



**CITY OF MANHATTAN BEACH  
LIBRARY COMMISSION MEETING**

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**June 12, 2017  
City Hall  
City Council Chambers  
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 Casady  
Commissioner Elasowich  
Commissioner Hustved  
Commissioner Schreiner  
Commissioner Kunkee  
Commissioner Scalabrini
- D. APPROVAL OF MINUTES**  
March 13, 2017  
May 8, 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 joint meeting and work plan items for City Council approval
- H. COMMISSION ITEMS**
- I. STAFF ITEMS**
- J. ADJOURNMENT**

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

March 13, 2017

6:30 p.m.

Manhattan Beach Library Community Room

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**A. CALL TO ORDER**

The meeting was called to order at 6:29 PM.

**B. PLEDGE TO THE FLAG**

**C. ROLL CALL**

Present: Commissioners Kunkee, Casady and Elasowich

Absent: Commissioner Hustvedt

Others Present: Recreation Services Manager, Eve Kelso

**D. APPROVAL OF MINUTES**

February 13, 2017 - Commissioner Elasowich moved to approve the February 13, 2017 minutes as written. Commissioner Casady seconded the motion. The motion passed.

Ayes: Commissioners Kunkee, Casady and Elasowich

Nays: none

Abstain: none

Absent: Commissioner Hustvedt

**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 Updates

- Beyond Books was a great success
- Partnership with Beach Cities Health District and City of Manhattan Beach for the Taste of Blue Zones went well and Ms. McCollum hopes to be asked to partner again next year.
- Other programming planned: Teen/Adult drawing classes, STEAM Wednesdays, MakMo Mobile Makerspace, Library Birthday party 4/29/17, bicycle skills course for Pre-K-2<sup>nd</sup> graders in partnership with Beach Cities Cycling Club and the South Bay Bicycling Coalition

- New iCount/Social Inclusion Focus from the County Library and Manhattan Beach Community. The County Library is developing equity training for all paid staff members in each library in the system to look at ways to remove barriers to access regardless of race, gender, identity, economics, age and ability. A committee comprised of City, School, library, youth, parents, older adults, Clergy Law Enforcement and more is also looking at ways to celebrate diversity and empower all members of our community.

- Discover & Go – online service offered by the County Library allows adults to book free family passes to local museums and cultural attractions. More information available on [www.colapublib.org](http://www.colapublib.org) or at the library

- Ms. McCollum distribute the march calendar and Teen Friends of the Library announcement.

The floor was closed to public comment.

## **G. GENERAL BUSINESS**

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

Commissioners discussed the draft work plan prepared by Commissioner Casady. The workplan draft includes the following:

Specific aims of the plan are to clarify the Commission’s purpose, role and function; and to support, enhance and encourage use of the library.

A preliminary proposed working plan calendar was discussed.

September – Commissioners meet school librarians - it was decided that Commissioner Elasowich would contact the various school librarians to determine the best month to meet.

October – Community Outreach, it was decided that potential questions for a survey should go through Melissa for Library administration input before sending out. Using “Open City Hall” for feedback was one idea.

November – MBLC presents a lunchtime speaker at the library, catered by local restaurant - various options were discussed including charging a fee, not charging a fee and location of speaker event (Library vs. Joslyn).

December – E-book lending, Digital December

January – Online job & career-related resources

February – Lunch speaker at library

March – Kids Speak to Library Commission meeting (competition)

April – New business opportunities for MB entrepreneurs

May – Lunch speaker at Library – Library birthday

June – Summer reading and Roundhouse Aquarium display at Library

July – New Skill Symposium – also annual attendance stats

August – Intergenerational Comedy Night at the Library

For the next meeting, commissioners agreed to bring bios to share with each other as a way to get to know each other's backgrounds better. The idea to share bios is included in the Work Plan as a way to help welcome new commissioners.

Since it is still unclear how the work plans will be submitted to City Council, Recreation Services Manager, Eve Kelso suggested that the Commission prioritize ideas, so that City Council would clearly understand which ones were more important to the Commission.

H. **COMMISSION ITEMS**

Commissioners discussed girl scouts maintaining up to 4 of the 6 existing Little Free Libraries in the community. It was agreed that the two at the Civic Center location should be taken down. Commissioner Elasowich has received commitments from scout groups to take on this duty.

I. **STAFF ITEMS**

J. **ADJOURNMENT**

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

Ayes: Commissioners Kunkee, Casady and Elasowich

Nays: None

Abstain: None

Absent: Commissioner Hustvedt

The meeting was adjourned at 7:35 PM.

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

May 8, 2017  
6:00 p.m.  
City Council Chambers

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**A. CALL TO ORDER**

The meeting was called to order at 6:10 PM.

**B. PLEDGE TO THE FLAG**

**C. ROLL CALL**

Present: Commissioners Kunkee, Elasowich, Hustvedt and Casady (arrived at 6:25)

Absent: None

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

**D. APPROVAL OF MINUTES**

The approval of the March 13, 2017 minutes are postponed to the June meeting due to the incorrect minutes being sent to the Commissioners.

**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 Updates

- May is fine forgiveness month for the first time since 2008
- The Bike Rally and Birthday party were a great success
- The City Council recognized the Library's 2<sup>nd</sup> anniversary as well as Friends of the Library President Melinda Rider at their May 2nd meeting.
- First Read to Dogs event held and was very successful. Several dogs and a bunny were present and were read to by about 20 children.
- May 13 Jen Sincero author of *You are a Badass at Making Money* - over 100 RSVPs received so far
- May 30 Cornelia Funk, author of *The Book No One Ever Read*, will be present for a children's reading
- May 31 Jonathan White – *Tides the Science and Spirit of the Ocean*,

- June 5 Sherri LaPena – author of the *The Couple Next Door*,
- June 27 Nathan Hill – author of *The Nix*
- Sign ups for the Summer Reading Program will kick off at the outdoor showing of *Finding Dory* at the Library on June 16, a collaboration between the Library, City of Manhattan Beach and Nikau Kai.

Commissioner Kunkee asked if there are plans to coordinate with the schools regarding their summer reading lists and creating a special display. Ms. McCollum stated that the library always has the book lists and is able to order the books in advance.

Commissioner Kunkee asked how Claire Moore was doing as the new teen librarian. Ms. McCollum replied that she is doing wonderfully. She was the lead on the Read to Dogs program and brought in new teen volunteers to help with the birthday party. She has an escape room planned for the teens.

**Camille Randolph , Girl Scout ambassador** – proposed restoring the Little Free Libraries (LFL) in town. She would like to collect more books that are more appealing to children and adults. She reported that Little Free Libraries get an average of 150 books per month. Ms. Randolph proposed painting and maintenance necessary to restore and make them attractive again. She described the maintenance necessary to restore the current libraries and hoped that the restoration will attract and encourage children to use them.

Commissioner Hustvedt thanked Camille for attending and asked if any budgeting had been done. Ms. Randolph replied that the expenses will be minimal and may be covered by cookies sales or other fundraising. Manager Eve Kelso mentioned that the City had talked about removing the two LFLs nearest the library. She asked how long the time commitment would be. Ms. Randolph answered that this project could be an ongoing project that is passed down. Troop meets once a month so they could set up monthly maintenance. Commissioner Kunkee mentioned that taking down the two near the library may not be the best decision and asked, if the troop would be willing to restore those as well, if they are kept. Ms. Randolph replied that they could include the two near the library.

**John Kunkee-resident**, shared a story as input for keeping the LFLs – during the time with no library, he used the LFL a few times and likes the aspect of finding unusual books that you might not find at the larger library. The one in front of the main library is particularly useful because it is attractive to people who like books. He has since noticed a few around town and thinks they are having a positive effect. He knows that there are many families that have a surplus of books so he doesn't think that stocking them would be an issue. Mr. Kunkee reported that MCHS student, Alex Jones is installing some at the High School as well as an Eagle Scout project. He thought that it would be a great Boy Scout project but the Girl Scouts beat them to it. He offered that if it comes to a point that more assistance is needed, it should be easy to find. Commissioner Hustvedt stated that as a product, they should be consistent. He pointed out that if people feel like these LFL only contain the throw away books, they may not come back, but if they feel they might find a rare treasure that is different. Commissioner Casady asked if the Friends of the Library might be interested in donating some books after a book sale. Commissioner Hustvedt stated that it is important to make it sustainable. Mr. Kunkee recently did his Eagle Scout project which was a renovation of a previous Eagle Scout project. As long as

there are Boy Scouts, there will be Eagle Scout projects for upkeep. Camille stated that it is possible to form a club at the High School that will be ongoing.

The commissioners unanimously recommended inviting Camille Randolph's Girl Scout Troop to restore, maintain and stock the LFLs as soon as possible. Manager Kelso will follow up.

The commission requested an agenda item to discuss whether or not to keep the 2 in front of the library. This request will be submitted with the May minutes, to be included on the July agenda.

The floor was closed to public comment.

## **G. GENERAL BUSINESS**

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

Manager Kelso explained that the City Council would like to have a joint meeting on June 5<sup>th</sup> to discuss ideas on the work plan and the City Council would give direction at that point.

Commissioner Kunkee requested that parking and Little Free Libraries be discussed annually and that a librarian mixer be added to the schedule. Commissioner Elasowich contacted the schools and October and January were options for a mixer. Commissioner Kunkee recommended January.

Commissioner Elasowich was concerned about loading the schedule too heavily due to cancellations of meetings, etc. and recommended scheduling quarterly instead of monthly. Commissioner Casady recommended picking a few from their existing list to propose to the City Council. Commissioner Kunkee recommended a one-sheet for the commission that would be 1/3 mission statement, 1/3 proposed projects (support birthday and librarian mixer, LFLs) 1/3 we regularly review the city's impact on our library. How decisions made on parking, landscaping are affecting the library. Commissioner Casady – suggested the third part of the page be related to interfacing with the community about the Library. Student speaker.

It was decided to recommend a January meet and greet. Ms. McCollum recommended booking the meeting room early

Commissioner Elasowich spoke of the Coordinating Council and how they honor a student from each school every month.

**Selection of Library Commission Chair** – Commissioner Hustvedt moved for Commissioner Casady to serve as Chair and Commissioner Elasowich to serve as Vice Chair for the 2017/2018 term. Commissioner Kunkee seconded the motion. The motion passed.

Ayes: Commissioners Kunkee, Casady, Elasowich and Hustvedt

Nays: None

Abstain: None

Absent: None

## **H. COMMISSION ITEMS**

Commissioner Hustvedt announced that he has accepted a position in New York City and will be leaving the Library Commission. He thanked the members of the commission and Ms. McCollum for doing a great job. The commissioners thanked him for his service to the commission and wished him well.

I. **STAFF ITEMS**

Note: Item I was moved and took place just after Item C, Ceremonial.

Manager Kelso gave an update on a citizen concern regarding the trees in front of the library. The City arborist has examined the trees that are opposite the library on Highland and has determined that they are not in good health and need to be replaced. He is working to source funding and will address the issue in the next fiscal year.

J. **ADJOURNMENT**

Commissioner Elasowich moved to adjourn. Commissioner Hustvedt seconded the motion. The motion passed. Unanimous

Ayes: Commissioners Kunkee, Casady, Elasowich and Hustvedt

Nays: None

Abstain: None

Absent: None

The meeting was adjourned at 7:27 PM.

DRAFT