



**CITY OF MANHATTAN BEACH  
LIBRARY COMMISSION MEETING**

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**February 13, 2017  
Manhattan Beach City Hall  
Council Chambers  
1400 Highland Ave.  
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 Hustvedt  
Commissioner Elasowich
- D. APPROVAL OF MINUTES**  
December 12, 2016
- E. CEREMONIAL**
- 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**  
16/1114.1 Discussion of work plan items for City Council consideration
- H. COMMISSION ITEMS**
- I. STAFF ITEMS**
- J. ADJOURNMENT**

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

December 12, 2016

6:30 p.m.

Manhattan Beach City Council Chambers

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**A. CALL TO ORDER**

The meeting was called to order at 6:31 PM.

**B. PLEDGE TO THE FLAG**

**C. ROLL CALL**

Present: Commissioners Kunkee, Casady, Elasowich and Hustvedt

Absent: Commissioner Cleamons

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

**D. APPROVAL OF MINUTES**

November 14, 2016 - Commissioner Elasowich moved to approve the November 14, 2016 as written. Commissioner Casady seconded the motion. The motion passed.

Ayes: Commissioners Kunkee, Casady, Elasowich, and Hustvedt

Nays: none

Abstain: none

Absent: Commissioner Cleamons

**E. CEREMONIAL**

Commission Chair Kunkee presented Manhattan Beach Library Manager, Melissa McCollum with a Certificate of Appreciation for her dedication, professionalism and leadership in providing literacy, arts and personal enrichment opportunities for the Manhattan Beach Community.

Commissioner Hustvedt told Ms. McCollum that her presence at the meetings has been very meaningful to him.

Commissioner Casady thanked Ms. McCollum for being a vital member of the community.

Commissioner Elasowich thanked Ms. McCollum for doing an amazing job bringing the community to the library and for coming to the commission meetings.

Commissioner Kunkee stated that she is very impressed with the library and commended Ms. McCollum on curating books that are relevant to the community. She added that the library staff is great and the tone is set by the manager.

**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:

Ms. McCollum thanked the commissioners for the recognition and acknowledged her staff.

New Teen and Adult Services Librarian Claire Moore should be on board by the end of January. She comes with a lot of experience. Library Assistant, Ann Quatch was promoted to Children's Librarian at the Gardena Library so another library assistant will be hired.

The periodical list has increased by 11 thanks to the generosity of the Friends of the Library. Most of the additional periodicals were added by resident request. New titles include: Financial Times, ARTForum, Cooks Illustrated, Harvard Business Review, Dogster, Inc., BookForum, Entrepreneur, New York Review of Books, ADDitude and Parents Magazine. Many of the periodicals are also available online.

Author Jill Willard will be speaking on December 13<sup>th</sup> as part of the Author Program in partnership with Pages Bookstore.

Save the dates 2017 –

1. Salsa class with live music January 31<sup>st</sup>
2. Author Viet Thanh Nguyen via Skype, February 1
3. Beyond Books – LA Opera Zarzuela Project, February 25
4. Teen/Adult drawing series, Monday evenings beginning February 27

The floor was closed to public comment.

## **G. GENERAL BUSINESS**

### **16/1114.1 Discussion of work plan item**

Commissioner Kunkee raised the issue that the Little Free Libraries are not being maintained. Manager Kelso informed the commission that the existing Little Free Libraries on public land were intended to be temporary while the library was being built.

Commissioner Elasowich would like to concentrate on the main library.

Commissioner Kunkee suggested that perhaps a letter of appreciation should be sent to the people who are responsible and retire them or look into refurbishing. She will reach out to the Girl Scouts to see if they are interested in maintaining.

Commissioner Casady suggested that a workplan could be made using the calendar as a guide. Some suggestions:

September - Library meet and greet

October - outreach to ask community about the library

November - present a high profile luncheon speaker with catering from a local restaurant, perhaps to become a monthly or bi-monthly event

February – children coming to speak to the commission either by contest or teacher selected, Readers into Speakers

May - Library birthday

June - Summer Reading

July - annual attendance stats, get a sense for how the library is being used

August - Intergenerational comedy night

Commissioner Hustvedt appreciates the idea of setting a structure that is maintained and likes the idea of formalizing a regular public ask for data. He thought maybe doing all of the

things on the list could be a little aggressive and asked if there is a mission statement. He stated that he would love for the Commission to set a mission statement to help set a course for the commission.

Commissioner Casady offered an example of a vision statement that he had previously explored.

Commissioner Casady and Hustvedt will work together as a subcommittee to work on a draft of a statement of purpose for the Commission.

**H. COMMISSION ITEMS**

None

**I. STAFF ITEMS**

Manager Kelso explained that the Commissioner Handbook item has been pushed to after the election.

Commissioner Kunkee asked about the attendance numbers and Manager Kelso reported that the numbers are not yet available. Commissioner Kunkee reported that one of the City Council members had expressed interest in the library being open on Thursday evenings until 9:00. She stated that it is difficult to provide recommendation and comments without the data. Manager Kelso will reiterate the request for data to Director of Parks and Recreation, Mark Leyman.

**J. ADJOURNMENT**

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

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

Nays: None

Abstain: None

Absent: Commissioner Clemons

The meeting was adjourned at 7:21 PM.