

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: Coopman, Hayes, Maroko, Walls, Willers, and Chair Hall

Commissioners Absent: None

Officials Present: Dana Vinke, Library Director
Erin Schoonover, Senior Librarian

C. SALUTE TO THE FLAG

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

D. APPROVE ORDER OF AGENDA

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

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 DECEMBER 4, 2023

F.2. APPROVAL OF THE FOLLOWING MEETING MINUTES OF AUGUST 7, 2023 AND OCTOBER 2, 2023

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

Motion by Vice Chair Maroko, seconded by Commissioner Hayes, to approve the Consent Calendar except for Item F.2. Motion carried unanimously, with no objection.

G. EXCLUDED CONSENT CALENDAR ITEMS

F.2. APPROVAL OF THE FOLLOWING MEETING MINUTES OF AUGUST 7, 2023 and October 2, 2023

Discussion ensued regarding corrections to the August 7, 2023 Library Commission Meeting minutes.

Motion by Commissioner Walls, seconded by Commissioner Coopman, to approve the

August 7, 2023, Library Commission Meeting minutes, as amended to include corrections.
Motion carried.

AYES: Coopman, Hayes, Walls, Willers, and Chair Hall
NOES: None.
ABSENT: None.
ABSTAIN: Vice Chair Maroko

Discussion ensued regarding corrections to the October 2, 2023 Library Commission Meeting minutes.

Motion by Vice Chair Maroko, seconded by Commissioner Coopman, to approve the October 2, 2023, Library Commission Meeting minutes, as amended to included corrections.
Motion carried unanimously, with no objection.

H. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

Chair Hall opened the floor to public comments.

Senior Librarian Schoonover 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

I.1 2023 SUMMER READING REPORT

Youth Services Librarian Helaine Hamilton Mitchell presented the 2023 Summer Reading Program Report. She noted the following information:

- Teen, Children, and Adult Participation
- Submitted Book Reviews
- First-Time Participants
- Finishers
- Youth Services Programs
- Adult Programs
- Attendance

Commissioner Coopman inquired whether the increase in participation was due to marketing.

Youth Services Librarian Hamilton Mitchell explained that a good amount of increased participation was due to marketing and stated adult registration and teen participation was strongly emphasized.

Commissioner Walls requested information regarding the organization that helped get the puppet service/show.

Youth Services Hamilton Mitchell spoke regarding Dream Shapers.

Chair Hall opened the floor to public comments.

Senior Librarian Schoonover 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 Hayes, to receive and file the 2023 Summer Reading Report. Motion carried unanimously, with no objection.

J. ITEMS FOR DISCUSSION PRIOR TO ACTION

J.1. DIRECTOR'S REPORT

Library Director Vinke provided the following Director's Report:

- Update on Open +
 - Agreement for the installation of surveillance cameras at the North Branch Library
 - Working with contractor on the implementation schedule and timeline
- City Website Updates – New Library Webpage
- Braille Institute
 - Equipment and resources

Commissioner Coopman asked when the new website would launch.

Library Director Vinke stated a tentative date of January.

Vice Chair Maroko commented on the activity report and asked if there was any activity on the month of November and asked for clarification regarding the gate count statistics and whether staff tracks the use of the private study rooms.

Library Director Vinke spoke regarding the activity report updates for November and commented that the private study rooms are used very frequently.

Senior Librarian Schoonover spoke regarding the gate count statistics and sign-up sheet for private study rooms. She stated staff does not formally track the use of the private study rooms.

Chair Hall inquired regarding the retirement date of Senior Librarian Schoonover.

Senior Librarian Schoonover stated her last day is scheduled to be December 29, 2023.

Chair Hall opened the floor to public comments.

Senior Librarian Schoonover 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 Coopman, to receive and file the Director's Report. Motion carried unanimously, with no objection.

J.2 DAILY BREEZE MICROFILM DIGITIZATION

Library Director Vinke expressed excitement for the progress made in the digitization project and stated additional updates will be provided at a future Library Commission meeting date.

Vice Chair Maroko spoke regarding a two-step process that would be beneficial to protecting historic documents prior to 1926.

Library Director Vinke spoke regarding the plan proposed by the County, stated the City does not own any of the microfilm and spoke regarding his experience with digitization projects and copyright/ownership.

Commissioner Hayes inquired whether there is financial support needed.

Library Director Vinke spoke regarding the next steps in determining how to get those documents to newspapers.com, nominal cost associated, and the want for discussion with the County in obtaining licensing for Redondo Beach Library user access.

Commissioner Walls questioned whether metadata has been identified to be included such as image recognition or image identification.

Library Director Vinke spoke regarding the metadata.

Chair Hall inquired regarding the timeline of the project.

Library Director Vinke stated he will be meeting with the County next week and will hopefully have an update at the next Library Commission meeting.

Commissioner Coopman inquired regarding cost.

Library Director Vinke spoke regarding costs.

Chair Hall opened the floor to public comments.

1. Michele Wachtfogel inquired whether the Beach Reporter and the Easy Reader are included in this project.

Library Director Vinke responded that to his knowledge the Beach Reporter and Easy Reader are not included in the project. Senior Librarian Schoonover stated that she is not aware of anyone that keeps the microfilm.

Vice Chair Maroko suggested the Hermosa Beach Historical Museum and spoke regarding the accessibility of the microfilm at the museum.

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

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

Motion by Commissioner Hayes, seconded by Vice Chair Maroko, to receive and file the Daily Breeze Microfilm Digitization Documents. Motion carried unanimously.

J.3 FINE FREE

Library Director Vinke spoke regarding the pros and cons of a "fine free" model and his experience with this model.

Commissioner Coopman spoke regarding the analysis of overdue fines.

Senior Librarian Schoonover spoke regarding the fine forgiveness during COVID.

Commissioner Hayes asked whether there was any correlation between the new policy and increased participation.

Library Director Vinke provided clarification.

Vice Chair Maroko suggested criteria to waive fines for individuals with barriers and questioned the \$170,000 late fines in the system and holds.

Library Director Vinke stated those are languishing fines that have aggregated over time.

Discussion ensued regarding addressing the languishing fines and hold fees. Library Director Vinke stated there are no policies or procedures to deal with this issue.

Chair Hall spoke regarding the fine free policy.

Vice Chair Maroko requested to agendize for the next Library Commission meeting determining whether the Commission should write off the \$170,000 of late fines and make the recommendation to the City Council.

Library Director Vinke stated he can get more information on the old late fines.

Commissioner Walls suggested including the Finance Department.

Chair Hall stated she would like to continue the conversation related to fine free.

Library Director Vinke stated the fee schedule was implemented in August and this would be better addressed through the fee schedule, but could get more information from other departments.

Chair Hall requested that for the next Library Commission meeting there be some examples from surrounding Libraries like Torrance or Palos Verdes related to their policies and processes.

Motion by Vice Chair Maroko, seconded by Commissioner Walls, to agendize the discussion on fine free and expunging past fines that are on record. Motion carried unanimously, with no objection.

Vice Chair Maroko stated that if there is a specific proposal to consider that it be included in the packet for fine free.

Library Director Vinke stated there is an old proposal that addresses some of the concerns. He cautioned that they might not have all the information by the next meeting. He will provide an update, but not enough for an agenda item given the amount of information to aggregate.

Chair Hall opened the floor to public comments.

Senior Librarian Schoonover 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 Walls, to receive and file the fine free documents. Motion carried unanimously, with no objection.

J.4. DISCUSSION AND POSSIBLE ACTION REGARDING JANUARY LIBRARY COMMISSION MEETING

Chair Hall stated the next regular schedule meeting is on New Year's.

Library Director Vinke stated that the first meeting in January does fall on a holiday, the next scheduled regular meeting is on February 5, 2024, and potential alternates dates for a meeting prior to the first meeting in February is January 29, January 30, January 31, 2024.

Chair Hall spoke regarding prior practices to cancel the first meeting in January.

Vice Chair Maroko suggested sending something to City Council informing them that the Library Commission is not having a regular scheduled meeting in January.

Library Director Vinke spoke regarding cancelling a meeting due to lack of quorum.

Vice Chair Maroko expressed concern with lack of quorum due to the fact that Commissioners are only allowed to miss two meetings prior to being off of the Library Commission. He suggested letting the City Council know the Library Commission's next regular meeting is for February 5, 2024 and having the City Council vote on the item per the city ordinance.

Library Director Vinke stated he needs to confirm with the City Clerk's Office or the City Manager regarding the process for the cancellation of the meeting.

Commissioner Coopman spoke regarding past practices in cancelling the first meeting.

Commissioner Walls expressed support for cancellation of the meeting as a commission.

Chair Hall expressed support for cancelling the meeting as a commission and having staff follow up with the City Clerk's Office regarding the ordinance.

Commissioner Coopman expressed support for the cancellation of the meeting as a commission.

Motion by Commissioner Walls, seconded by Commissioner Hayes, to cancel the January 1, 2024 Library Commission Meeting due to the holiday. Motion carried.

AYES: Coopman, Hayes, Walls, Willers, and Chair Hall

NOES: Vice Chair Maroko

ABSENT: None.

K. MEMBER ITEMS AND REFERRALS TO STAFF

Commissioner Coopman asked if there is anything Library Commission can ask the City Council for in the midyear budget letter.

Library Director Vinke stated that he did not have any recommendations at this time.

Vice Chair Maroko thanked Senior Librarian Schoonover for the tour and Library Director Vinke for coffee time and gave an update regarding his email account access.

Commissioner Coopman inquired regarding technology access for Commissioners.

Library Director Vinke provided clarification.

Chair Hall thanked Senior Librarian Schoonover for her years of service and wished her all the best of luck in her Retirement.

Commissioner Walls echoed previous comments.

Chair Hall opened the floor to public comments.

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

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

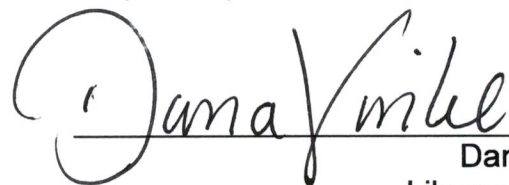
L. ADJOURNMENT

Motion by Commissioner Walls, seconded by Vice Chair Maroko, to adjourn the meeting at 8:25 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 February 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:

A handwritten signature in black ink, reading "Dana Vinke". The signature is written in a cursive style with a large, looping "D" and a stylized "V".

Dana Vinke
Library Director