

A. CALL TO ORDER/ADMINISTER OATH OF OFFICE FOR NEW AND RE-APPOINTED COMMISSIONERS

A Virtual Special Meeting of the Redondo Beach Library Commission was called to order by Chair Beauchamp at 7:00 p.m.

City Clerk Manzano administered the Oath of Office to new and re-appointed Commissioners Coopman, Hall and Walls.

B. ROLL CALL

Members Present: Hall, Hannon, Nafissi, Walls, Coopman, Chair Beauchamp

Members Absent: None

Officials Present: Susan Anderson, Library Director
Eleanor Manzano, City Clerk
Vickie Kroneberger, Chief Deputy City Clerk

C. SALUTE TO FLAG

Commissioner Coopman led in the salute to the flag.

D. APPROVAL OF ORDER OF AGENDA

Motion by Commissioner Coopman, seconded by Commissioner Nafissi, to approve the Order of Agenda as presented. Motion carried unanimously, by roll call vote.

E. BLUE FOLDER ITEMS – ADDITIONAL BACKUP MATERIAL – NONE

E.1 For Blue Folder Documents Approved at the Library Commission Meeting

F. CONSENT CALENDAR

F.1. APPROVE AFFIDAVIT OF POSTING FOR THE REDONDO BEACH LIBRARY COMMISSION MEETING OF OCTOBER 5, 2020

F.2. APPROVAL OF THE FOLLOWING MINUTES: MARCH 2, 2020

Commissioner Coopman pulled Item No. F.2. from the Consent Calendar for separate discussion.

Motion by Commissioner Hannon, seconded by Commissioner Coopman, to approve Item No. F.1. in the Consent Calendar. Motion carried unanimously, by roll call vote.

G. EXCLUDED CONSENT CALENDAR ITEMS

G.1. (F.2.) APPROVAL OF THE FOLLOWING MINUTES: MARCH 2, 2020

Commissioner Coopman noted a correction to the second bullet point under the Library Director's report.

Motion by Commissioner Coopman, seconded by Commissioner Hannon, to approve Item No. G.1., as amended. Motion carried unanimously, by roll call vote.

H. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

H.1. For eComments and Emails Received from the Public

Chief Deputy City Clerk Vickie Kroneberger announced there were no eComments or public comments regarding this item or the Consent Calendar.

I. ITEMS FOR DISCUSSION PRIOR TO ACTION

I.1. DISCUSSION OF FY 2020/2021 BUDGET

Library Director Susan Anderson provided an update of the FY 2020/2021 City Budget; addressed requests by the Library Commission submitted to City Council, including approval of a full-time Tech Services position, the addition of a full-time Librarian, \$25,000 to reopen the North Branch, a permanent allocation of \$50,000 for materials collection and \$8,000 for technology increases. She provided details of the City Council's corresponding actions/allocations; reported all vacant positions in the City have remained frozen due to the Covid-19 pandemic and noted there have been part-time savings due to the closure.

In response to Chair Beauchamp's question regarding circulation, Library Director Anderson noted she will address it during the Director's Report but stated the digital circulation has increased and the physical circulation has decreased.

Brief discussion followed regarding the period for which requests were made to City Council via the Commission's letter.

Chief Deputy City Clerk Kroneberger announced there were no eComments or public comments regarding this item.

The Commission took no action on this item.

I.2. DISCUSSION OF HARWOOD INSTITUTE FOR LIBRARIES

Library Director Anderson presented the Administrative Report; addressed a training attended by Chair Beauchamp and the Youth Librarian at the Harwood Institute for Libraries and explained it involves community outreach through discussion groups to get information on the community's aspirations, in general, and determine how the Library can address them. She provided a summary of outreach efforts, so far; discussed input from the community regarding volunteering opportunities, the possibility of holding a volunteer fair and working with the Beach Cities Health District to provide a presentation on all of their volunteer opportunities; spoke about surveys and related responses and commented on the effects of Covid-19 closures.

Chair Beauchamp discussed the outreach process noting interruptions due to Covid-19; wondered about supporting the community during the pandemic and suggested restarting efforts when things return to normal.

Library Director Anderson proposed that at the Commission's meeting in February 2021, staff should have a better idea of what can and cannot occur and reported the next target group will be working professionals.

Commissioner Walls suggested having respondents to surveys rank services on future surveys.

Chair Beauchamp reported the surveys ask open-ended questions and stated the concept behind the Harwood Institute is to get to the core of what is important to people.

Library Director Anderson added the process can be done in perpetuity.

Commissioner Walls noted parents with school-aged children would most-likely welcome outreach from the Library more so than working professionals.

Library Director Anderson suggested placing the item on the Commission's December meeting agenda for further discussion.

Commissioner Coopman noted challenges with discussing volunteerism during closures and suggested discussing it when more information is available and people can meet, in person.

Library Director Anderson stated the item will be included in upcoming meeting agendas for continued discussion.

Commissioner Hannon announced Beach Cities Health District is reinventing itself; stated she was unsure as to the details; noted their volunteer program may be changing; added most of their talking points are about mental illness and isolation; indicated they welcome suggestions and reported they are working on a program for volunteers to call seniors as an outreach.

Chief Deputy City Clerk Kroneberger announced there were no eComments or public comments regarding this item.

J. ITEMS FOR DISCUSSION PRIOR TO ACTION

J.1. ELECTION OF OFFICERS

Staff recommendation: Election of officers for the term of October 2020 through September 2021

1. The Chairperson opens nominations for positions of Chair and Vice-Chair
2. The Chairperson closes nominations
3. The Chairperson calls for a motion
4. New Officers assume seats

Chair Beauchamp declared the positions of Chair and Vice Chair of the Commission, vacant, and called for nominations.

Commissioner Coopman commended Chair Beauchamp for his service and leadership and nominated him to continue as Chair and Commissioner Nafissi seconded the nomination.

Commissioner Nafissi nominated Commissioner Coopman as Vice Chair and Commissioner Hannon seconded the nomination.

There were no other nominations and Chair Beauchamp closed nominations.

Motion by Commissioner Coopman, seconded by Commissioner Nafissi, to approve Chair Beauchamp as Chair of the Library Commission. Motion carried unanimously, by roll call vote.

Motion by Commissioner Nafissi, seconded by Commissioner Hannon, to approve Commissioner Coopman as Vice Chair of the Library Commission. Motion carried unanimously, by roll call vote.

J.2. DISCUSSION OF GOALS FOR UPCOMING STRATEGIC PLAN

Library Director Anderson reported the Strategic Plan is scheduled for October 29, 2020 at 1:00 p.m. via Zoom; stated the Library Commission's item consisted of staff completing online training regarding interacting with homeless patrons; noted it was completed but indicated there were many other items that were not. She discussed automatic renewals of items that were checked out, transition to automatic library card renewals, moving to online payment of library fines and adding a "read a like" feature to the catalog.

Commissioner Coopman asked for an update on plans to purchase self-service kiosks and holds pickup lockers and Library Director Anderson noted the matter was discussed as part of suggested 10-year goals for the City; reported it is on City Council's next meeting agenda; indicated it involves a significant investment; suggested it could be addressed as part of the budget process; confirmed the Commission may request to shift budget items and discussed related challenges.

Chair Beauchamp discussed trends toward acceleration of digital processes due to the pandemic and suggested pickup lockers could trigger changes in behavior.

In reply to Commissioner Nafissi's question, Library Director Anderson provided a brief update on the City's Strategic Plan; talked about considering the fiscal impacts of the pandemic; stated by December, staff should have a better idea of where things are heading and indicated long-term library services will be reduced. Commissioner Nafissi discussed reevaluating priorities considering the pandemic and facility closures. Library Director Anderson suggested priorities for the Commission could be discussed as part of the budget process; addressed reduced library hours of operation and capacity upon reopening of the facilities and reported there are other options for reducing library usage.

Chief Deputy City Clerk Kroneberger announced there were no eComments or public comments regarding this item.

The Commission took no action on this item.

J.3. DIRECTOR'S REPORT

Library Director Anderson reported the City applied for and received additional State funds for digital resources from the State Library; noted the Technical Services Library position remains frozen; discussed staff technical training and development of a Library App during the closure; addressed upgrades to eMagazines and additions of streaming channels; spoke about digitizing historical documents for the City's Historical Archive and described the online Summer Reading program. She reported many digital vendors are collapsing into other vendors and the City is implementing the Cloud Library and the Libby Apps; addressed

availability of online cards and collaboration with local schools; discussed ballot box locations for the upcoming elections; spoke about completion of a shifting project at the North Library; announced the elevator is now operational and commented on updating a process for donations. Additionally, she announced the upcoming National Friends of Libraries Week, a Trunk-or-Treat Halloween event and presented statistical information.

Chair Beauchamp discussed changes in circulation and noted engagement with the Library has dropped.

Library Director Anderson spoke about challenges with staffing and discussed additional Zoom and digital programming opportunities.

Commissioner Coopman noted virtual programming is not going away and urged expansion of virtual opportunities, such as virtual meetings with authors and book clubs.

Library Director Anderson discussed maintaining online class subscriptions and reported the City is offering various classes through its vendors.

Commissioner Hall agreed with Commission Coopman noting now is a good opportunity to get people involved in virtual space; reported she participated in virtual book club in the past; felt virtual programs would help in engaging working professionals and commented positively regarding the Libby App.

Commissioner Nafissi spoke about impacts of Covid-19; believed this will be the new normal; suggested doing a community assessment/survey to determine what people want from the Library in terms of programming; discussed the need to be flexible and recommended offering resume writing, job search classes and mental health awareness programs.

Library Director Anderson reiterated challenges with staffing and spoke about the possibility of rehiring part-time staff to work on programming while still complying with safety protocols, since the City is saving money by having the Library closed.

Commissioner Nafissi suggested partnering with other organizations for virtual programming.

Commissioner Coopman added this may be a good opportunity for the Library to engage volunteers, virtually, without going through the normal volunteer application process and offered to help.

Commissioner Hall agreed with Commission Coopman and offered her help as well.

Discussion followed regarding online programming available through the Beach Cities Health District; partnering with various industries to provide programming for the community and pairing them with books to increase circulation and the various meeting apps available.

Chief Deputy City Clerk Kroneberger announced there were no eComments or public comments regarding this item.

Motion by Commissioner Coopman, seconded by Commissioner Nafissi, to receive and file the Director's Report. Motion carried unanimously, by roll call vote.

K. MEMBER ITEMS AND REFERRALS TO STAFF

Motion by Commissioner Coopman, seconded by Commissioner Hannon to direct staff to place discussion of Library Commission mid-year budget requests on the Commission's next meeting agenda. Motion carried unanimously, by roll call vote.

Motion by Commissioner Nafissi, seconded by Commissioner Coopman, to direct staff to draft a survey on community needs for the Commission to consider at its meeting in December. Motion carried unanimously, by roll call vote.

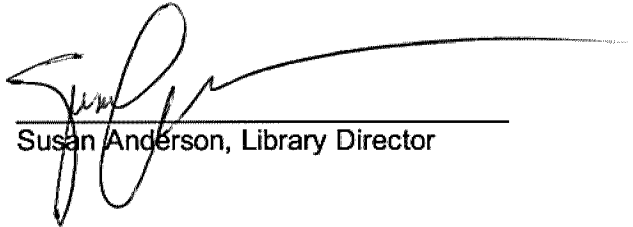
Motion by Commissioner Nafissi, seconded by Commissioner Hall, to direct staff to provide an update on programming plans for the Library, moving forward and add the item to the next Commission meeting agenda. Motion carried unanimously, by roll call vote.

Commissioner Coopman asked for information regarding the Library Commission's access to the City Zoom account.

L. ADJOURNMENT

The Library Commission meeting was adjourned at 8:52 p.m., by consensus, without objection, to the next meeting of the Redondo Beach Library Commission at 7:00 p.m. on December 7, 2020.

Respectfully submitted,



Susan Anderson, Library Director