



**CITY OF MANHATTAN BEACH
LIBRARY COMMISSION MEETING**

**July 10, 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 Schreiner
Commissioner Kunkee
Commissioner Windes
Commissioner Scalabrini
- D. APPROVAL OF MINUTES**
June 12, 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**
Little Free Library update
- J. ADJOURNMENT**

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

June 12, 2017
6:00 p.m.
City Council Chambers

CONTENTS

A. CALL TO ORDER

The meeting was called to order at 6:05 PM.

B. PLEDGE TO THE FLAG

C. ROLL CALL

Present: Commissioners Kunkee, Elasowich, Schreiner and Scalabrini

Absent: Commissioners Casady and Hustvedt

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

D. APPROVAL OF MINUTES

March 13, 2017

May 8, 2017

Commissioner Kunkee moved to approve both the March 13, 2017 and May 8, 2017 minutes as written. Commissioner Elasowich seconded the motion. The motion passed.

Ayes: Commissioners Kunkee, Elasowich, Schreiner and Scalabrini

Nays: None

Abstain: None

Absent: Commissioners Casady and 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

- Summer Reading program kicking off with the first outdoor movie of the Summer, *Finding Dory* – game cards were distributed to the commissioners
- Regular Wednesday programming – There will be many activities on Wednesday mornings including music, bubbles and puppet shows.
- The MakMo mobile (mobile maker space) will be coming once in June and once in July for elementary school students

- There will be pop up activities happening all summer long
- Many activities for teens are planned including an escape room on June 20th.
- Adult Summer programming includes a visit by author, Nathan Hill (*The Nix*), Outdoor movie, *The Princess Bride* and a talk by Gary Hartzell on Television Westerns.
- New County Library program for June called the Great Readaway. Customers under 21 can earn money to pay for fines, by reading in the library. \$5 per hour. It is an ongoing program.
- Facility update – The broken window upstairs is being repaired.

Commissioner Schreiner asked where the ideas for all of the programming come from. Ms. McCollum replied that she and her staff talk a lot about what to offer and make every effort to utilize community partnerships.

Commissioner Elasowich asked about a tote bag that was supposed to be passed out at the library. Ms. McCollum stated that the bag was not connected to the library and was possibly a scam. The only bags currently available are the Friends of the Library bags offered to lifetime members as an incentive.

Commissioner Kunkee asked if there were any statistics regarding how successful the May Fine Forgiveness Program was. Ms. McCollum reported that she has not heard any stats on the program yet.

Commissioner Kunkee inquired about attracting new members to the library. Ms. McCollum replied that there will be a concentrated effort to target a specific grade, possibly 3rd grade, to make sure that everyone has library cards.

Commissioner Kunkee asked if the library coordinates with the Manhattan Beach REC program. Ms. McCollum reported that the MB REC program visits the library regularly.

Commissioner Scalabrini asked about grade levels for book club and MakMo. Ms. McCollum stated that books clubs are currently available for 2nd/3rd and 4th/5th grades. The teen librarian, Claire Moore, is working to create more teen programming and Ms. McCollum stated that she would like for Commissioner Scalabrini to meet with Ms. Moore as the student representative. The Tween book club will be available in the Summer for 5th – 8th graders. She stated that the MakMo will likely be for all ages, even though it was originally envisioned for elementary school aged children.

The floor was closed to public comment.

G. GENERAL BUSINESS

16/1114.1 Discussion of joint meeting and work plan items for City Council approval

Manager Kelso explained that the next step is for the Commission to look at the projects and develop timelines and proposed budgets. The commissioners discussed the following:

1. Library annual birthday party in May – funded and organized by Friends of the Library, the commission can support by attending.
2. Yearly meet and greet – need small budget for refreshments, bagels and coffee. The commission discussed and decided that January would be a good month to start. A very

small amount of staff time would be necessary.

3. Annual event inviting Outstanding Readers from Manhattan Beach Elementary schools to speak before the Commission – once in the Spring, dedicate one meeting, need to define outstanding or leave it up the school librarians to define. Ms. McCollum suggested that if the Commission would like for the library to be involved, they could recognize Outstanding Summer readers in the Fall. Ms. McCollum mentioned that would give another opportunity to talk about stats. September for Summer Reading program.
4. One or two informational Business lunches with Speakers – would need to pay for lunch and speaker. Commissioner Kunkee recommend the commission to ask for \$400. Commissioner Elasowich mentioned that it might be wise to speak with Kelly Stroman of the Downtown Business Association to see how the plan might work best. Need to revisit when Commissioner Casady is present.

Commissioner Kunkee asked for staff support to add a couple of questions to the resident survey when administered. Manager Kelso stated that the survey was intended to be given every other year but is not sure if it will be administered this year.

5. Seniors –At the joint-meeting with City Council, councilmembers mentioned that they would like to see a better library presence on the East Side, perhaps an East side drop box. They stated that a key problem for east side residents is lack of parking. Commissioners mentioned ideas for returning books possibly with Dial-a-ride and/or the Downtowner. The commissioners stated that they need to think about how the commission encourages people to use the available transportation resources. Commissioner Kunkee estimates that 10 or 20 hours of staff time would be required to publish items in Manhappenings, to publicize any solutions.

H. **COMMISSION ITEMS**

Commissioner Kunkee reported that at the Joint meeting, according to her notes, Councilmember Napolitano stated that the commission could talk about anything that saves money but that all final resolutions go through the City Council. Commissioner Hersman stated that talking about ideas and issues is always OK, but the commission has no authority to direct staff.

Commissioner Elasowich asked about the Little Free Libraries. Commissioner Kunkee reported that the Girls Scouts had collected some books and are ready to start the renovations once approved. Manager Kelso reported that the Little Free Libraries in the Civic Plaza should stay brown, but not necessarily the same current brown. The other locations may be painted more creatively.

Commissioner Kunkee asked the commissioners to note the parking situation (date, time, condition) whenever they visit the library. Commissioner Schreiner reported that she comes to the library often and is always able to get a spot with some patience.

I. **STAFF ITEMS**

Manager Kelso asked the commissioners to please consider summer vacations. Please let staff know if you are unable to be at the regularly scheduled meetings. If a quorum cannot be met for any month, it will be cancelled. Commissioner Elasowich informed that she will be not be available for the August meeting.

J. **ADJOURNMENT**

Commissioner Schreiner moved to adjourn. Commissioner Scalabrini seconded the motion. The motion passed. Unanimous

Ayes: Commissioners Kunkee, Elasowich, Schreiner and Scalabrini

Nays: None

Abstain: None

Absent: Casady and Hustvedt

The meeting was adjourned at 7:03 PM.

DRAFT