



CITY OF MANHATTAN BEACH LIBRARY COMMISSION MEETING

**February 8, 2016
Manhattan Beach City Hall
Council Chambers
1400 Highland Avenue
Manhattan Beach, CA 90266
6:30 PM**

A G E N D A

- A. CALL TO ORDER**
- B. PLEDGE TO THE FLAG**
- C. ROLL CALL**
 - Commissioner Elasowich Commissioner Cleamons
 - Commissioner Hartzell Commissioner Kunkee
 - Commissioner Casady
- D. APPROVAL OF MINUTES**
 - January 11, 2016
- E. CEREMONIAL**
- F. AUDIENCE PARTICIPATION (3-Minute Limit)**
 - The public may address the Commission regarding City business not on the agenda.
- G. GENERAL BUSINESS**
- H. COMMISSION ITEMS**
- I. STAFF ITEMS**
- J. ADJOURNMENT**

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

January 11, 2016
6:30 p.m.

Manhattan Beach Library Meeting Room

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A. CALL TO ORDER

The meeting was called to order at 06:37 PM.

B. PLEDGE TO THE FLAG

C. ROLL CALL

Present: Commissioners Elasowich, Kunkee, and Casady

Absent: Commissioners Hartzell and Cleamons

Others Present: Director of Parks and Recreation, Mark Leyman and recording secretary, Linda Robb

D. APPROVAL OF MINUTES

November 9, 2015 - Commissioner Casady moved to approve the November 9, 2015 minutes as written. Commissioner Kunkee seconded the motion. The motion passed.

Ayes: Commissioners Elasowich, Kunkee and Casady

Nays: none

Abstain: none

Absent: Commissioners Cleamons and Hartzell

E. CEREMONIAL

None

F. AUDIENCE PARTICIPATION (3-Minute Limit)

Commissioner Elasowich opened the floor to audience participation.

Melissa McCollum, new Library manager introduced herself and gave a brief look into her background. She started at the Manhattan Beach library, moved to the Lawndale library for 7 years where Health and Wellness was a priority, then went on to manage the West Hollywood library where Arts and Culture was more the focus. Ms. McCollum received the *I Love My Librarian Award* in 2010.

Ms. McCollum announced the appointment of Skye Patrick as County Librarian starting February 1st.

Ms. McCollum reported that upcoming programming includes toddler story time, Kids Coding, STEM programming and Teen and adult book clubs. She also reported that the Manhattan Beach Library received a Book-to-Action grant and will collaborate with the Hermosa Beach and Redondo Beach Libraries for a Beach Cities

Reads program. She noted that the MB library birthday celebration will be coming up soon and that an Overdrive demo will be held at Joslyn center on January 26th. Overdrive is the vendor for downloading ebooks through the County library system.

Ms. McCollum made the following announcements:

A laptop kiosk has been installed on second floor and that she is very pleased by how well the study rooms and the large meeting room are being used.

Friend of the Library sale will be February 6th 10:00-3:00.

Friends of the Library meetings are on the second Thursday at 1:30 and are open to the public.

Commissioner Casady inquired about gallery space within the library. Ms. McCollum will investigate if exhibits would be possible.

Commissioner Kunkee inquired about the teen volunteers and if there any way to increase the number of volunteers. Ms. McCollum advised Commissioner Kunkee to contact Laura Mediola regarding information on volunteer opportunities.

Commissioner Casady asked Ms. McCollum how the Commission might be able to help her. She answered that she would like to hear about ideas and what the Commissioners are hearing and thinking.

Commissioner Elasowich mentioned that there used to be a cell phone tower on the old library but it is not there anymore. Ms. McCollum stated that this inquiry has been forwarded to Administration but there may not have been a tower there.

Commissioner Elasowich mentioned that may be a possibility for additional funds. Director Leyman will look into it.

Ms. McCollum addressed the issue of animals in the library. The county's policy is to accept service animals but does not ask for credentials. Any animal causing a problem will be addressed. She addressed the drink and snack issue. The County policy is that drinks and snacks are allowed. The custodial services are very good.

Commissioner Kunkee asked if Ms. McCollum will be giving statistics on a monthly basis for things like attendance or check out. Ms. McCollum replied that the usual model is an annual report. Commissioner Kunkee is interested in how many people are coming by day and in particular on Sundays. Ms. McCollum stated that milestones are celebrated and certainly after 6 months of data, a report could be prepared. She stated that direction from the city would be necessary for distribution of that data.

The floor was closed to audience participation.

G. GENERAL BUSINESS

None

H. COMMISSION ITEMS

Commissioner Kunkee addressed the work plan and the joint meeting with City Council scheduled for February 18th and stated that this will be an opportunity to talk out the idea of a workplan with the City Council. Commissioner Elasowich mentioned that is Ski Week for the schools. Director Leyman stated that in that case a new date will be researched. Commissioner Kunkee suggested a tentative schedule of issues for the workplan that could be addressed on a monthly basis.

January – discuss annual agenda
February – Library hours
March – Parking for library patrons
April – Interface with Downtown Association. Does the library attract out of town visitors to the downtown area?
May – plan Librarian social
June – talk about MBUSD/AM summer reading list and COLA summer reading program
July – review annual budget
August – Dark
September – Review attendance data and circulation data
October – interface with Parks and Rec commission for planning library events
November – review library conventions and rules regarding eating/drinking/talking/pets
December – Dark

Commissioner Casady asked if it would be a Brown Act violation to discuss possible items for the workplan outside of an official commission meeting.

Director Leyman stated that a subcommittee of 2 could be formed to evaluate workplan opportunities to present to the Commission. The City Council will go through roles and responsibilities at the Joint meeting.

Commissioner Kunkee shared a quote “our collections are shaped by and for our communities.” Customize each library to the community it serves.”

Commissioner Kunkee stated that Councilman Lesser is on the County Library Commission but the commission never hears anything about those meetings. She wondered if one the commissioners could attend a county library commission meeting and report back.

I. **STAFF ITEMS**

Director Leyman stated that he will work on establishing a new date for the Joint Commission meeting.

J. **ADJOURNMENT**

Commissioner Casady moved to adjourn. Commissioner Kunkee seconded the motion.

The motion passed.

Ayes: Commissioners Elasowich, Kunkee and Casady

Nays: None

Abstain: None

Absent: Commissioners Clemons and Hartzell

The meeting was adjourned at 7:29.