

**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, Vice Chair Maroko, and Chair Hall

Commissioners Absent: Willers

Officials Present: Dana Vinke, Library Director  
Becca McNeely, Administrative Coordinator  
Rosalia Vega, Administrative Specialist

**C. SALUTE TO THE FLAG**

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

**D. APPROVE ORDER OF AGENDA**

Motion by Vice Chair Maroko, seconded by Commissioner Walls, to approve the order of the agenda. Motion carried unanimously.

AYES: Coopman, Hayes, Walls, Vice Chair Maroko, and Chair Hall.

NOES: None.

ABSENT: Willers.

**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 APRIL 1, 2024**

**F.2. APPROVAL OF THE FOLLOWING MEETING MINUTES OF MARCH 4, 2024**

Commissioner Coopman requested to pull Item F.2. for separate discussion and consideration.

Motion by Vice Chair Maroko, seconded by Commissioner Coopman, to approve the Consent Calendar except for Item F.2. Motion carried unanimously.

AYES: Coopman, Hayes, Walls, Vice Chair Maroko, and Chair Hall.

NOES: None.

ABSENT: Willers.

## **G. EXCLUDED CONSENT CALENDAR ITEMS**

### **F.2. APPROVAL OF THE FOLLOWING MEETING MINUTES OF MARCH 4, 2024**

Commissioner Coopman and Commissioner Walls spoke regarding minor corrections on the minutes.

Chair Hall opened the floor to public comments.

Administrative Coordinator McNeely 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 Coopman, to approve the Consent Calendar Item F.2, as amended. Motion carried unanimously.

AYES: Coopman, Hayes, Walls, Vice Chair Maroko, and Chair Hall.

NOES: None.

ABSENT: Willers.

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

Chair Hall opened the floor to public comments.

Administrative Coordinator McNeely 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
  - Senior Librarian
  - Part-Time Librarian
    - Interviewed candidates
  - Library Page
    - Closed Recruitment
- Update on Redondo Beach Archives in Laserfische (Reflex, Directories, etc.)
- Update on Library Programming (Adult and Youth)
- Update on Library Facilities (Study Rooms and North Branch)
- Update on ILS RFP
- Coursera Informational Webinar
- Fall Programs

- Possible Security Camera Installations
- ICOE CA Libraries Broadband Aggregator
- Security Camera Installations at the Palos Verdes Library District
- Library Main Entrance Handrails
- Library Marketing
- Communications Team Meeting
- Computer Reservation Software and Public Print Software
- Met with Bibliotheca representatives to Discuss RFID Conversion Solutions
- Update on Open +

Vice Chair Maroko asked for clarification regarding ICOE CA Libraries Broadband Aggregator.

Commissioner Walls asked for clarification regarding solar eclipse craft.

Discussion ensued regarding solar eclipse craft and event.

Chair Hall requested an update on the Senior Librarian position.

Library Director Vinke answered the commissioners' questions and provided clarification, and spoke regarding Open + and ESS.

Commissioner Coopman commented on the digital circulation and asked for clarification regarding Hoopla transactions and access.

Chair Hall asked for clarification regarding consolidating e-books i.e Hoopla, Libby/Overdrive, CloudLibrary.

Library Director Vinke spoke regarding the digital circulation, and Hoopla and Kanopy access, manager presentations, e-book services, and next steps.

Vice Chair Maroko asked for clarification regarding the off-site program.

Commissioner Walls asked for clarification regarding the access to multilingual material through the e-book services.

Chair Hall asked whether History Day is still happening on Saturday, April 27, 2024 and an update on the budget letter by the Commission.

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

Chair Hall asked whether a subcommittee was necessary to draft a letter to the City Council related to a budget request.

Discussion ensued regarding the draft letter to the City Council related to a budget request.

Chair Hall and Vice Chair Maroko volunteered for the subcommittee.

Chair Hall opened the floor to public comments.

Administrative Coordinator McNeely 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 Hayes, seconded by Commissioner Walls, to appoint Chair Hall and Vice Chair Maroko to the subcommittee. Motion carried unanimously.

AYES: Coopman, Hayes, Walls, Vice Chair Maroko, and Chair Hall.

NOES: None.

ABSENT: Willers.

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

AYES: Coopman, Hayes, Walls, Vice Chair Maroko, and Chair Hall.

NOES: None.

ABSENT: Willers.

## **J.2 DISCUSSION AND POSSIBLE ACTION ON LIBRARY MARKETING SUBCOMMITTEE REPORT**

Commissioner Hayes provided an update regarding the library marketing subcommittee report.

Discussion ensued regarding marketing, newsletter opportunities, engagement, design templates, community programs, surveys, and next steps.

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

Motion by Vice Chair Maroko, seconded by Commissioner Coopman, to receive and file the subcommittee report. Motion carried unanimously.

AYES: Coopman, Hayes, Walls, Vice Chair Maroko, and Chair Hall.

NOES: None.

ABSENT: Willers.

Chair Hall opened the floor to public comments.

Administrative Coordinator McNeely confirmed there were no eComments or public comments received.

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

## **J.3 DISCUSSION AND POSSIBLE ACTION ON LIBRARY COMMISSION OBJECT**

Library Director Vinke provided a brief report on the Library Commission object.

Vice Chair Maroko spoke regarding the City Ordinance forming the commission and stated he does not like the word "object."

Commissioner Coopman stated the object focuses more on facilities as opposed to program and facilities, spoke regarding minor changes, and spoke in support of the power and duties.

Commissioner Walls suggested bringing the object up to date related to how the commission has evolved and spoke in support of expanding the object.

Vice Chair Maroko spoke regarding the history of the Library Commission and suggested changing the word "object" to "purpose".

Library Director Vinke spoke regarding the process of changing the object of the Library Commission.

Commissioner Hayes asked whether there was a downside in changing the object.

Library Director Vinke stated he does not see a downside and spoke regarding unintended consequences.

Vice Chair Maroko stated staff needs to determine the roles and responsibilities of the Library Commission.

Library Director Vinke suggested adding advocate and seeing what other Libraries charge their commission with, and stated he would like to review and bring back this item with different verbiage that better reflects the object at a future meeting and potentially changing the word "object."

Chair Hall and Commissioner Walls spoke in support of deferring the item to a future meeting.

Chair Hall opened the floor to public comments.

Administrative Coordinator McNeely 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 table the item to the meeting in June. Motion carried unanimously.

AYES: Coopman, Hayes, Walls, Vice Chair Maroko, and Chair Hall.

NOES: None.

ABSENT: Willers.

#### **J.4. DISCUSSION AND POSSIBLE ACTION ON LIBRARY COMMISSION DRAFT BYLAWS**

Library Director Vinke stated the Library Commission currently does not have bylaws and spoke regarding the avenue and compliance of the bylaws and the draft bylaws.

Commissioner Hayes asked whether having bylaws would limit the Commission.

Library Director Vinke stated the bylaws deal with procedure.

Vice Chair Maroko spoke regarding the bylaws approved on March 7, 2005, and spoke regarding the adoption of the resolution and the difference between the drafted bylaws and the established bylaws.

Library Director Vinke stated the City Clerk's Office does not have a record of bylaws established by the commission but would look further into the matter.

Discussion ensued regarding the proposed bylaws and policies and procedures.

Chair Hall opened the floor to public comments.

Administrative Coordinator McNeely 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 table the item to the meeting in June. Motion carried unanimously.

AYES: Coopman, Hayes, Walls, Vice Chair Maroko, and Chair Hall.

NOES: None.

ABSENT: Willers.

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

Commissioner Coopman asked whether the banner was going to be done for Summer Reading Program and spoke regarding the design and location.

Library Director Vinke spoke regarding the design, dimensions, and location of banners.

Brief discussion ensued regarding signage and banner visibility, location, dimensions, and design, permit process, and digital marquee.

Commissioner Walls requested the Library Commission do something in memory of former Mayor Brand.

Discussion ensued regarding potential ideas in tribute to former Mayor Brand.

Vice Chair Maroko requested aging of fines report and annual collection amounts.

Library Director Vinke spoke regarding fine free report and reduction of fees.

Vice Chair Maroko requested a general book discussion item to enhance public engagement.

Chair Hall opened the floor to public comments.

Administrative Coordinator McNeely 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 Coopman, to adjourn the meeting at 8:55 PM. Motion carried unanimously.

AYES: Coopman, Hayes, Walls, Vice Chair Maroko, and Chair Hall.

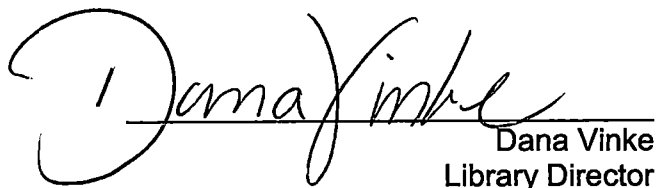
NOES: None.

ABSENT: Willers.

The next meeting of the Redondo Beach Library Commission will be a Regular Meeting to be held at 7:00 PM on May 6, 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, appearing to read "Dana Vinke", is written over a horizontal line. The signature is fluid and cursive.

Dana Vinke  
Library Director