



**CITY OF MANHATTAN BEACH
LIBRARY COMMISSION MEETING**

**January 8, 2018
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**
December 11, 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**
Work plan discussion
- H. COMMISSION ITEMS**
- I. STAFF ITEMS**
- J. ADJOURNMENT**

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

December 11, 2017
6:00 p.m.
City Council Chambers

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A. CALL TO ORDER

The meeting was called to order at 6:00 PM.

B. PLEDGE TO THE FLAG

C. ROLL CALL

Present: Commissioners Casady, Elasowich, Kunkee, Schreiner, Windes, Scalabrini

Absent: none

D. APPROVAL OF MINUTES

Commissioner Windes moved to approve the November 13, 2017 minutes with the following changes: P.2, paragraph 3 – insert the word “past” to read “...he was frustrated by the **past** Middle School library rule...”; P. 3, paragraph 1, change “Weiner” to “Windes”.

Commissioner Kunkee seconded the motion. The motion passed.

Ayes: Commissioners Casady, Elasowich, Kunkee, Schreiner, Windes, Scalabrini

Nays: None

Abstain: None

Absent: None

E. CEREMONIAL

None

F. AUDIENCE PARTICIPATION

Librarian’s Report – Melissa McCollum, Library Manager

Ms. McCollum reported on the following programs:

- A Book to Action grant from the California Center For The Book was received to highlight *The Best We Could Do*, by Thi Bui for the April 2018 Beach Cities Read program.
- End of the year book lists – the library spent over \$1500, from Friends of the Library, to buy new adult fiction and non-fiction titles
- New periodicals were ordered for 2018, also with the help of the Friends of the Library. Online and download services were also highlighted.
- Digital resources: Libby is newer version of Overdrive. Lynda is good for taking classes.
- Programming – 33 programs in November with 1288 participants.
 - The new programs Sensory Storytime, 3-D Printing at the Joslyn Center and Adult 101 programs were successful.
 - Adult escape room on January 23rd will be the first adult interactive forum of 2018.

- Free SAT/ACT practice exam January 20 and Naturalization Information Session on January 8.
- Next Late Night at the Library, a collaboration with the City's Cultural Arts will be Friday, February 9 and will feature artist, Chuck Hohng.

Commissioner Windes asked how the library's books are chosen and purchased. Ms. McCollum stated that there is a central collection development department located in Downey that purchases for all County libraries with location input. They will also buy if there are special requests and additional copies are purchased with the help of the Friends of the Library.

Commissioner Kunkee asked if the library has any games that can be checked out. Ms. McCollum replied that there are games for teens and adults that may be used in the library. There are also toys available for in-library play for the smaller children.

Camille Randolph from the Girls Scouts reported that the Little Free Library (LFL) restoration project is complete. She met with the Senior Art Class interested in decorating the LFL in front of the Joslyn Center. The LFLs in the parks do not seem to be as active as the ones at the Joslyn Center and Library. Once the art class decorates, the process will be finished. The books were obtained from the community at book drives at the local elementary schools. Ms. Randolph will be speaking to a Girl Scout troop to hopefully pass on the project for next year. The Commission thanked Ms. Randolph for her work and leadership on this project.

G. GENERAL BUSINESS

Work plan discussion – Commissioner Casady reviewed an event plan for Business lunch at the library, which is an opportunity for local merchants to hear a speaker relevant to the business community. He met with Margot Farris from Pages, Melissa McCollum and Eve Kelso, leading to the plan presented. Commissioner Casady has also been in contact with Mark Lipps from the Chamber of Commerce who is concerned with the budget and man power. The commission discussed the following:

- Tickets – in order to know how many will attend, tickets will be sold, cost would include a book and lunch. This would guarantee the sale of a certain number of books. Lunch could be a simple buffet.
- Potential author speakers – looking at late Spring, early Summer. Commissioner Casady distributed a list of potential author/speakers who will be touring. Commissioner Windes asked if Ms. Farris has considered an author that may do two events, one in the afternoon at the Library and one in the evening at Pages. Casady requested that the commissioners review the list and consider which one to request.
- Budget – very rough at this point
- Site Plan – to seat 100 – possibly tented
- Marketing done by Chamber mail list, flyers, posters, free publicity through local papers and possibly Pages
- Sponsors needed to help cover costs

Ms. McCollum stated that because tickets will be sold for the event, the Library cannot officially be a sponsor of the event.

Currently the thought is that tickets may be sold through the Chamber of Commerce.

Commissioner Kunkee likes the May timeframe and would like a chance to research some of the authors.

Commissioner Windes is concerned that people may buy the book before the event and then get another included with the ticket.

Commissioner Casady stated that it is important that the first event goes impeccably in order to have sponsorship for future events. The goal is to have one event per quarter.

Manager Kelso cautioned against depending on the Chamber for staff or volunteers as they are short staffed. Other volunteers would need to be sourced.

Commissioner Kunkee mentioned that she has attended two charming author events at the library. She asked the commission to consider reducing the size of the event to fit in the multi-purpose room, and finding a lesser known author who may attend with a lower number of required copies sold. She stressed that by reducing the number of attendees, it greatly reduces the expenses.

Commissioner Windes recommended speaking with Kelly Stroman of the Downtown Business Association to see if this kind of event would be of interest to the local merchants. Commissioner Casady will reach out to Ms. Stroman. Manager Kelso recommended asking about the price point when speaking with Ms. Stroman.

Manager Kelso recommended searching out sponsors and getting firm numbers together before asking for any funding from the City Council.

Commissioner Casady requested the commission to look at the list and see if there is an author that stands out.

Commissioner Windes stated the need to find a dedicated group of volunteers.

H. COMMISSION ITEMS

Commissioner Windes reported that she and Commissioner Schreiner volunteered and rode through the neighborhoods on the Santa Float for four hours. She stated that the new float is beautiful.

I. STAFF ITEMS

Manager Kelso distributed the approved revised Commissioner Handbook.

J. ADJOURNMENT

Commissioner Schreiner moved to adjourn the meeting. Commissioner Elasowich seconded the motion. The motion passed.

Ayes: Commissioners Casady, Elasowich, Kunkee, Schreiner, Windes, Scalabrini

Nays: None

Abstain: None

Absent: None

The meeting was adjourned at 7:24 PM.