLOWING MEETING MINUTES OF FEBRUARY 5, 2024

Vice Chair Maroko expressed concern regarding the order of agenda related to placement of public comments.

Commissioner Walls spoke regarding minor corrections on the minutes.

Motion by Commissioner Willers, seconded by Commissioner Hayes, to approve the Consent Calendar Item F.2, as amended. Motion carried unanimously.

H. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

Chair Hall opened the floor to public comments.

Administrative Specialist Vega 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

None.

J. ITEMS FOR DISCUSSION PRIOR TO ACTION

J.1. DIRECTOR'S REPORT

Library Director Vinke provided the following Director's Report:

- Update on Vacant Positions
 - Part-Time Administrative Coordinator – Becca McNeely
 - Active Recruitment – Senior Librarian, Part-Time Librarian, and Library Page
- Update on Library Archive (SCLC Digilab Montage)
 - Available online
- Library Outreach at the History Museum
- Weekly Manager's Meeting
 - Resources and referrals
 - Main Library restroom remodel
 - E-book Content Platform
 - Cloud Library
 - Hoopla
 - Libby
- City of Inglewood Panel
- Vector USA – discuss potential cameras at the Main Library
- Library cleaning contractor
- Programs
 - Edible Gardens
 - Small Space Gardening
- Library Facilities
 - Doors
 - HVAC
- Library Webpages Updates
- Public Wi-Fi
 - Hours adjusted
- ILS RFP
- Library Park Access Update

- Demand of Tax Forms
- Book Sale Event on June 1, 2024– Friends of the Library
- Update regarding Open+

Commissioner Walls asked what the benefit of e-book content is.

Commissioner Hayes spoke regarding magazine reader statistics.

Library Director Vinke spoke regarding Hoopla, Libby, and Cloud Library and statistics.

Commissioner Walls asked whether tax forms were free.

Library Director Vinke confirmed.

Chair Hall asked for clarification regarding Library Outreach at the History Museum, value in community input regarding e-books, and an update on Open+.

Discussion ensued regarding Open+ accessibility, advertisement, and soft launch.

Library Director Vinke answered the commissioners' questions and provided clarification.

Chair Hall asked whether the Commission should write any letters to assist/support with the budget.

Library Director Vinke stated he still needs to meet with the fiscal team and a letter is not being requested at the time.

Vice Chair Maroko requested an update on The Breeze, asked whether there are copyright issues related to the online published historical books from the museum, and inquired regarding the accounts receivable schedule related to outstanding fines.

Library Director Vinke provided an update regarding meeting with the County related to the digitization process and agreement, spoke regarding public domain and copyright issues, and stated he does not have an update regarding the outstanding fines at the moment.

Discussion ensued regarding the event at the History Museum, potential pop-up library, interviews for part-time librarian, self-check kiosk, and Spanish book collection.

Library Director Vinke answered the commissioners' questions and provided clarification.

Chair Hall opened the floor to public comments.

Administrative Specialist Vega confirmed there were no eComments or public comments received.

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

Motion by Vice Chair Maroko, seconded by Commissioner Walls, to receive and file the Director's Report. Motion carried unanimously.

J.2 DISCUSSION AND POSSIBLE ACTION ON LIBRARY MARKETING

Library Director Vinke provided an update regarding library marketing related to collections and services.

Vice Chair Maroko requested the front room be used for public use/community room instead of storage.

Commissioner Willers spoke regarding the need for proactiveness.

Commissioner Hayes requested a marketing plan be implemented.

Discussion ensued regarding a potential subcommittee related to marketing.

Library Director Vinke responded to the commissioners' questions and provided clarification.

Motion by Vice Chair Maroko, seconded by Commissioner Walls, to form a subcommittee comprised of Commissioner Coopman, Commissioner Hayes, and Commissioner Willers. Motion carried unanimously.

Motion by Vice Chair Maroko, seconded by Commissioner Hayes, to agendaize a subcommittee report at future commission meetings, Commissioner Hayes, and Commissioner Willers. Motion carried unanimously.

Chair Hall opened the floor to public comments.

Administrative Specialist Vega confirmed there were no eComments or public comments received.

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

Library Director Vinke requested additional staff members be part of the subcommittee.

Discussion ensued regarding potential subcommittee meeting dates and objectives.

Chair Hall opened the floor to public comments.

Administrative Specialist Vega 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

Vice Chair Maroko requested the bylaws from 2005 be agendaized for the next commission meeting and to move seats in the chamber.

Motion by Vice Chair Maroko, seconded by Commissioner Hayes, to agendaize the commissions approved bylaws of 2005 for reaffirmation. Motion carried unanimously.

Library Director Vinke stated he would speak to the City Clerk's Office regarding seating arrangements.

Commissioner Walls spoke regarding partial eclipse.

Library Director Vinke stated he would follow-up with the Youth Services Librarian.

Discussion ensued regarding previous solar eclipse event in the city and potential event in April.

Chair Hall opened the floor to public comments.

Administrative Specialist Vega 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 Hayes, seconded by Commissioner Walls, to adjourn the meeting at 8:19 PM. Motion carried unanimously.

The next meeting of the Redondo Beach Library Commission will be a Regular Meeting to be held at 7:00 PM on April 1, 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