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

February 15, 2005

6:30 p.m.

City Hall

1400 Highland Avenue

ROLL CALL

Present: Commissioners Gill, Humbarger, Ljungwe and Miller

Absent: Vacant Position

Others Present: Recreation Services Manager Mark Leyman, Community Library Manager Leticia Tan, President of Friends of the Library Jean Klaren, Regional Administrator Steven Klein and Recording Secretary Jane Grace

APPROVAL OF MINUTES

The Minutes of the December 13, 2004 Library Commission were approved as written.

CEREMONIAL

None

NEW BUSINESS

05/0215.01 – Discussion and Prioritization of Library Enhancements

Mr. Leyman provided the Commission with a list of proposed library enhancements from County Librarian Margaret Donnellan Todd. Commissioner Gill indicated that City Council has requested that the Commission come up with a list of recommendations for enhancements, totaling a maximum of \$100,000. During a discussion among the Commissioners, the following points were made:

- Commissioner Miller inquired about the potential of switching the day that the library would be closed, i.e. providing Sunday hours and possibly closing on Friday. He suggested that the public survey indicated that library hours is the top priority.
- Commissioner Gill suggested that if the Commission considers a change of hours, the issues that need to be considered are 1) cost for time and a half and 2) morale of staff that would be required to work weekends.
- Commissioner Ljungwe suggested that in order for the Commission to make an informed recommendation, the County should provide firm cost estimates for opening on Sunday and closing another day. Mr. Klein indicated that he would request this information from the County Librarian.

- Commissioner Humbarger inquired about the time frame for purchase of the library. Mr. Leyman reported that the City has contacted the County and will work together on obtaining an appraisal and then discuss funding.
- Commissioner Gill suggested that while waiting for the appraisal, funds are available to use for improvements.
- Commissioner Humbarger suggested that if the City buys the building, it wouldn't make sense to do any type of building improvements until after the purchase.
- Commissioner Gill suggested that the Commission prioritize and recommend a list of items based on the recommendation from library staff and based on the dollar threshold set by City Council.
- Commissioner Humbarger suggested that the bulk of items listed in the proposed library enhancements include materials, furniture and programs.
- Commissioner Gill suggested that materials (including books, magazines, DVDs) might be a more reasonable item to recommend.
- Commissioner Miller requested that the County supply the Commission with specifications for the purchase of computers.
- Commissioner Miller voiced a concern that if we purchase materials for the Manhattan Beach Library, they may get "lost in the shuffle" during the purchase of the library. Mr. Klein indicated that materials purchased here would remain here as long as they are useful.
- Commissioner Gill requested that the library supply the Commission with the following:
 1. List of desired materials (up to \$50,000)
 2. List of desired materials (up to \$100,000)
 3. A prioritization of materials
 4. Hours cost estimate for Sunday overtime
 5. Staff concerns if hours are changed

AUDIENCE PARTICIPATION

None

OTHER COMMISSION BUSINESS

None

ADJOURNMENT

The meeting was adjourned at 7:30 p.m. to the next scheduled meeting on March 14, 2005.