



**CITY OF MANHATTAN BEACH  
LIBRARY COMMISSION MEETING**

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**September 12, 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 Kunkee            Commissioner Casady  
Commissioner Clemons        Commissioner Hustvedt  
Commissioner Elasowich
- D. APPROVAL OF MINUTES**  
July 11, 2016
- E. CEREMONIAL**  
None
- F. AUDIENCE PARTICIPATION (3-Minute Limit)**  
The public may address the Commission regarding City business not on the agenda.
- Librarian's Report – Melissa McCollum, Library Manager will discuss library programs, activities and updates.
- G. GENERAL BUSINESS**
- H. COMMISSION ITEMS**
- I. STAFF ITEMS**
- J. ADJOURNMENT**

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

July 11, 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 6:36 PM.

**B. PLEDGE TO THE FLAG**

**C. ROLL CALL**

Present: Commissioners Kunkee, Casady, Elasowich, Cleamons and Hustvedt

Absent: None

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

**D. APPROVAL OF MINUTES**

June 13, 2016 - Commissioner Casady moved to approve the June 13, 2016 minutes as written. Commissioner Cleamons seconded the motion. The motion passed.

Ayes: Commissioners Kunkee, Casady, Elasowich, Cleamons and Hustvedt

Nays: none

Abstain: none

Absent: none

**E. CEREMONIAL**

None

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

Commissioner Kunkee opened the floor to audience participation.

**Melissa McCollum, Library Manager** –Ms. McCollum presented the following regarding library programs:

*Programming highlights* – very high attendance for programs, beyond capacity for some. 230 children and parents were in attendance.

*Ron Kovic Author Talk* - very successful – over 100 people were in attendance. The author was very warm and generous with his time. Pages bookstore was pleased and may want to collaborate again.

*Teen Programs* –

Sewing – Donut pillows

Drawbots – over capacity – made robots that drew circles and shapes

Community Service – many teens doing community service – over 90 teen volunteers for over 500 hours in June

Fitcamp (Pre-K -2<sup>nd</sup>) and Strawbees - new programs in coordination with PE specialist Jesus Mejia (give straws and connector to build and play games with things they build)

Book clubs going well

Yoga and meditation quadrupled in size from the first month to the second month.

Community Interactive forums have been successful. Former Commissioner Gary Hartzell will be speaking on the Ancient Library of Alexandria on July 18<sup>th</sup>.

Over 17,000 people came through the library in June with 22,004 items in circulation. 1,272 kids/teens attended programs offered.

Staffing update – A new library assistant has been hired. Teen Librarian, Laura Ishikawa will be leaving.

Ms. McCollum is waiting for County approval to use NextDoor an online social media site recommended by Commissioner Hustvedt.

500 postcards have been printed and donated to the library. The postcard features a beautiful photograph of the library. The cards were generously donated by resident and amateur photographer, Dennis White.

Commissioner Casady inquired about teen volunteers receiving credit for their hours leading to a conversation regarding utilization of the National Charity League, a mother-daughter volunteer organization with two nearby branches.

Commissioner Kunkee asked about Teen Librarian, Laura Ishizaka leaving and if the 28 student volunteers would still be supported. Ms. McCollum stated that staff will cover until a new librarian is hired. Commissioner Kunkee inquired about the inter-library van and the time it takes to receive a requested book from another branch. Ms. McCollum stated that it varies depending on where you are in the queue and how many copies are available. Ms. McCollum stated that the number of books being requested is significant so people are using the service.

Commissioner Kunkee asked if any steps have been made to become a Family Place Library. Ms. McCollum stated that there is budget involved so the City would need to allocate funds for additional furniture, toys, books, etc. to get official designation. She said that the library currently follows best practices for Family Place but does not have the license.

Ms. McCollum added that the board will be voting whether or not to approve patio furniture for the outdoor area in the next week.

Commissioner Clemons inquired on how long the patio furniture would take to arrive once approved. Ms. McCollum stated that there is a process and she cannot predict exactly when it would be installed. The proposal is for benches, chairs and an umbrella. Commissioner Clemons asked if trashcans are part of the plan so that the area is kept tidy. Currently trashcans are not in the plan but it will be monitored.

Commissioner Elasowich asked if the patio furniture would interfere with performances

in the outdoor space. Ms. McCollum stated that outdoor events were considered when planning.

The floor was closed to public comment.

**G. GENERAL BUSINESS**

None

**H. COMMISSION ITEMS**

Commissioner Casady reported that he submitted a letter requesting permission to discuss a Commission work plan. The letter will be attached to the approved June minutes for Council approval.

The Commissioners decided to have an August meeting. Commissioner Elasowich will not be able to attend.

Commissioner Casady reported that the Ron Kovic event at the Library was very impressive. He thought that a similar event at lunchtime with sandwiches might be a great experiment to talk about.

Commissioner Hustvedt stated that he loves to receive Gary Hartzell's emails that bring him up to speed. He asked where he should refer citizens who approach him with ideas for the library. Ms. McCollum stated that they are welcome to call or email her or they may contact the County Librarian through the library website. She stated that the County library is responsive at every level. Commissioner Clemons also stated that they should be invited to a commission meeting and added that often times questions that seem like Library commission questions turn out to be questions for City Council.

**I. STAFF ITEMS**

Recreation Manager Eve Kelso announced that there will be a Commissioner orientation in September with a Dial a Ride tour of the City. The exact date has not been decided.

The new Commissioner handbook will be going to council in August or September and will be discussed at the orientation.

Staff has not been made aware if a date has been set for the annual County/City library meeting.

**J. ADJOURNMENT**

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

Ayes: Commissioners Kunkee, Casady, Elasowich, Clemons and Hustvedt

Nays: None

Abstain: None

Absent: None

The meeting was adjourned at 07:13 PM.