

**CITY OF REDONDO BEACH
LIBRARY COMMISSION AGENDA
Monday, May 1, 2023**

CITY COUNCIL CHAMBER

REGULAR MEETING OF THE LIBRARY COMMISSION - 7 PM

**ALL PUBLIC MEETINGS HAVE RESUMED IN THE CITY COUNCIL
CHAMBER. MEMBERS OF THE PUBLIC MAY PARTICIPATE IN-PERSON,
BY ZOOM, EMAIL OR eCOMMENT.**

Library Commission meetings are broadcast live through Spectrum Cable, Channel 8, and Frontier Communications, Channel 41. Live streams and indexed archives of meetings are available via internet. Visit the City's office website at www.Redondo.org/rbtv.

TO WATCH MEETING LIVE ON CITY'S WEBSITE:

<https://redondo.legistar.com/Calendar.aspx>

*Click "In Progress" hyperlink under Video section of meeting

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<https://www.youtube.com/c/CityofRedondoBeachIT>

TO JOIN ZOOM MEETING (FOR PUBLIC COMMENT ONLY):

Register in advance for this meeting:

https://us02web.zoom.us/webinar/register/WN_IO9jkvMDRy-Ek-niAQpOdA

After registering, you will receive a confirmation email containing information about joining the meeting.

If you are participating by phone, be sure to provide your phone # when registering. You will be provided a Toll Free number and a Meeting ID to access the meeting. Note; press # to bypass Participant ID. Attendees will be muted until the public participation period is opened. When you are called on to speak, press *6 to unmute your line. Note, comments from the public are limited to 3 minutes per speaker.

eCOMMENT: COMMENTS MAY BE ENTERED DIRECTLY ON WEBSITE AGENDA PAGE:

<https://redondo.granicusideas.com/meetings>

- 1) Public comments can be entered before and during the meeting.
- 2) Select a SPECIFIC AGENDA ITEM to enter your comment;
- 3) Public will be prompted to Sign-Up to create a free personal account (one-time) and then comments may be added to each Agenda item of interest.
- 4) Public comments entered into eComment (up to 2200 characters; equal to approximately 3 minutes of oral comments) will become part of the official meeting record.

EMAIL: TO PARTICIPATE BY WRITTEN COMMUNICATION WITH ATTACHED DOCUMENTS BEFORE 3PM DAY OF MEETING:

Written materials that include attachments pertaining to matters listed on the posted agenda received after the agenda has been published will be added as supplemental materials under the relevant agenda item. dana.vinke@redondo.org

REGULAR MEETING OF THE LIBRARY COMMISSION - 7 PM

- A. CALL MEETING TO ORDER**
- B. ROLL CALL**
- C. SALUTE TO THE FLAG**
- D. APPROVE ORDER OF AGENDA**
- E. BLUE FOLDER ITEMS - ADDITIONAL BACK UP MATERIALS**

Blue folder items are additional back up material to administrative reports and/or public comments received after the printing and distribution of the agenda packet for receive and file.

F. CONSENT CALENDAR

Business items, except those formally noticed for public hearing, or discussion are assigned to the Consent Calendar. The Commission Members may request that any Consent Calendar item(s) be removed, discussed, and acted upon separately. Items removed from the Consent Calendar will be taken up under the "Excluded Consent Calendar" section below. Those items remaining on the Consent Calendar will be approved in one motion following Oral Communications.

F.1. [APPROVE AFFIDAVIT OF POSTING FOR THE REDONDO BEACH LIBRARY COMMISSION MEETING OF MAY 1, 2023](#)

F.2. [APPROVAL OF THE FOLLOWING MEETINGS MINUTES OF AUGUST 1, DECEMBER 5, 2022, MARCH 6, 2023, AND APRIL 3, 2023](#)

G. EXCLUDED CONSENT CALENDAR ITEMS

H. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

This section is intended to provide members of the public with the opportunity to comment on any subject that does not appear on this agenda for action. This section is limited to 30 minutes. Each speaker will be afforded three minutes to address the Commission. Each speaker will be permitted to speak only once. Written requests, if any, will be considered first under this section.

I. ITEMS CONTINUED FROM PREVIOUS AGENDAS

J. ITEMS FOR DISCUSSION PRIOR TO ACTION

J.1. [DIRECTOR'S REPORT](#)

J.2. [DISCUSS AND PROVIDE INPUT ON THE CITY'S FY2023-2024 BUDGET](#)

K. MEMBER ITEMS AND REFERRALS TO STAFF

L. ADJOURNMENT

The next meeting of the Redondo Beach Library Commission will be a regular meeting to be held at 7 p.m. on June 5, 2023, in the Redondo Beach Council Chambers, at 415 Diamond Street, Redondo Beach, California.

It is the intention of the City of Redondo Beach 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, the City will attempt to accommodate you in every reasonable manner. Please contact the City Clerk's Office at (310) 318-0656 at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.

An agenda packet is available 24 hours at www.redondo.org under the City Clerk.



Administrative Report

F.1., File # LC23-5999

Meeting Date: 5/1/2023

TITLE

APPROVE AFFIDAVIT OF POSTING FOR THE REDONDO BEACH LIBRARY COMMISSION
MEETING OF MAY 1, 2023

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
CITY OF REDONDO BEACH)

AFFIDAVIT OF POSTING

In compliance with the Brown Act, the following materials have been posted at the locations indicated below.

Legislative Body	Library Commission
Posting Type	Regular Meeting Agenda
Posting Locations	415 Diamond Street, Redondo Beach, CA 90277 ✓ Adjacent to Council Chambers
Meeting Date & Time	MAY 1, 2023 7:00 p.m.

As Administrative Coordinator of the City of Redondo Beach, I declare, under penalty of perjury, the document noted above was posted at the date displayed below.

Erin Schoonover, Senior Librarian

Date: April 28, 2023



Administrative Report

F.2., File # LC23-6000

Meeting Date: 5/1/2023

TITLE

APPROVAL OF THE FOLLOWING MEETINGS MINUTES OF AUGUST 1, DECEMBER 5, 2022, MARCH 6, 2023, AND APRIL 3, 2023

A. CALL TO ORDER

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

B. ROLL CALL

Commissioners Present: Wirsing, Nafissi, Willers, Walls, Hall, and
Acting Chair Coopman

Commissioners Absent: Chair Beauchamp

Officials Present: Susan Anderson, Library Director

C. SALUTE TO THE FLAG

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

D. APPROVE ORDER OF AGENDA

Motion by Commissioner Walls, seconded by Commissioner Wirsing, to approve the order of the agenda. Motion carried unanimously, with no objection.

AYES: Wirsing, Nafissi, Willers, Walls, Hall, and Acting Chair Coopman.

NOES: None.

ABSENT: Chair Beauchamp.

E. BLUE FOLDER ITEMS – ADDITIONAL BACK UP MATERIALS

Library Director Anderson confirmed that Blue Folder Items were distributed to the Commissioners.

F. CONSENT CALENDAR

F.1. APPROVE AFFIDAVIT OF POSTING FOR THE REDONDO BEACH LIBRARY COMMISSION MEETING OF AUGUST 1, 2022

F.2. APPROVAL OF THE MINUTES FROM THE REGULAR LIBRARY COMMISSION MEETINGS OF JUNE 6, 2022

Motion by Commissioner Willers, seconded by Commissioner Walls, to receive and file the Consent Calendar. Motion carried unanimously, with no objection.

AYES: Wirsing, Nafissi, Willers, Walls, Hall, and Acting Chair Coopman.

NOES: None.

ABSENT: Chair Beauchamp.

G. EXCLUDED CONSENT CALENDAR ITEMS

None.

H. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

Acting Chair Coopman opened the floor to public comments.

Library Director Anderson confirmed that there were no eComments or Public Comments.

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

I. ITEMS CONTINUED FROM PREVIOUS AGENDAS

I.1. DISCUSSION OF OPEN+ACCESS

Library Director Anderson reported that City Council approved for the Library Commission to move forward with Open+Access and allocated about \$77,000 during the budget process. Includes the cost for the first year and implementation with an additional \$40,000 if the door needs replacement. Staff applied for the grant and was awarded the grant that will cover \$5,000 of installation cost and about a year of the subscription cost. A meeting is scheduled on August 2, 2022, with Biblioteca. The security company needs to be contacted with the proposed schedule.

Discussion followed regarding the actual launch date, money that is not spent, outreach for the community regarding Open+Access, advertisement at the library, access to the meeting rooms not available at the beginning, advertising on the City's quarterly book, and advertising with schools.

Library Director Anderson responded and provided clarification to Commissioners questions.

J. ITEMS FOR DISCUSSION PRIOR TO ACTION

J.1. DISCUSSION OF LIBRARY COMMISSION MEETING SCHEDULE

Library Director Anderson reported that all Commissions are returning to a monthly meeting schedule. The September meeting for the Library Commission falls on Labor Day. Based on the overall Commissions schedules, the only available date is the last Monday in September and the next regularly scheduled meeting for the Library Commission is October 3, 2022. The new Library Director will be starting mid-September and Library Director Anderson is recommending that the meeting in September be skipped due to the regularly scheduled meeting falling on Labor Day.

J.2. DISCUSSION OF LIBRARY DIRECTOR'S RETIREMENT

Library Director Anderson reported that her last day as the Library Director for the City of Redondo Beach is October 12, 2022. She was part of the interview panel for the Library Director and now the City Manager is interviewing for the third set of interviews.

Discussion followed regarding the number of candidates.

Library Director Anderson responded and provided clarification to Commissioners questions.

J.3. DIRECTOR'S REPORT

Library Director Anderson reported the following:

- Team Work Training for staff on June 13, 2022. An escape room was organized for the day.
- Local resident Bradley Bobb presented a program called Philosophical Mysteries of Quantum Physics on August 6, 2022.
- Summer Reading Program Finale at both branches on August 13, 2022.
- Annual Digital Comparison: Steady increase observed now that the library re-opened.

Motion by Commissioner Walls, seconded by Commissioner Hall, to receive and file the Director's Report. Motion carried unanimously, with no objection.

AYES: Wirsing, Nafissi, Willers, Walls, Hall, and Acting Chair Coopman.

NOES: None.

ABSENT: Chair Beauchamp.

K. MEMBER ITEMS AND REFERRALS TO STAFF

Commissioner Willers thanked Library Director Anderson for all her years of service to the library.

Library Director Anderson spoke on all the various changes the library has had during her eight and half years with the City.

Commissioner Nafissi thanked Library Director Anderson for her time with the Library Commission. Appreciated that the Library Director explored various ideas with the Commissioners' and would check to see what things were possible and available to the Library Commission. Further stated that she will be missed.

Library Director Anderson spoke on the challenge at the beginning with the advisory board but can now provide details to the next Library Director and the various projects that the Commission is involved in.

Acting Chair Coopman and Commissioner Hall on behalf of the Library Commissioners' presented Library Director Anderson with parting gifts of appreciation.

Library Director Anderson thanked the Commissioners' for the book, "The Art of the National Parks." A second book will be placed at the library for the public.

Library Director Anderson thanked the Commissioners' for the book, "Coasts of California." A second book will be placed at the library for the public.

Acting Chair Coopman thanked Library Director Anderson for being fair and open to suggestions.

Library Director Anderson stated that she appreciates all the work from the Commissioners including writing letters to the City Council for funding.

Library Director Anderson further thanked the Commissioners.

L. ADJOURNMENT

Motion by Commissioner Wirsing, seconded by Commissioner Nafissi, to adjourn the meeting at 7:40 PM. Motion carried unanimously, with no objection.

AYES: Wirsing, Nafissi, Willers, Walls, Hall, and Acting Chair Coopman.

NOES: None.

ABSENT: Chair Beauchamp.

The next meeting of the Redondo Beach Library Commission will be a Regular Meeting to be held at 7:00 PM on October 3, 2022, 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.

Susan Anderson
Library Director

A. CALL TO ORDER

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

B. ROLL CALL

Commissioners Present: Wirsing, Willers, Hall, Walls, Vice Chair Coopman, and Chair Beauchamp

Commissioners Absent: None.

Officials Present: Dana Vinke, Library Director
Helaire Hamilton Mitchell, Youth Services Librarian
Erin Schoonover, Senior Librarian

C. SALUTE TO THE FLAG

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

D. APPROVE ORDER OF AGENDA

Motion by Vice Chair Coopman, seconded by Commissioner Walls, to approve the order of the agenda. Motion carried unanimously, with no objection.

AYES: Wirsing, Willers, Hall, Walls, Vice Chair Coopman, and Chair Beauchamp.

NOES: None.

ABSENT: None.

E. BLUE FOLDER ITEMS – ADDITIONAL BACK UP MATERIALS

E.1. RECEIVE AND FILE BLUE FOLDER ITEMS

Library Director Vinke confirmed that there are two Blue Folder Items. The Summer Reading Program Summary of Activities and the December Library Calendar of Events.

Motion by Commissioner Willers, seconded by Commissioner Walls, to receive and file Blue Folder Items. Motion carried unanimously, with no objection.

AYES: Wirsing, Willers, Hall, Walls, Vice Chair Coopman, and Chair Beauchamp.

NOES: None.

ABSENT: None.

F. CONSENT CALENDAR

F.1. APPROVE AFFIDAVIT OF POSTING FOR THE REDONDO BEACH LIBRARY COMMISSION MEETING OF DECEMBER 5, 2022

Vice Chair Coopman inquired about the minutes from the last two Library Commission Meetings.

Chair Beauchamp asked to have those minutes for Library Commission's approval at the next meeting.

Motion by Vice Chair Coopman, seconded by Commissioner Hall, to receive and file the Consent Calendar. Motion carried unanimously, with no objection.

AYES: Wirsing, Willers, Hall, Walls, Vice Chair Coopman, and Chair Beauchamp.

NOES: None.

ABSENT: None.

G. EXCLUDED CONSENT CALENDAR ITEMS

None.

H. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

Chair Beauchamp opened the floor to public comments.

Library Director Vinke confirmed that there were no eComments or public comments received.

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

H.1. RECEIVE AND FILE PUBLIC WRITTEN COMMENTS ON NON-AGENDA ITEMS

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 (October – November):

- Has met with the managers and obtained training to get acquainted with daily operations.

Senior Librarian Schoonover reported that the Youth Services Librarian will be providing a report later.

Commissioner Hall inquired about the meeting with the Homeless Navigator.

Library Director Vinke reported that he met with the Homeless Navigator and the communication between the City, library staff, and Homeless Navigator in assisting and providing services. Additionally, noted that he met with the President of the South Bay Literacy Council to build that relationship.

Vice Chair Coopman inquired about the meeting with T-Mobile on November 21, 2022, and if the internet will be an added layer for library facilities.

Discussion followed the fees, types of devices, next steps for accessing the facilities, if assistance is needed from the Commissioners, and tools that can be used to assess the need of devices.

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

Commissioner Walls inquired about community outreach and awareness.

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

Motion by Vice Chair Coopman, seconded by Commissioner Willers, to receive and file the Director's Report. Motion carried unanimously, with no objection.

AYES: Wirsing, Willers, Hall, Walls, Vice Chair Coopman, and Chair Beauchamp.

NOES: None.

ABSENT: None.

J.2. ELECTION OF OFFICERS

Commissioner Wirsing stated that she will be traveling in the next year and prefers not to be elected to an office seat.

Commissioner Willers stated that she prefers not to be elected to an office seat.

Chair Beauchamp stated that this is his last year of a two-term seat and will term out in September.

Chair Beauchamp and Vice Chair Coopman both stated what their roles entail as Chair and Vice Chair.

Motion by Commissioner Coopman, seconded by Commissioner Walls, to nominate Commissioner Hall as Chair and Commissioner Beauchamp as Vice Chair of the Library Commission. Motion carried unanimously, with no objection.

AYES: Wirsing, Willers, Hall, Walls, Vice Chair Coopman, and Chair Beauchamp.

NOES: None.

ABSENT: None.

J.3. SUMMER READING PROGRAM UPDATE

Youth Services Librarian Mitchell provided the following update:

- Theme: Read Beyond the Beaten Path and took place from June 4 – August 14, 2022. Participants received prizes for milestones.
- 1,382 participants for 2022 Summer Reading Program
 - 1,170 Children (956 school age, 214 pre-school or younger)
 - 132 Teens
 - 80 Adults
- Calendar included storytime, campfire scary story for teens, crafts, board games, and family movie night.
- Held 48 youth services programs with a total of 2,816 attendees.

- Opportunity Reading prices were given to allow for participation and completion of the reading.
- 9 in-person events for adults with 238 attendees.
- Thanked the Friends of the Library for the support and funding for the Summer Reading Program and thanked the Teen Volunteers that assisted throughout the summer.
- 2023 Theme: Find Your Voice and will start planning in January 2023.

Discussion followed regarding the participation numbers prior to COVID and book reviews and the age variety and use of that information.

Youth Services Librarian Mitchell responded and provided clarification to the Commissioners' questions.

J.4. OPEN+ACCESS AT NORTH BRANCH UPDATE

Library Director Vinke stated that the written staff report was provided and opened the floor to questions.

Discussion followed the data regarding subscription, funds allocated, next steps to move forward with Open+Access, expenses for modifications as needed, software used for access, targeted date for completion, and equipment received by the City for installation.

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

J.5. DISCUSSION OF CANCELLING JANUARY 2023 MEETING

Library Director Vinke reported that next meeting for the Library Commission meeting is a closed day. The next available date in January would be January 26, 2023, and would place them a week before their regularly scheduled meeting.

Motion by Vice Chair Beauchamp, seconded by Commissioner Coopman, to cancel the January 2, 2023, Library Commission Meeting. Motion carried unanimously, with no objection.

AYES: Wirsing, Willers, Walls, Coopman, Vice Chair Beauchamp, and Chair Hall.

NOES: None.

ABSENT: None.

K. MEMBER ITEMS AND REFERRALS TO STAFF

Commissioner Coopman spoke on the two letters that are presented to City Council regarding the budget allocations. Letter is usually written around February or March. Now that the January meeting is canceled, requested for consideration to work on the budget letter.

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

Commissioner Coopman further detailed the types of projects where the funding has been allocated if City Council approves additional funding for libraries.

Motion by Vice Chair Beauchamp, seconded by Commissioner Willers, to direct staff to add to the February Library Commission Meeting's agenda the budget letter for Library Commissioners' consideration, and for Library Director Vinke to provide direction/guidance regarding the allocations for the funding as needed. Motion carried unanimously, with no objection.

AYES: Wirsing, Willers, Walls, Coopman, Vice Chair Beauchamp, and Chair Hall.
NOES: None.
ABSENT: None.

Commissioner Coopman and Commissioner Wirsing both volunteered to assist in drafting the letter after the meeting in February.

L. ADJOURNMENT

Motion by Commissioner Wirsing, seconded by Commissioner Coopman, to adjourn the meeting at 7:48 PM. Motion carried unanimously, with no objection.

AYES: Wirsing, Willers, Walls, Coopman, Vice Chair Beauchamp, and Chair Hall.
NOES: None.
ABSENT: None.

The next meeting of the Redondo Beach Library Commission will be a Regular Meeting to be held at 7:00 PM on A To Be Determined Date, 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.

Dana Vinke
Library Director

A. CALL TO ORDER

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

B. ROLL CALL

Commissioners Present: Wirsing, Walls, Coopman, and Chair Beauchamp

Commissioners Absent: Willers and Chair Hall

Officials Present: Dana Vinke, Library Director
Helaire Hamilton Mitchell, Youth Services Librarian
Erin Schoonover, Senior Librarian

C. SALUTE TO THE FLAG

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

D. APPROVE ORDER OF AGENDA

Motion by Commissioner Coopman, seconded by Commissioner Walls, to move J.3 to be considered earlier in the meeting. Motion carried unanimously, with no objection.

AYES: Wirsing, Walls, Coopman, and Chair Beauchamp.

NOES: None.

ABSENT: Willers and Chair Hall.

E. BLUE FOLDER ITEMS – ADDITIONAL BACK UP MATERIALS

E.1. RECEIVE AND FILE BLUE FOLDER ITEMS

Chair Beauchamp confirmed that the budget letter is a Blue Folder Item.

Library Director Vinke confirmed that the budget letter will be considered under I.

F. CONSENT CALENDAR

F.1. APPROVE AFFIDAVIT OF POSTING FOR THE REDONDO BEACH LIBRARY COMMISSION MEETING OF MARCH 6, 2023

Motion by Commissioner Coopman, seconded by Commissioner Walls, to approve the Consent Calendar. Motion carried unanimously, with no objection.

AYES: Wirsing, Walls, Coopman, and Chair Beauchamp.

NOES: None.

ABSENT: Willers and Chair Hall.

G. EXCLUDED CONSENT CALENDAR ITEMS

None.

H. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

H.1. RECEIVE AND FILE PUBLIC WRITTEN COMMENTS ON NON-AGENDA ITEMS

Chair Beauchamp opened the floor to public comments.

There were no eComments or public comments received.

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

J.3. LIBRARY SOCIAL MEDIA UPDATE

This item was considered out of order.

Youth Services Librarian Mitchell provided the staff presentation and the following updates regarding library social media:

- Facebook page created September 2010.
- 1,500 followers (41% Redondo Beach, 10% Los Angeles, 9.4% Torrance, remainder other Cities)
- 15,000 people view content per month.
- Postings include calendar events, history of Redondo Beach, and other activities.
- Social media will be used for the Summer Reading Program.
- Three staff members post events.
- Will be conducting monthly or bi-monthly social media meetings.

Discussion followed regarding the events on Facebook and the schedule for Instagram, Instagram handle (rbplyouthservices), preferred hashtags, and possibly use TikTok.

Youth Services Librarian Mitchell responded and provided clarification to the Commissioners questions.

I. ITEMS CONTINUED FROM PREVIOUS AGENDAS

I.1. MID-YEAR BUDGET REQUEST LETTER

Library Director Vinke provided an update regarding the budget request letter.

Commissioners reviewed the provided letter.

Discussion followed regarding a total request of \$75,000, placing the breakdown on the first page, additional staffing previously requested, and any other additions to the letter.

Motion by Commissioner Coopman, seconded by Commissioner Walls, to approve the Mid-Year Budget request letter with the following changes; adding \$75,000 to the subject line and changing “service” to “services.” Motion carried unanimously, with no objection.

AYES: Wirsing, Walls, Coopman, and Chair Beauchamp.

NOES: None.

ABSENT: Willers and Chair Hall.

J. ITEMS FOR DISCUSSION PRIOR TO ACTION

J.1. DIRECTOR'S REPORT

Library Director Vinke provided the following Director's Report:

- Network with other community groups to build relationships.
- Library Staff took a tour of allcove Beach Cities, a Youth Wellness Center, located at Beach Cities Health District.
- Open+Access continued work on the mechanisms of the door installation.
- Recruiting for part-time staffing.
- Safety walkthrough with the Redondo Beach Police Department at both locations.
- CPR training from the Redondo Beach Fire Department.
- Library Outreach – Staff attended the Public Safety Open House and the grand opening of the Redondo Beach Transit Center.

Discussion followed Open+Access staff training, partnership with schools, changes from digital use to physical, changes from Cloud Library and hoopla, breakdown of the various systems and how they are being utilized, request of monthly circulation reports and providing post COVID and now after COVID data, data by platform, and multi-lingual systems.

Library Director Vinke and Senior Librarian Schoonover responded and provided clarification to the Commissioners' questions.

Motion by Commissioner Wirsing, seconded by Commissioner Coopman, to receive and file the Director's Report. Motion carried unanimously, with no objection.

AYES: Wirsing, Walls, Coopman, and Chair Beauchamp.

NOES: None.

ABSENT: Willers and Chair Hall.

J.2. NATIONAL LIBRARY WEEK PROCLAMATION

Library Director Vinke provided a brief statement regarding the proclamation and asked for the Commissioners to attend the April 18, 2023, City Council Meeting.

Discussion followed regarding the intent of the proclamation.

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

J.3. LIBRARY SOCIAL MEDIA UPDATE

This item was considered out of order. It was considered after Public Comments.

K. MEMBER ITEMS AND REFERRALS TO STAFF

None.

L. ADJOURNMENT

Motion by Commissioner Wirsing, seconded by Commissioner Coopman, to adjourn the meeting at 7:37 PM. Motion carried unanimously, with no objection.

AYES: Wirsing, Walls, Coopman, and Chair Beauchamp.

NOES: None.

ABSENT: Willers and Chair Hall.

The next meeting of the Redondo Beach Library Commission will be a Regular Meeting to be held at 7:00 PM on April 3, 2023, 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.

Dana Vinke
Library Director

A. CALL TO ORDER

A Regular Meeting of the Redondo Beach Library Commission was called to order by residing Chair Hall at 7:02 PM, in the City Hall Council Chambers, 415 Diamond Street, Redondo Beach, California, and teleconference.

B. ROLL CALL

Commissioners Present: Willers, Wirsing, Walls, Coopman, Vice Chair Beauchamp, and Chair Hall

Commissioners Absent: None

Officials Present: Erin Schoonover, Senior Librarian

C. SALUTE TO THE FLAG

Vice Chair Beauchamp led the Commissioners in a Salute to the Flag.

D. APPROVE ORDER OF AGENDA

Motion by Commissioner Coopman, seconded by Vice Chair Beauchamp, to approve the order of the agenda. Motion carried unanimously, with no objection.

AYES: Willers, Wirsing, Walls, Coopman, Vice Chair Beauchamp, and Chair Hall.

NOES: None.

ABSENT: None.

E. BLUE FOLDER ITEMS – ADDITIONAL BACK UP MATERIALS

E.1. RECEIVE AND FILE BLUE FOLDER ITEMS

Senior Librarian Schoonover 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 APRIL 3, 2023

F.2. APPROVAL OF THE FOLLOWING MEETING MINUTES OF AUGUST 1, 2022, DECEMBER 5, 2022, AND MARCH 6, 2023

Item was pulled for individual consideration by Commissioner Coopman.

Motion by Vice Chair Beauchamp, seconded by Commissioner Coopman, to approve the Consent Calendar with the exception of the Meeting Minutes. Motion carried unanimously, with no objection.

AYES: Willers, Wirsing, Walls, Coopman, Vice Chair Beauchamp, and Chair Hall.

NOES: None.

ABSENT: None.

G. EXCLUDED CONSENT CALENDAR ITEMS

F.2. APPROVAL OF THE FOLLOWING MEETING MINUTES OF AUGUST 1, 2022, DECEMBER 5, 2022, AND MARCH 6, 2023

Item was pulled for individual consideration by Commissioner Coopman.

Commissioner Coopman stated the following changes:

- Page 7- Item E remove apostrophe from Commissioners.
- Page 8 – The new Library Director will be starting in September and Director Anderson recommended for the meeting to be canceled. Rephrase the sentence.
- Page 9 – Second bullet should be rephrased.
- Page 10 – Third line bottom, remove apostrophe from Commissioners.
- Page 11 – Fix Commissioners name to Nafissi.
- Page 12 – Remove Commissioner Nafissi.
- Page 12 – Replace Use to Youth.
- Page 13 – Delete apostrophe from Commissioners.
- Page 13 – Remove Nafissi.
- Page 14 – First bullet, participants received prizes for milestones.
- Page 14 – Rephrase sentence.
- Page 15 – Remove Nafissi.
- Page 19 – Second bullet to reflect the correct name of the organization.
- Page 19 – HOOPLA all lower-case.
- Page 19 – Add the apostrophe to Commissioners.
- Page 18 - Add the apostrophe to Commissioners.

Motion by Vice Chair Beauchamp, seconded by Commissioner Walls, to approve the Meeting Minutes as amended by Commissioner Coopman. Motion carried unanimously, with no objection.

AYES: Willers, Wirsing, Walls, Coopman, Vice Chair Beauchamp, and Chair Hall.

NOES: None.

ABSENT: None.

H. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

Chair Hall opened the floor to public comments.

Senior Librarian Schoonover confirmed that 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

Senior Librarian Schoonover confirmed that there were no items continued from previous agendas.

Vice Chair Beauchamp inquired about budget request letter.

Chair Hall confirmed that she signed the letter and that it was sent for City Council consideration.

J. ITEMS FOR DISCUSSION PRIOR TO ACTION

J.1. DIRECTOR'S REPORT

Senior Librarian Schoonover provided the following Director's Report:

- March 6, 2023 – South Bay Literacy Council and the possibility of having an open house and provide literacy materials to help support the literacy tutors in the South Bay.
- Safety walkthrough conducted by the Police Department at both libraries and provided safety measures throughout the facility.
- Director Vinke sat on the Technology Director's interview panel for the City. Announcement was not made as to an appointment for this position.
- Attended the Friends of the Redondo Beach Library meeting.
- Attended a meeting with City staff regarding volunteers.
- Conducted interviews for part-time positions at the library.
- Meeting with company that specializes in world language materials.

Discussion followed regarding location for the newly hired part-time librarian staff, conference room space available, meeting with Redondo Beach High School, tour of the main library and all the various services available, usage of conference rooms at the libraries, volunteers, library events, Baker and Taylor vendor for library to purchase books, National Library Week proclamation, pride month display, Juneteenth display, five-year statistics provided by staff, confirmation for City Council to consider the budget request letter, and Health Workshop series and if it's a new collaboration and participation by the public.

Senior Librarian Schoonover responded and provided clarification to the Commissioners' questions.

Motion by Vice Chair Beauchamp, seconded by Commissioner Willers, to receive and file the Director's Report. Motion carried unanimously, with no objection.

AYES: Willers, Wirsing, Walls, Coopman, Vice Chair Beauchamp, and Chair Hall.

NOES: None.

ABSENT: None.

K. MEMBER ITEMS AND REFERRALS TO STAFF

Chair Hall confirmed the requested tour of the main library and review of services, the update on the Juneteenth and Pride month plans for June, and the update on the June meeting regarding the budget request letter.

Commissioner Willers requested for an orientation for onboarding new Commissioners.

Chair Hall opened the floor to public comments.

Senior Librarian Schoonover confirmed that there were no eComments or public comments received.

Elijah Hughes, Senior at Redondo Beach High School, inquired about the Library Commission's role and various projects.

Library Commissioners' responded to Elijah Hughes's questions.

Unknown Speaker, asked additional questions about the Library Commission's roles, other future goals for the library system, and community awareness of the library and its services.

Library Commissioners' responded to the Unknown Speaker's questions.

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

L. ADJOURNMENT

Motion by Vice Chair Beauchamp, seconded by Commissioner Walls, to adjourn the meeting at 8:02 PM. Motion carried unanimously, with no objection.

AYES: Willers, Wirsing, Walls, Coopman, Vice Chair Beauchamp, and Chair Hall.

NOES: None.

ABSENT: None.

The next meeting of the Redondo Beach Library Commission will be a Regular Meeting to be held at 7:00 PM on May 1, 2023, 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.

Dana Vinke
Library Director



Administrative Report

J.1., File # LC23-6001

Meeting Date: 5/1/2023

To: LIBRARY COMMISSION

From: DANA VINKE, LIBRARY DIRECTOR

TITLE
DIRECTOR'S REPORT

- April 6 Library Director Dana Vinke and Timothy Parker, Technical Services Librarian, attended a presentation by AtoZ Databases, a business database for public libraries
- April 7 Library Director Dana Vinke and Timothy Parker, Technical Services Librarian, attended a presentation on Baker & Taylor BTCat service
- April 8 Timothy Parker, Technical Services Librarian, attended a Gale Analytics mapping webinar
- April 18 The Library hosted “Run, Hide, Fight” staff training with the Redondo Beach Police Department (RBPD) at Main Library
- April 14 Timothy Parker, Technical Services Librarian, met with Scott Hackstadt of Bibliotheca to discuss Open+ SIP2 setup
- April 17 Timothy Parker, Technical Services Librarian, met the SCLC Technical Services Interest Group
- April 18 Library Director Dana Vinke, Library Commissioners Penny Wirsing and Nona Janssen Walls, and Friends of the Redondo Beach Library president Mary Simun, attended the City Council meeting and received the National Library Week proclamation on behalf of the Redondo Beach Library
- April 25 Library Director Dana Vinke attended the City Council’s Strategic Plan meeting
- April 25 The Library hosted “Run, Hide, Fight” staff training with the Redondo Beach Police Department (RBPD) at North Branch Library
- April 25 – April 27 Timothy Parker, Technical Services Librarian, attended the SirsiDynix annual COSUGI conference virtually
- April 26 Timothy Parker, Technical Services Librarian, attended the Archiving/Memory lab ALA webinar
- April 27 Library Director Dana Vinke and Timothy Parker, Technical Services Librarian, attended a presentation by vLex legal research, a law database

Updates on

Open+

Volunteer Program

Staffing – PT Librarian/PT Library Clerk

Safety Training – Run Hide Fight

Juneteenth Pride Month recognition

National Library Week Proclamation

Redondo Beach Unified School District - High School Library



Administrative Report

J.2., File # LC23-6002

Meeting Date: 5/1/2023

To: LIBRARY COMMISSION

From: DANA VINKE, LIBRARY DIRECTOR

TITLE

DISCUSS AND PROVIDE INPUT ON THE CITY'S FY2023-2024 BUDGET