

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

April 11, 2007

6:30 p.m.

Manhattan Beach Library  
1320 Highland Avenue

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**ROLL CALL**

Present: Commissioners Humbarger, Gembica, Miller and Popovich

Absent: Commissioner Ljungwe

Others Present: Recreation Services Manager Mark Leyman, Manhattan Beach Library Manager Don Gould, President of Friends of the Library Jean Klaren and Recording Secretary Jane Grace

**APPROVAL OF MINUTES**

The Minutes of the September 11, 2006 Library Commission were approved as written.

**CEREMONIAL**

None

**NEW BUSINESS**

07/0411.02 – List of Items to be Purchased by the County with the \$50,000 Allocation from the City of Manhattan Beach for Library Services

Mr. Gould reported on the County's new web page – [www.colapublib.org](http://www.colapublib.org). and gave the Commission a copy of the new book plate that will be placed in all books purchased with the money allocated from the City of Manhattan Beach fund for library services.

Mr. Gould reported that he was named Community Library Manager in November 2006. Mr. Gould reported that the County used some of the \$50,000 allocation from the City of Manhattan Beach for the following:

- Family programs, i.e. Disney Concert Hall workshops and performances, dance groups, author visits and film society programs
- Chairs for the meeting room
- Podium
- Children's carpets for Story Times.
- Mission style chairs for the Children's area.
- Table dolly for the community room.
- Library materials including travel and other adult and children's books, music CDs, books on tape and CD, feature film and documentary DVDs.

Commissioner Humbarger suggested that the placement of the book plates designates that the books containing the book plates belong to the City of Manhattan Beach. Ms. Humbarger indicated that the Commission would like some clarification from the

County, in writing, that all items purchased with designated funds are the long-term property of Manhattan Beach.

Mr. Gould presented a proposal for special funds for library enhancements (4/11/07) which he has forwarded to County Librarian Margaret Donnellan Todd. The proposal includes the following:

- Family Programs - \$6,000
- Adult Books - \$7,500
- Audio Visual Materials - \$5,000
- Children's Materials - \$6,500
- Equipment/Furniture - \$25,000

Mr. Gould reported that the next step would be for Ms. Todd to present the proposal to City Manager Geoff Dolan and then to the Library Commission.

Commissioner Miller inquired whether the purchase of the building is being conditioned on a long term arrangement on staying in the County system. Mr. Leyman indicated that discussions are being made at the top level, but suggested that there has been no talk of leaving the County system and that all surplus funds have been earmarked for the purchase of the building with the exception of the \$50,000 allocated for library enhancements.

Commissioner Popovich inquired about whether there is a list of what monies have been spent from the \$50,000 allocation. Mr. Gould indicated that he has purchase orders for equipment and that materials fall within a different system; however, there would be an accounting of what is being spent.

Commissioner Popovich indicated that the Commission would like clarification regarding the \$50,000 allocation from the City of Manhattan Beach; i.e.:

1. Whether the money has been spent
2. What was purchased; categories and specific items
3. Confirmation that items purchased are designated as property of City of Manhattan Beach

Mr. Gould indicated that he, as liaison between the County and the Library Commission, would verify these questions with the County and report back to the Library Commission.

Commissioner Popovich suggested that County Librarian Margaret Donnellan Todd be invited to attend next month's Library Commission Meeting to answer the Commission's questions directly. The Commission also requested that City Manager Geoff Dolan be invited to attend the meeting.

Commissioner Gembica suggested that, as a new Commissioner, she would like to be informed about protocol and how the Commission should deal with these types of questions. Mr. Leyman indicated that the role of all the commissions is to make recommendations to City Council.

The Commission tabled the list of proposed special funds purchases submitted by Mr. Gould until they had clarification about the special funds purchases.

07/0411.01 – Tour of Manhattan Beach Library and Discussion of Future Projects

Library Manager Don Gould conducted a tour of the Manhattan Beach library, pointing out areas for planned changes; i.e. new signage, rearranging crowded sections, improve displays, design of stacks, additional internet computers, more displays of current materials, end caps with latest books, reference desk changes and new teen section.

**OLD BUSINESS**

None

**AUDIENCE PARTICIPATION**

None

**OTHER COMMISSION BUSINESS**

None

**ADJOURNMENT**

The meeting was adjourned at 8:00 p.m. to the next scheduled meeting on May 14, 2007.