



**CITY OF MANHATTAN BEACH
LIBRARY COMMISSION MEETING**

**May 8, 2017
City Hall
City Managers Conference Room
1400 Highland Ave.
Manhattan Beach, CA 90266
6:00 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**
February 13, 2017
- 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

Selection of 2017/2018 Library Commission Chair
- H. COMMISSION ITEMS**
- I. STAFF ITEMS**
Update on trees across from library
- J. ADJOURNMENT**

CITY OF MANHATTAN BEACH

MEMORANDUM

TO: Library Commission

FROM: Mark Leyman, Director, Parks and Recreation

DATE: May 5, 2017

SUBJECT: Selection of 2017/2018 Library Commission Chair

Annually, the Library Commission is required to select a Chair and Vice Chair for the Commission. The Commission Chair is a one year term (June to May) and is rotated amongst the Commissioners in order of their seniority on the Commission. Commissioner Cort Casady would be next in line to serve as Chair followed by Commissioner Marc Hustvedt.

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

February 13, 2017

6:30 p.m.

Manhattan Beach City Council Chambers

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A. CALL TO ORDER

The meeting was called to order at 6:30 PM.

B. PLEDGE TO THE FLAG

C. ROLL CALL

Present: Commissioners Kunkee, Casady, Elasowich and Hustvedt

Absent: None

Others Present: Recreation Services Manager, Jessica Vincent and recording secretary, Linda Robb

D. APPROVAL OF MINUTES

December 12, 2016 - Commissioner Casady moved to approve the December 12, 2016 minutes as written. Commissioner Elasowich seconded the motion. The motion passed.

Ayes: Commissioners Kunkee, Casady, Elasowich, 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:

Introduce Claire Moore - new Teen/Adult Services Librarian – She moved from Darien, Connecticut and feels that there are many similarities between the values of the Manhattan Beach Library and the Darien Library. She is interested in growing Teen Services, including volunteering and has been making the teen space into more of a teen space. She has been planning programs, gathering a teen advisory board, summer reading program and a weekly program. Commissioner Casady asked how to make the teen area more teen friendly. Ms. Moore replied that the area should be a teen only area during after school hours. This means having adults and children out of the space. Commissioner Elasowich asked about the teen advisory council. Ms. Moore replied that it would be teens starting at 6th grade through 18 years. It is to model civic engagement, monthly

meetings to share the teen voice with the teen library. The council would start with 5 or less students in the group and help with collection development amongst other things. Commissioner Hustvedt recommended advertising in the Beach Reporter via a letter to the editor to solicit applicants. Commissioner Kunkee stated that the teen room is more geared for older teens. She asked the Library's definition of a teen. Ms. Moore answered that Library Youth Services identifies teens as 12 and up. Ms. McCollum stated that the 6-8th grade special collection is located near the children's area so that parents can be comfortable helping them choose a book.

Ms. McCollum announced Melinda Reiter's selection as County Library Adult Volunteer of the Year. She will be celebrated in March at the library and in April at the County level. Ms. McCollum suggested that April might be a good time to recognize Ms. Reiter if considering ceremonial items.

The outdoor furniture is in place and is very well used. Another set is being considered for the other side of the courtyard. There is more trash in the area since the furniture was installed.

Book Bike (initial funding for first bike offered by Friends of the Manhattan Beach Library) – Librarian rides the Book Bike to different community events and issues library cards and books to distribute. The project is awaiting approval from county administrators. This would enable the library to visit community events. Commissioner Elasowich asked if there would be any possible collaboration between the library and the Downtowner. Ms. McCollum stated that initially, the bike would be a non-electric version but a motor could be added later.

Programming Updates

- January 2017 - 30 programs at the library with over 1200 in attendance
- Story times remain the most popular, but there was great turnout at other events also. Over 80 people attended the Salsa class with live music, 30 people attended the author talk with Viet Thanh Nguyen over Skype, 16 attendees at the recent *Maltese Falcon* Big Read book discussion. More salsa is being considered for the summer.
- Upcoming: Author Kay Haring will be at the library on February 15th. She is the sister of artist Keith Haring. Louis Thomas will be present on February 18th. His book is called *Hug It Out*, about sibling rivalry.
- Beyond Books on February 25th from 1-4 PM with 2 PM music performance – Spanish comedic performance followed by art show.

- Beach Cities Read selection (April 15-May 15): Bicycle Diaries by David Byrne. Details to come, but save the date for a Bike Rally and Birthday Party on Saturday, 4/29 from 2-4 PM.

The floor was closed to public comment.

G. GENERAL BUSINESS

16/1114.1 Discussion of work plan items for City Council consideration

Commissioner Casady distributed a working draft of a work plan for review by the commission that included a mission statement and draft plan to clarify the commission's function.

The plan includes a brief statement of intention, a brief history of the library, a mission statement and a general plan to clarify the commission's purpose role and function. This draft is intended to be a starting point for discussion.

Commissioner Kunkee thanked commissioner Casady for his work on the work plan.

Commissioner Hustvedt stated that the plan is full of very achievable goals. He stated that the commission needs to be careful not to over program.

Commissioner Elasowich sees this as a valuable tool that will allow more discussion. She stated that currently, when a new subject is presented, permission needs to be requested from City Council meaning that no discussion could happen until the next meeting. A preapproved list of subjects will make it easier to move forward.

Commissioner Hustvedt reference the Parks and Recreation Commission He stated that part of what any great commission is, is fueling public interest, reining in the ideas and putting them in front of the City Council. Commissioner Hustvedt stated that the commission could maybe spearhead 1 or 2 projects to create and put in front of City Council.

Commissioner Kunkee commented that having a roadmap of discussion topics will be useful for gathering information from residents. She suggested that Little Free Libraries be discussed every February.

Commissioner Hustvedt stated that the commission is missing a communication tool. It was clarified that Open City Hall is an option for starting a conversation with residents. Desired topics need to be approved by Management Services.

Commissioner Casady agreed with Commissioner Kunkee that it is good that the plan can act as a prompt for discussion and feedback.

Commissioner Kunkee mentioned that perhaps the Commission could partner with a club for a competition or showcase with recognition. Commissioner Hustvedt stated that the Friends of the Library seems like a natural partner but does not know how they feel would about that. Commissioner Casady stated the partner could also be a school. Commissioner Hustvedt stated that the Kiwanis have an educational mission.

Commissioner Kunkee would like to discuss parking every year. Commissioner Hustvedt suggested approaching the Parking and Public Improvements Commission, as they are a commission dedicated to parking issues and this may be a subject for them to consider.

Commissioner Casady mentioned a standing request for attendance stats and maybe that could be discussed in July, other issues could be addressed in the same month.

Commissioner Hustvedt likes the October item, survey of community. He believes that many residents have opinions but don't say anything. The commission might discover issues

that need addressing if they give the residents a chance to tell them.

Commissioner Elasowich stated that the Downtowner may help residents get to the library.

Commissioner Kunkee recommended taking the work plan home to study.

Commissioner Hustvedt inquired about the vacancy and when it would be filled. Manager Vincent reported that the vacancy would be filled in June with a new commissioner starting in July.

H. COMMISSION ITEMS

Commissioner Kunkee asked if the attendance numbers are available. Manager Vincent reported that the attendance numbers are not yet available and will continue to request regularly.

Commissioner Kunkee did some research on the Little Free Libraries – the libraries were originally built by Will Rowe and maintained by Girl Scout Troops 1995 and 3605. A conversation with one of the scout’s mothers gained the following information.: The libraries they were meant to be maintained except for the Library plaza location, which would be removed when the library opened. The mom thought that it would be a good idea to call some of the scouts to see if anyone would like to take one and put it in their own yard. Commissioner Kunkee would like to alert the Scouts that the Little Free Libraries need maintaining and maybe the new troops could keep up with the maintenance.

Commissioner Elasowich will reach out to a troop to see if they would like to maintain.

Commissioner Kunkee suggested that it may be eligible as a bronze or silver project.

Commissioner Kunkee suggested reaching out the City to see if the City is willing to leave the Little Free Libraries in place if a troop is identified to maintain them. The Commission can then review annually and recognize the troops for their service and identify new troops to maintain the libraries, if necessary.

Commissioner Casady asked if the City has recognized or announced Claire’s arrival at the Library. Commissioner Casady offered to introduce Ms. Moore to someone at The Beach Reporter which could result in little blurb in the paper. Ms. McCollum stated that all media requests need to be approved by administration but they would probably be very supportive.

I. STAFF ITEMS

Manager Vincent reminded the Commission that the Commissioner Handbook and work plan item is scheduled to be reviewed by City Council on April 18th.

J. ADJOURNMENT

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

Ayes: Commissioners Kunkee, Casady, Elasowich and Hustvedt

Nays: None

Abstain: None

Absent: None

The meeting was adjourned at 7:30 PM.