

**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, Maroko, Walls, Willers, and Chair Hall

Commissioners Absent: Hayes

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

**C. SALUTE TO THE FLAG**

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

**D. APPROVE ORDER OF AGENDA**

Library Director Vinke requested the Summer Reading Program update be postponed to the next Library Commission meeting.

Motion by Commissioner Walls, seconded by Vice Chair Beauchamp to postpone the Summer Reading Program Update to the November Library Commission meeting. Motion carried unanimously, with no objection.

AYES: Coopman, Maroko, Walls, Willers, and Chair Hall.

NOES: None.

ABSENT: Hayes.

Senior Librarian Schoonover confirmed there were no public comments.

Motion by Commissioner Cooper, seconded by Vice Chair Beauchamp approve the order of the agenda, except the Summer Reading Program Update. Motion carried unanimously, with no objection.

AYES: Coopman, Maroko, Walls, Willers, and Chair Hall.

NOES: None.

ABSENT: Hayes.

**E. BLUE FOLDER ITEMS – ADDITIONAL BACK UP MATERIALS**

**E.1. RECEIVE AND FILE BLUE FOLDER ITEMS**

Library Director Vinke confirmed there are no Blue Folder Items.

**F. CONSENT CALENDAR**

**F.1. APPROVE AFFIDAVIT OF POSTING FOR THE REDONDO BEACH LIBRARY COMMISSION MEETING OF OCTOBER 2, 2023**

Chair Hall stated she did not see the minutes for the August 7, 2023 meeting placed on the Agenda for approval.

Library Director Vinke stated staff is working with the City Clerk's Office to provide the August 7, 2023 meeting minutes.

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 Vice Chair Beauchamp, to approve the Consent Calendar Agenda Item F.1. Motion carried unanimously, with no objection.

AYES: Coopman, Maroko, Walls, Willers, and Chair Hall.

NOES: None.

ABSENT: Hayes.

**G. EXCLUDED CONSENT CALENDAR ITEMS**

None.

**H. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS**

**H.1. FOR ECOMMENTS AND EMAILS RECEIVED FROM THE PUBLIC**

Chair Hall opened the floor to public comments.

Senior Librarian Schoonover confirmed there were no public comments or eComments 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 welcomed new commissioners, spoke regarding scheduling Library tours for commissioners, and stated staff is working on creating new digital name tags for the new commissioners. He provided the following Director's Report:

- Open+Access – Agreement will be brought to the City Council for surveillance cameras at North Library plus the installation. Bibliotheca is working on the cameras and access to the Library.
- Updates to the City Website – Currently migrating content and photos to new website, Website is set to go live mid to late October
- Updates on New Computers for Library staff and external users
- Reported on visit from Guide Dogs for the Blind at the Main Library and the Inspiration Grant
- Updates on the South Bay Literacy Council Program, Speaker Series Program, and School to Career Program – Redondo Beach High School
- Ban Book Week
- Update on Library Card Sign-Up Month – reported a sign-up total of 363
- California State Library Report – results at a future meeting
- Retirement of Senior Librarian Schoonover

Discussion ensued regarding the new updates and next steps to Open+Access, securing historic books, update digital name plates, accessibility of materials and unveiling, update on the prior discussion regarding a Library Tour for the Library Commissioners', updates to the new Library webpage and catalog, fines and fees, dog visit programs, grant project ideas, organizational chart, September 18 meeting with Tim Parker - digitizing Daily Breeze newspapers.

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

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.

## **J.2. ELECTION OF OFFICERS**

Library Director Vinke spoke regarding appointment of election of officers for Chair and Vice Chair.

Commissioner Maroko questioned whether a secretary is necessary for the commission.

Senior Librarian Schoonover stated there has never been a appointed secretary.

Library Director Vinke stated he would look into the matter.

Motion by Commissioner Willers, seconded by Commissioner Coopman, to appoint Jennifer Hall as Chair and Ron Maroko as Vice Chair. Motion carried unanimously, with no objection.

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

### **J.3. 2023 SUMMER READING REPORT**

Summer Reading Report was postponed to the next Library Commission meeting.

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.

### **K. MEMBER ITEMS AND REFERRALS TO STAFF**

Chair Hall requested the by-Laws and the organization chart to be shared, scheduling of Library Tours for new commissioners, updating digital name plates, August 7, 2023 minutes brought to the commission for approval, and the commencement of process for the removal of late fees and fines and research what other local Libraries have done.

Library Director Vinke stated he will research the matter and report findings to Council.

Commissioner Coopman inquired regarding upcoming holidays and meeting cancellations, and mid-year budget request letter.

Library Director Vinke spoke regarding the Library budget and allocation of funds.

Discussion ensued regarding the mid-year budget letter.

Commissioner Coopman inquired regarding receiving and filing agenda reports.

Library Director Vinke stated he will look into the matter.

Chair Hall requested the Director's Report be approved.

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

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

Vice Chair Maroko spoke regarding his priorities to digitize newspapers, map program and cartographer, and National Library Week – Pop-Up Library at Veterans Park, and inquired regarding shelf capacity, expansions of libraries and Volunteer Appreciation Program.

Library Director Vinke spoke regarding capacity of shelves and open spaces, roles and responsibilities of staff and staffing vacancies, and Volunteer Appreciation Program update.

Chair Hall inquired regarding vacancies on the commission.

Library Director Vinke spoke regarding board and commission vacancies.

Vice Chair Maroko spoke regarding requirements for boards and commissions.

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.

Commissioner Walls spoke regarding statistical reports for programs and participants throughout the years and inquired regarding off-site numbers.

Senior Librarian Schoonover spoke regarding Library programs relating to off-site numbers.

## **L. ADJOURNMENT**

Motion by Commissioner Coopman, seconded by Commissioner Willers, to adjourn the meeting at 8:13 PM. Motion carried unanimously, with no objection.

AYES: Coopman, Maroko, Walls, Willers, and Chair Hall.

NOES: None.

ABSENT: Hayes.

The next meeting of the Redondo Beach Library Commission will be a Regular Meeting to be held at 7:00 PM on November 6, 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.

Respectfully submitted:

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Dana Vinke  
Library Director