

**CITY OF MANHATTAN BEACH
MINUTES OF THE LIBRARY COMMISSION**

August 13, 2012
6:30 p.m.
Manhattan Beach City Hall

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ROLL CALL

Present: Commissioners Cooperman, Hook, Clemons, and Rhees.

Absent: Commissioner Adams.

Others Present: Recreation Services Manager Mark Leyman and Recording Secretary Mary Kirchwehm.

APPROVAL OF MINUTES

The Minutes of the July 9, 2012 Library Commission meeting were approved as written.

CEREMONIAL

None.

AUDIENCE PARTICIPATION

None.

GENERAL BUSINESS

12/0813-1 – Brown Act Training

Attorney Roxanne Diaz provided Brown Act training consisting of a summary of the major provisions and requirements of the Ralph M. Brown Act.

12/0813-2 – Discussion of Temporary Library Services During Construction and Community Meeting Room

Recreation Services Manager, Mark Leyman, reviewed the contents of the staff report that was presented to the Library Commissioners regarding the use of City community rooms for community groups who are currently using the library community room.

Mr. Leyman also reported that information regarding temporary library services has been displayed in the glass enclosed bulletin board located in City Hall. Website information, a timeline and Frequently Asked Questions will also be added to the board. Similar information will be displayed at the library. Los Angeles County Library Regional Administrator Steven Klein is currently reviewing the information.

Mr. Leyman addressed the use of City community rooms for community groups who currently use the library community room. Mr. Leyman reported that the most frequent user group utilizes the library room once or twice a month. Since the County and City may categorize and charge these groups differently, staff recommends that for equitability and continuity purposes, the City use City reservation guidelines and rates for these groups. In addition, staff recommends that any group activity endorsed by the County, should be recognized as a City endorsed activity and have priority of use.

Commissioner Hook inquired if any information on temporary library services was in the recently released *Manhappenings*. Mr. Leyman reported that information regarding temporary library services was not in the *Manhappenings* because the deadlines for submission are so far in advance. He reported that the next publishing of the *Manhappenings* is in December. Commissioner Cooperman inquired about a budget for advertising in the local newspapers. Mr. Leyman reported that advertising funds were built into the administrative budget for Parks and Recreation. There will be community based advertising as well as paid advertising.

Commissioner Hook inquired if the library move out date is still planned for November and requested clarification if the move out date has changed. Commissioner Rhees stated that if the closing of the library has been delayed, it may be a County decision which would be out of the City's control. Mr. Leyman reported that the timeline would be discussed at the next executive meeting.

Commissioner Hook inquired about the status of the award contract. Mr. Leyman reported that more will be known after the executive committee meeting that is scheduled for next week. Commissioner Hook reported that it is difficult for the commissioners to function as a Library Commission when they do not know the process. Commissioner Hook requested relevant players to be present in the September meeting to discuss the timeline, to view schematics and designs, and discuss publicity. Commissioner Cooperman requested an update from the executive meeting and requested County officials to attend the September meeting.

Commissioner Rhees reported her concerns regarding the County fee structure for the community groups who will need to use the City's community rooms and inquired if the funds could be found in the budget. Mr. Leyman reported that the challenge for staff is being equitable to all groups. Commissioner Hook reported that she thinks it would not be appropriate to do anything but use the City of Manhattan Beach process and fees.

Manhattan Beach older adult resident, Madonna Newburg, reported that the City's website shows a timeline with information that the award design build will be in November and the move out will take place in January 2013 with construction beginning in April 2013. She reported that this should be where residents should find the most up-to-date schedule. It was last updated June 28, 2012.

Mr. Leyman stated that he will ask the City project leader to attend the next meeting and provide updates.

Commissioner Clemons inquired if a running countdown could be added to the home page of City's website as well as the County library home page.

Commissioner Cooperman proposed that once the Commission receives definitive information, it would be beneficial to set up a process to pass that information on to the Older Adults, Friends of the Library and anyone else who is interested.

Commissioner Clemons inquired if the proposed \$25,000 budget for Dial-A-Ride services that was mentioned in the staff report is for the entire two years or each year. Mr. Leyman stated that it was an estimate based on need and may be increased in the future by City Council if necessary.

COMMISSION ITEMS

None.

STAFF ITEMS

None.

ADJOURNMENT

Meeting was adjourned at 7:51 p.m. to the next regularly scheduled meeting on September 10, 2012.