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

March 14, 2005

6:30 p.m.

City Hall

1400 Highland Avenue

ROLL CALL

Present: Commissioners Gill, Humbarger, Ljungwe and Popovich

Absent: Commissioner Miller

Others Present: Parks and Recreation Director Richard Gill, Recreation Services Manager Mark Leyman, Community Library Manager Leticia Tan, Regional Administrator Steven Klein and Recording Secretary Jane Grace

APPROVAL OF MINUTES

The Minutes of the February 15, 2005 Library Commission were approved as written.

CEREMONIAL

Mr. Gill introduced the newest Library Commissioner Lisa Popovich. Commissioner Popovich reported that she has lived in Manhattan Beach since 1988, is a mother of two, an attorney in downtown Los Angeles, and a user of the Manhattan Beach Library and park services. She indicated an interest in becoming involved in the community and therefore is serving on the Library Commission as well as AYSO and Manhattan Little League.

OLD BUSINESS

05/0215.01 – Discussion and Prioritization of Library Enhancements

Commissioner Gill suggested that the Commission should discuss preferences that each one has for the use of the \$50-\$100,000.

Director Gill suggested that the Commission should not tackle the issue of additional hours for the library at this time but, perhaps, could be part of the recommendation for next year's allotment. Mr. Gill indicated that the ultimate goal of the City is to purchase the library. When the City owns the library, the City would be in a better position to discuss additional hours.

Commissioner Humbarger suggested that the Commission is waiting for the County to indicate how they would prioritize the list of library services and exactly what they would like included in the groups (\$50,000 or \$100,000). Commissioner Gill suggested that, barring hearing from the County, the Commission should come up with their own list, looking for the emphasis of available funding for immediate fixes. Commissioner Gill indicated that the Commission agreed to leave it to the County Library staff to determine where specifically the money should be spent but the Commission might allocate a certain proportion to publications, DVD's and furniture.

Mr. Gill asked Regional Administrator Steven Klein if he would be comfortable, when the Commission's recommendations go to Council, answering questions about details of suggested purchases. Mr. Klein indicated that he took the Commission's list of questions to County Librarian Margaret Donnellan Todd who indicated that she can see the struggle that is going on with the Commission and appreciates the time they are putting into the project; she also questioned whether the Commission saw the minutes of the Council Meeting where Council recommended that the Library Commission prioritize the list of minimal operating improvements to the Manhattan Beach Library. Mr. Klein suggested, therefore, that it is now time for the Commission to prioritize the list.

Commissioner Humbarger asked Mr. Klein to clarify that he wants the Commission to prioritize the list and that the County is not interested in prioritizing their needs. Mr. Klein indicated that the County has given the Commission their input, the City has surveyed the community, the Commission is in touch with what is going on and the Commission has direction from the Council. Commissioner Humbarger questioned that if the County has \$50,000, they would want the Commission to spend it for them.

Mr. Gill suggested that when our priorities are presented to City Council, staff can justify the priorities but we won't be able to explain every detail of that list. Mr. Klein indicated that at that point they will tell the Council what they know and if they need more information, the County will do more research.

Commissioner Humbarger indicated that the Commission decided at the last Library Commission meeting that the three areas that were most desired and needed were children's furniture, materials and programs. Commissioner Humbarger thought that the library staff might want to rank these three items in terms of day to day operations in the library and indicate numbers needed.

Commissioner Humbarger suggested that any purchases made with the excess funds should stay with the City of Manhattan Beach if the City withdraws from the County system and should be indicated in the Commission's recommendation. Community Library Manager Leticia Tan indicated that books purchased from the trust or donated by Friends of the Library or the public have a book plate placed in the book to indicate who donated the book. Commissioner Popovich suggested that there should be some type of accounting on what was purchased and how much was spent with the trust. Ms. Tan will investigate the current system of tracking book donations and report back to the Commission. Commissioner Ljungwe agreed that whatever is purchased with the excess funds should be accounted for and ownership listed.

A motion was made to recommend that a maximum of \$50,000 of the excess funds be allocated this year as follows:

\$7,000	Children's furniture
\$8,000	Programs
\$15,000	Children's Materials (DVD's, books, magazines)
\$20,000	Adult Materials

It was further recommended that the City should maintain ownership of items purchased with an accounting of expenditures required and purchases should be made within a six month period (Humbarger/Popovich – Unanimous).

Commissioner Gill recommended that, upon completion of negotiation processes with the County, further investigations and feedback regarding numbers be discussed before the Commission makes further recommendations for next year's allocation.

AUDIENCE PARTICIPATION

None

OTHER COMMISSION BUSINESS

None

ADJOURNMENT

The meeting was adjourned at 7:30 p.m. to the next scheduled meeting on April 11, 2005.