

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

March 12, 2018
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

*Commissioner Scalabrini arrived at 6:02 p.m.

D. APPROVAL OF MINUTES

Commissioner Windes moved to approve the February 12, 2018 minutes as written
Commissioner Schreiner seconded the motion. The motion passed.

Ayes: Commissioners Casady, Kunkee, Schreiner, Windes

Nays: None

Abstain: Commissioner Elasowich

Absent: Commissioner Scalabrini*

E. CEREMONIAL

None

F. AUDIENCE PARTICIPATION

Librarian's Report – Melissa McCollum, Library Manager

Ms. McCollum gave the following updates on programs and events:

March 31 – Beyond Books program will be celebrating Women's History Month with La Victoria, an all-female mariachi band; and an art installation by Virginia Vilchis

3rd Beach Cities Read – *The Best We Could Do* by Thi Bui, a graphic memoir for adults
An author talk will be held on April 24th and Book to Action Day on April 28th. There will be a book club discussion on Wednesday, March 18th at the Hermosa Beach Library

Book to Action day – on April 28th South Bay Cares will host a refugee immigrant panel with the founder of Miry's list, which is a crowdsourcing site for immigrant and refugee needs.

Manhattan Beach Middle School PTA asked if they could be involved so Teen Librarian, Claire Moore chose a book called Pashmina, which has similar themes, but is appropriate for teens.

Claire Moore visited the Older Adult Program with MAKMO. Patrick, adult librarian, was invited to come to the Coffee, Technology and You class to talk about the library's electronic resources.

How to Build a Story Workshop for adults – March 21st

Community Interactive Forum – March 27th - History of the Friendship Foundation with interactive art program

Commissioner Windes thanked Ms. McCollum for welcoming her mother to the library. She also thanked Ms. McCollum and the County for having the new Maria Shriver book available electronically.

Melinda Rider of the Friends of the Library (FOL) – The next FOL book sale will be on April 7th. Commissioner Windes thanked the FOL for donating books to the Blind Date with a Book.

G. GENERAL BUSINESS

Work plan discussion – Library Lunch Club – Commissioner Casady gave an update.

CBS broadcaster, Seth Davis will be the first speaker. Ms. McCollum will check the library schedule to make sure the space is free. Commissioner Casady is asking each affinity group to deliver 10 people to the event. He had a meeting with the General Manager of MB Post and they are on board to donate boxed lunches and beverages for a maximum of 100 people, but attendance will likely be around 60. Tables, chairs, umbrellas and tablecloths will be rented. The event will be ticketed through the city and the city will pay the rental company and Pages. Manager Eve Kelso stated that we will look at available City resources before booking any rentals. Commissioner Windes and Schreiner will work out a color scheme and theme for appearance. Ms. McCollum stated that the library cannot be an official sponsor because there is a fee for the event. Commissioner Casady stated that some people would be needed to help with serving duties. Commissioner Casady is concerned that he has a show in Boston and will be out 5/18-5/22. Commissioner Windes will be out 5/17-5/19. There was discussion on available dates for the Library and Mr. Davis. Ms. McCollum stated that the Tuesday, the 15th would work better with library scheduling.

Commissioner Windes confirmed that the commissioners would be responsible for buying their own tickets to the event.

Manager Kelso suggested putting together a budget for centerpieces. Commissioner Kunkee suggested the table centerpieces could be Blind Date with a Book. Commissioner Windes mentioned that MB Post may have a look that they prefer. Commissioner Casady will inform Manager Kelso of the party rental company and she will pass the information along to Commissioner Windes.

Based on discussion regarding the date of event, Commissioner Casady moved to have the inaugural Library Lunch Club on May 14th with a back-up date of May 10th with author/speaker Seth Davis, if available on that date. Commissioner Windes seconded the motion. The motion passed.

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

Nays: None

Abstain: None

Absent: None

Discussion regarding the Brown Act resulted in Commissioner Elasowich moving to establish the Library Lunch Club planning subcommittee and nominating Commissioners Schreiner and Windes to the subcommittee. Commissioner Casady seconded the motion. The motion passed.

Ayes: Commissioners Casady, Kunkee, Schreiner, Windes, Elasowich and Scalabrini
Nays: None
Abstain: None
Absent: None

Commissioner Casady suggested starting to put together a flyer to publicize the event to the different groups. Commissioner Kunkee recommended a Facebook page. Manager Kelso offered to check with the department graphic artist to see if she could prepare something.

Commissioner Windes nominated Commissioner Scalabrini be in charge of publicity. The commission agreed.

Parks and Recreation can push out the information and people can register online. Commissioner Windes reiterated her desire to call the event the inaugural event.

There was some discussion about naming sponsors. Commissioner Windes defined sponsors as those who provide significant financial or in-kind donations. The Commission agreed that the words “supported by” may precede the other organizations that will be publicizing the event.

Commissioner Casady mentioned that Leadership Manhattan Beach should also be included on the “supported by” list.

Commissioner Kunkee is concerned about a down payment being made and if we’re using an approved vendor. Manager Kelso replied that we have some flexibility with vendors as long as we get quotes from more than one company because of the amount.

Commissioner Casady asked if the library could provide a podium and sound system. Ms. McCollum stated that the library has a podium and a basic sound system. She stated that Pages usually rents a sound system and Parks and Recreation coordinates an amplified sound permit.

Commissioner Windes suggested roping off the area to have a single entry point. There was much discussion about how to set up the area and distribute food. Commissioner Windes is very concerned about people joining the event who are not registered.

Commissioner Casady stated that first, the location will be secured. Second, the author/speaker will be secured. Then the planning subcommittee can move forward with the planning of the venue.

Ms. McCollum stated that she will need a new application for the new date. Commissioner Windes suggested that Commissioner Casady go to the April 17th City Council meeting and announce the event during community announcements.

Commissioner Kunkee suggested that Commissioner Casady be the emcee for the event.

H. COMMISSION ITEMS

none

I. STAFF ITEMS

Manager Kelso announced that Friday, April 13th will be the Volunteer Recognition event at the Comedy Magic Club.

J. ADJOURNMENT

Commissioner Kunkee exited the meeting at 7:45.

Commissioner Windes moved to adjourn the meeting. Commissioner Casady seconded the motion. The motion passed.

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

Nays: None

Abstain: None

Absent: Commissioner Kunkee

The meeting was adjourned at 7:52 PM.