

OPENING SESSION

CALL TO ORDER

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

ROLL CALL

| | |
|------------------------|---------------------------------------------------------------------------------|
| Commissioners Present: | Coopman (arrived 7:24 p.m.), Hannon, Morefield, Nafissi, Simun, Chair Beauchamp |
| Commissioners Absent: | None |
| Officials Present: | Susan Anderson, Library Director Camy Byrd, Minutes Secretary |

SALUTE TO THE FLAG

Chair Beauchamp led the audience and Commissioners in a Pledge of Allegiance to the Flag.

APPROVAL OF ORDER OF AGENDA

Motion by Commissioner Hannon, seconded by Commissioner Simun, to approve the Order of Agenda as presented. Motion carried unanimously, with Commissioner Coopman absent.

CONSENT CALENDAR:

APPROVAL OF AFFIDAVIT OF POSTING for the Library Commission meeting of March 2, 2020.

APPROVAL OF THE FOLLOWING MINUTES - Library Commission meeting of February 3, 2020.

MONTHLY UPDATE TO THE STRATEGIC PLAN – Receive and file.

Motion by Commissioner Morefield, seconded by Commissioner Nafissi, to approve the Consent Calendar, with the exception of the Monthly Update to the Strategic Plan. Motion carried unanimously, with Commissioner Coopman absent.

EXCLUDED CONSENT CALENDAR

Commissioner Morefield said the elevator is not fixed and that the item is not finished until the elevator is finished. She added that the item is no longer on the Strategic Plan. Library Director Anderson said it is operational, and the interior will be finished in April.

Commissioner Morefield said the Library is not a polling place because of the elevator. Library Director Anderson replied that the North Branch is a polling place, and the Main Library is a Vote-by-Mail location.

In response to Commissioner Morefield regarding who dictates what goes on the Strategic Plan, Commissioner Nafissi replied that the City Manager dictates what goes on the Strategic Plan. She suggested Commissioner Morefield email him to ask why it is not on the Strategic Plan, or attend the Strategic Planning session to ask them about it.

Library Director Anderson said she believes the elevator item was under the Public Works Director.

Motion by Commissioner Hannon, seconded by Commissioner Nafissi, to receive and file the Monthly Update to the Strategic Plan. Motion carried, with Commissioner Morefield opposed, and Commissioner Coopman absent.

PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

Chair Beauchamp called for public comment. There being no one wishing to comment, Chair Beauchamp closed the public comment period.

OLD BUSINESS

7. HARWOOD INSTITUTE

Staff recommendation: Receive and file

Library Director Anderson said Chair Beauchamp and Youth Services Librarian Donia Sichler attended their first Harwood conversation at the Seasons Senior apartment complex. She said it was enjoyable to all, and she followed Chair Beauchamp's format coming up with some potential action plans.

Chair Beauchamp said the Beach Cities Health District (BCHD) provides great services, and they are a trusted source of information and helper in the community. He thinks it would be good to work in conjunction with the BCHD as everyone he spoke to considers them a great resource.

Commissioner Simun said when she taught at Redondo Union High School they used a lot of their services, and they were a wonderful resource.

Commissioner Morefield asked if they are willing to fund a senior activity.

Chair Beauchamp said one suggestion was the curation of information for seniors, and moving the reference desk from the back to the front. He said the group felt the Library is a big and intimidating space and mentioned it would be nice if there was a greeter. He said some of the people at Seasons are looking for involvement, and suggested having them involved with that. He said maybe after another session, the group can get together to come up with more ideas.

Library Director Anderson noted that BCHD provides a lot of activities at the Library, such as mindfulness meditation, Alzheimer's and dementia programs, and programming for the Library.

Commissioner Hannon suggested having BCHD come to Kensington and offered to follow up.

Chair Beauchamp announced they will be at the Kensington on March 10, 2:00-4:00 p.m., and invited the Commissioners to come and ask open ended questions, and improve the knowledge of that community.

Motion by Commissioner Nafissi, seconded by Commissioner Simun to receive and file the Harwood Institute notes. Motion carried unanimously, with Commissioner Coopman absent.

8. 2019 STRATEGIC PLAN GOALS

Staff recommendation: Discussion

Library Director Anderson said at the last meeting Councilmember Horvath and Councilmember Nehrenheim spoke about replacing the existing 10-year goals, or if the City wants 10-year goals.

Library Director Anderson said the Commission voted to contribute 10-year goals pertaining to the Library that could be part of the discussion and revamping of the 10-year goals.

Library Director Anderson suggested the following Library goals:

- Automated 24-hour Access Solutions to libraries
- RFID tagging currently in a cost benefit analysis stage
- Community Services public facing services integrated into the Library

In response to Commissioner Nafissi regarding going paperless in the Library, Library Director Anderson said she plans to implement automatic card renewal which would eliminate some paperwork. She said they don't send printed notices by mail, they are trying to contact people by email, or phone. She believes there is a new app where patrons can renew their Library card using the app.

Commissioner Nafissi recommended moving to automatic renewals and go digital wherever possible, which could be cost savings.

Commissioner Morefield thought a 10-year goal should be more challenging. She also expressed concern about considering going paperless in a place that is designed for books, and where the written word is respected and preserved on paper.

In response to Commissioner Coopman regarding fees for the 24-hour Access Solutions and RFID's, Library Director Anderson said there was a monthly fee for the Bibliotheca open+, but no other costs that she knows of. She confirmed that there are no ongoing costs for the Library vending machines, or the remoteLockers.

Commissioner Coopman asked if the machines would be on loan and could be turned in for new models later, or if they would be purchased. Library Director Anderson said open+ was done in a branch in Ventura County that was designed with low shelving for security cameras and sightlines. She said the Catalina branch on Avalon also has it. She spoke to the branch manager, and he indicated that there are pros and cons.

Library Director Anderson said the 24-hour hold lockers or the vending machines would be more reasonable even if they are fairly expensive, because opening a branch another day would be expensive as well. She also suggested installing the lockers or vending machines at locations such as the community centers or other places.

Library Director Anderson noted she does not know of any libraries in Los Angeles that have vending machines or lockers. She said these types of solutions will become more popular, however, they are expensive. She said RFID tagging is expensive, and they would need to be re-tagged eventually.

Commissioner Morefield asked if it would be possible to have a system set up where perhaps BCHD volunteers pick up someone's library request and delivers to them. She is looking for non-library based library services.

Commissioner Simun said the Friends of the Redondo Beach Public Library has provided additional digital access to the Library that allows people to use their computers and tablets. She said there are a lot of opportunities for people to access libraries off the campus.

Motion by Commissioner Nafissi, seconded by Commissioner Morefield, to expand Library access through non-traditional services. Motion carried unanimously.

Commissioner Morefield said she would rather buy books than tag the books the Library already has. She is not sure it is a worthwhile 10-year goal.

Motion by Commissioner Nafissi to include the RFID tagging to improve the ergonomics and efficiency of circulation functions.

Commissioner Simun expressed concerns regarding privacy and tracking. Library Director Anderson said it helps with ergonomic injuries, and provides faster check-outs for patrons, however, there are issues such as the expense and privacy concerns.

Motion by Commissioner Morefield, seconded by Commissioner Hannon, to explore options to improve the ergonomics, efficiency and environmental sustainability of Library administration functions. Motion carried unanimously.

In response to Commissioner Morefield regarding Community Services paying for part of the square footage, Library Director Anderson said it would be a cost savings for the City, and the Library would be offering Passport services and other services that Community Services offers.

Commissioner Morefield asked if there is a way to talk to the Police department and have a social worker based in the Library allowing some of the homeless functions to be handled from there rather than in the Police station. Library Director Anderson said there are models where social workers are based in the Library, if the Commission wanted to suggest that.

In response to Commissioner Nafissi regarding what the Community Services might be, Library Director Anderson said a lot of cities have combined Community Services with the Library, and it looks different in each one. She said in addition to passport services, sometimes they have classes and programs in the North Branch meeting rooms, which could be provided in the Library.

Commissioner Morefield said Community Services has a different priority than the Library, and if they are in the same organization, they would be under one boss. She thinks they should be two separate departments.

Commissioner Nafissi said she likes the idea of incorporating Community Services into the Library because it could bring people to the Library who wouldn't normally come in.

Commissioner Simun shared that when North Redondo did the Walk-About, where people walk around the neighborhood, the Friends had a table at the event. She said they got many new members, gave away books and bookbags with their logo, and shared the various services the Library offers. She said there are many community outreach and cross section opportunities to bring people into the Library who normally wouldn't come in.

Library Director Anderson said she is looking at how they could thrive given the staffing situation and possibly combining services with Community Services could enable that. She said there would be

more staff in the building which would be beneficial. She said cities have moved towards that for these types of reasons.

Motion by Commissioner Nafissi, seconded by Commissioner Simun, to incorporate the Community Services function into the Main Library. Motion carried, with Commissioner Morefield opposed.

Motion by Commissioner Morefield to add a line saying "Incorporating Community Based Police Services functions into the Main Library facilities", which would be a social worker, or homeless outreach staff.

Motion by Commissioner Nafissi, seconded by Commissioner Simun, to send the recommendations to City Council on behalf of the Library Commission. Motion carried unanimously.

9. 2020 ALTERNATIVE LABOR DAY MEETING DATE

Staff recommendation: Discussion

Library Director Anderson noted that the Commission calendar is pretty full until possibly the last week in the month, which is very close to October.

Commissioner Morefield suggested moving the meeting to the first Friday that the City is open.

Commissioner Nafissi said her recommendation was to choose a date, keep it if there was business, but if there was not, to skip to the next meeting.

Motion by Commissioner Nafissi, seconded by Commissioner Coopman, to reserve August 26. Motion carried unanimously.

NEW BUSINESS

10. 2020 SERVING WITH A PURPOSE CONFERENCE

Staff recommendation: Receive and file

Library Director Anderson said in the past, Library Commissioners have attended an annual workshop hosted by the California Public Library Advocates, however, they have not been active for the last few years. She said this group leads a workshop called Serving with a Purpose which is a similar type of workshop for friends, trustees, foundations, and staff. She said if any of the Commissioners are interested in attending they should contact Karen Nakamura and the Library will sponsor them.

11. LIBRARY RULES OF CONDUCT

Staff recommendation: Receive and file

Library Director Anderson said they are in the process of revising the Library Rules of Conduct. She said after the Commission provides input, it will go to the City Manager, and then to City Council with an ordinance regarding enforcement of the rules.

- The last bullet is missing the final paragraph because they are in conversation about that.
- 3rd paragraph: a bin will be available to measure the size of the bag, or a poster to hold the bag up to
- Recording and photographs requires verbal permission
- Materials taken from the Library not properly charged out: Library staff may search a person and his/her belongings if the anti-theft security gate alarm is activated

- Hygiene conditions: includes the phrase “including, but not limited to, clothing odor, body odor, insects or pests, or with unsanitary belongings that interfere with the use and enjoyment of the Library.”
- Removed “eating” from being prohibited; if someone brought in a full meal, they would say something about it.

In response to Commissioner Nafissi regarding public meetings and the enforcement of rules, Library Director Anderson said people are allowed to video City Council on their phones because it is a public meeting, other instances are a little grayer. They will reinstate a sign tied into the policy that Library staff can photograph or videotape a program to promote it. The poster says if you are participating in the Library program in the meeting room you are consenting to be photographed or filmed.

Commissioner Morefield said that is problematic.

Library Director Anderson said they do not photograph kid’s faces, primarily just the performer.

Commissioner Nafissi suggested amending to include in public meetings people are free to record as they please.

In response to Commissioner Simun regarding a policy prohibiting people from sitting on the stairs, Library Director Anderson said that is part of these rules and there will be signs to that effect.

Commissioner Nafissi asked if a homeless person will be asked to leave based on their hygiene. Library Director Anderson said it is anybody that has an offensive odor, and they have asked people to leave. She added that they have had pest control issues.

Library Director Anderson noted that it is difficult because staff and patrons have different ideas regarding what is tolerable. She said PATH has provided hygiene packs to them that they have given out.

Motion by Commissioner Nafissi to pass the Rules of Conduct, with the recommendation regarding the recording and photographing.

In response to Commissioner Morefield regarding the process of enforcement and fine if someone violates the Rules of Conduct, Library Director Anderson said they will be informed of the infraction, if they continue to violate the rule they will be asked to leave, and if they refuse to leave it is a misdemeanor.

Library Director Anderson said dispatch will be called and they will be escorted from the building. She said if they return after being asked to leave, it could be considered trespassing.

Commissioner Simun asked if there is anything regarding skateboard in the Rules of Conduct.

Library Director Anderson mentioned putting bumpers on the stairs to prohibit skateboarding.

Commissioner Simun said there are lockers that can be installed specifically for skateboards to keep them from bringing them into the Library. She said she believes they are outdoor lockers which could be installed near the bike racks.

Commissioner Morefield asked if they could make it clear that skateboarding is not permitted in the parking structure.

Motion by Commissioner Nafissi, seconded by Commissioner Hannon, to pass the Rules of Conduct with the skateboarding in the parking garage and the recording and photographing in public meetings. Motion carried unanimously.

12. LIBRARY DIRECTOR'S REPORT

Staff recommendation: Receive and file

- March 31 – South Bay Dementia Consortium is doing a screening of a documentary called "Turning Point", about dementia
- Dementia kits have been assembled and a brochure will be available for the program
- Information will be provided to the South Bay Village, where volunteers visit the seniors and take them on errands and play games with them

Commissioner Morefield asked if the brochures could be available to Kensington and Silverado.

12. MEMBERS ITEMS AND REFERRALS TO STAFF

Library Director Anderson said the Library Commission Minutes from the October 7, 2019 meeting went to the City Attorney's office in regard to the vote on putting the senior outreach on the following agenda and it was determined that the vote violated the City's municipal code because when a Commissioner abstains, they need to give a reason and some of the Commissioners did not state a reason. She said they would need to vote on whether the item will go on the agenda next month.

Commissioner Morefield said she made the motion, therefore, she withdrew the motion.

In response to Commissioner Nafissi regarding voting, Library Director Anderson clarified that if a Commissioner does not vote, they need to give a reason.

Commissioner Nafissi clarified that a Commissioner can say no, abstain, or not vote. Library Director Anderson said they can vote for, vote against, or not vote, but they need to give a reason.

ADJOURNMENT AT 8:29 P.M.

Chair Beauchamp adjourned the meeting at 8:29 p.m., to a Regular meeting on Monday, April 6, 2020, at 7:00 p.m., in the Redondo Beach City Council Chambers, 415 Diamond Street, Redondo Beach, California. Motion carried unanimously.

Respectfully submitted,

Susan Anderson
Library Director