

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

May 9, 2016  
6:30 p.m.

Manhattan Beach City Council Chambers

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CONTENTS

**A. CALL TO ORDER**

The meeting was called to order at 6:32 PM.

**B. PLEDGE TO THE FLAG**

**C. ROLL CALL**

Present: Commissioners Elasowich, Kunkee, Hartzell and Casady

Absent: Commissioner Cleamons

Others Present: Recreation Services Manager, Eve Kelso and recording secretary, Linda Robb

**D. APPROVAL OF MINUTES**

April 11, 2016 - Commissioner Hartzell moved to approve the April 11, 2016 minutes as written. Commissioner Kunkee seconded the motion. The motion passed.

Ayes: Commissioners Elasowich, Kunkee, Hartzell and Casady

Nays: none

Abstain: none

Absent: Commissioner Cleamons

**E. CEREMONIAL**

Presentation of Certificate of Appreciation to Gary Hartzell for his service as Commissioner.

Commissioner Hartzell made a short speech thanking the Commission and staff.

Commissioner Casady thanked Commissioner Hartzell for his thoughtfulness and gift of articulation.

**F. AUDIENCE PARTICIPATION (3-Minute Limit)**

Commissioner Elasowich opened the floor to audience participation.

Marc Hustvedt introduced himself and will be joining the commission next month. He is a three year resident and is looking forward to participating. He also thanked Commissioner Hartzell for his service as Commissioner.

**Melissa McCollum, Library Manager** – gave the following updates on Library programs and partnerships.

Ms. McCollum presented Commissioner Hartzell with a small parting gift from the LA County Library. She also presented a 9 minute video of the Library's first year produced by the Teen Friends of the Library.

As of May 1, there were over 200,000 visits in the first year and she is looking forward to year two.

The Year One celebration went very well with only one noise complaint. The mobile mural lab was a success. Friends of the Library sponsored the day and served refreshments. The County gave away Children's books.

Beach Cities Read Plastic Ocean was a success. Over 60 people attended the author talk and more than 100 people attended the beach cleanup. If a grant can be attained for next year, it will happen again next year.

Over 130 people attended a performance of several tales involving the character of Figaro by the LA Opera. The performance was sponsored by County Supervisor Don Knabe and was geared toward children.

The library is in the middle of planning for summer reading which is the busiest time of the year. Many special events are being planned. The Children's Librarians are working on ordering books for the required reading lists for the schools. Next month Michael Mackavoy will be presenting the Summer programming.

Ms. McCollum made recommendations to the County IT department to include librarians, and library history information per Commissioner Hartzell's request.

A meditation class has been added during lunchtime for adults as a result of Commissioner Casady's request for lunchtime adult programming.

The Friends of the Library is interested in purchasing outdoor furniture for the patio area.

A local teen approached the library and is interested in doing a concert to raise money for LA County lifeguard training center.

Ms. McCollum is meeting with the City's Cultural Arts department and a local business to have some outdoor family film screenings on the lawn.

The first author event with Pages will be on July 6<sup>th</sup> 7:00 pm – details to come.

The floor was closed to public comment.

#### **G. GENERAL BUSINESS**

Selection of the 2016/2017 Library Commission Chair

Commissioner Elasowich moved to nominate Commissioner Kunkee for Chair and Commissioner Casady for Vice-Chair for the 2016/2017 term. The motion was seconded by Commissioner Hartzell. The motion passed.

Ayes: Commissioners Elasowich, Hartzell and Casady

Nays: none

Abstain: Commissioner Kunkee

Absent: Commissioner Clemons

#### **H. COMMISSION ITEMS**

Commissioner Kunkee asked Commissioner Hartzell to recap his ideas on what he feels the future of the Commission could be with a few changes.

Commissioner Hartzell stated that the commission was originally created to decide whether or not to keep the library in the County system. Once that decision was made, it seemed that the value of the commission started to diminish. The commission is caught between the County and City bureaucracies. The commission handbook for the city states that the role of the commission is to advise the City Council on library issues and how to increase its value to the community. The inability to set your own agenda to discuss ideas significantly limits, if not negates, any real advisory role. Some details have improved, such as more information appearing on the agenda. A poll should also be taken a week before to see if Commissioners have anything to present. He mentioned that new Commissioners do not have adequate orientation. He asked what exactly the Commission is supposed to do without the power to set its own agenda? In the event that the current situation cannot be changed, he recommends dissolving the Library Commission and replacing it with an advisory committee that could work with Ms. McCollum to enhance library programming without having to ask permission to discuss items.

Commissioner Kunkee shared that she ran into Councilmember Lesser and asked if there was to be a Library advisory committee so as not to be constrained by the Brown Act but was told that City advisory committees are also constrained by the Brown Act. Given that fact, she didn't see any advantage to being an advisory Committee over being a Commission. She would like to continue to devote energy to seeing what the Commission can accomplish.

Commissioner Hartzell stated that it would be helpful if someone could come in and explain the parameters of what exactly the Commission can do and what is expected of it. It would be great to know the tools available and what work is allowed to be done.

Commissioner Casady stated that the challenge is defining role and mission of the Commission. He would be open to encouraging the group to come up with a definition and put it on the table for the City Council. It would be good to start proactively so that the Commission has a voice. Commissioner Hartzell agreed.

Recreation Services Manager, Eve Kelso stated that the Senior Advisory Committee is not bound by the Brown Act. Traffic Engineer, Erik Zandvliet stated that standing committees are bound by the Brown Act and Ad-hoc committees are not.

Commissioner Elasowich stated that she has voiced some of the commission's wishes to City Council.

Ms. Kelso will clarify the rules of how to agendize an item.

Commissioners Kunkee and Casady requested discussion of the role and mission of the Library Commission at the July meeting.

## I. **STAFF ITEMS**

Erik Zandvliet – Traffic Engineer – Commissioner Kunkee stated that she has been through the Civic Center and Library parking lot and there are cars parked there early in the morning. She reported that the lot is full by 10:00 or 11:00am on Sundays. This makes it difficult for Sunday library patrons to find parking. She asked how we can adjust signage and posted hours in the City Hall lots in order to accommodate the city and library as well as reduce confusion. She also mentioned that in the underground parking for City Hall, the signs state that it is employee parking only Monday – Thursday from

7:30am-3:00pm and 2 hour metered parking from 8:00am-9:00pm Friday – Sunday but it does not state that outside of those hours, you do not have to pay the meters.

Mr. Zandvliet stated that there is some overflow parking from residents on the upper level in the mornings. He stated that there are no Sunday restrictions on the upper level and that has carried over from when the library was not open on Sundays. Many of these things can be changed depending on how the need changes. For Lot 6, most public parking lots in the downtown area are 8:00am – 9:00pm, metered with either 2,3 or 10 hour restrictions. Staff can look at changing some things to better accommodate the library. The current underground parking is a pilot program. The reason it is not employee only parking on Fridays is that City Hall used to be open Monday – Friday with half of the staff present. The Monday – Thursday restriction was set at 3:00 with the assumption that if an employee was leaving the area after 3:00, they probably were not coming back. What wasn't made clear is that parking is free after 3:00pm Monday – Thursday. There are many questions that need to be reviewed, including the needs of the library employees. The meter displays can easily be changed to clarify the free parking. There will be a new revised plan for the underground parking at City Hall. Once the pilot program is finalized, a full signage program will be implemented.

Commissioner Kunkee made the following suggestions:

1. Extend the parking restriction to 9:00pm in the upper City Hall parking lot
2. Extend the 15<sup>th</sup> Street parking adjacent to end the 2 hour parking restriction at 9:00pm
3. Civic Center and Library parking restricted to 2 hour parking, 7 days a week, except holidays

Commissioner Kunkee asked if employees really return from lunch as late as 2:50 and questioned the need for the employee only restriction until 3:00. Mr. Zandvliet stated that the City is actually considered extending the time to later as there are City Inspectors who need to be able to park when they come back from the field. There are many staff who work at sites other than City Hall that need to come in for meetings and often have nowhere to park.

Ms. McCollum mentioned that the Library has about 10 employees on the weekends and 14 on the weekdays, some of whom work a late shift and often have difficulty parking.

Mr. Zandvliet stated that any requests for changes to parking restrictions can be sent directly to him for consideration. If any changes can be made administratively, they will be.

Recreation Manager Eve Kelso reported that she had approached the City Clerk about placement of the Library report on the agenda. The Commission handbook is in the process of being redone and a decision will be made soon. An answer should be available within 2 months.

## **J. ADJOURNMENT**

Commissioner Hartzell moved to adjourn. Commissioner Elasowich seconded the motion. The motion passed.

Ayes: Commissioners Elasowich, Kunkee, Hartzell, and Casady

Nays: None

Abstain: None

Absent: Commissioner Clemons

The meeting was adjourned at 7:46 PM.