



**CITY OF MANHATTAN BEACH
LIBRARY COMMISSION MEETING**

**October 7, 2019
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 Bond
 - Commissioner Windes
 - Commissioner Siemak
 - Commissioner Schreiner
 - Commissioner Jones
 - Commissioner Parikh
- D. APPROVAL OF MINUTES**
 - September 9, 2019
- E. CEREMONIAL**
- F. AUDIENCE PARTICIPATION (3-Minute Limit)**
 - The public may address the Commission regarding City business not on the agenda.
 - Librarian's Report – Library Manager, Maria Manigbas will discuss library programs, activities and updates.
- G. GENERAL BUSINESS**
 - Discussion of Library Commission Workplan items
- H. STAFF ITEMS**
- I. COMMISSION ITEMS**
- J. ADJOURNMENT**

CITY OF MANHATTAN BEACH
MINUTES OF THE LIBRARY COMMISSION

September 9, 2019
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 Bond, Windes, Siemak, Jones, Parikh

Absent: Commissioner Schreiner

D. APPROVAL OF MINUTES

Commissioner Siemak moved to approve the August 12, 2019 minutes as written.

Commissioner Jones seconded the motion. The motion passed.

Ayes: Commissioners Bond, Windes, Siemak, Jones, Parikh

Nays: None

Abstain: None

Absent: Commissioner Schreiner

E. CEREMONIAL

None

F. AUDIENCE PARTICIPATION – (This item occurred after General Business)

Vice Chair Windes opened the floor to audience participation.

Community Library Manager, Maria Manigbas gave some program and staffing updates including:

There were 19 programs in August with 900+ participants. The library also welcomed 16,000+ patrons and checked out over 20,000 items.

Car Care Basics will be offered to teens for the Adult 101 program.

LA County Library will again hold their annual bookmark making contest.

Ms. Manigbas invited Commissioner Parikh to speak to the Teen Advisory Board.

No report on the 5 year anniversary celebration as Ms. Manigbas has not met with the Friends of the Library on this topic yet.

The floor was closed to public comment.

G. GENERAL BUSINESS

Discussion of Work plan items:

East Manhattan Beach Alternate Library – The Mira Costa library is open and operating. Dr. Matthews will be contacting Skye Patrick to arrange a meeting to discuss usage of the Mira Costa Library. Commissioner Jones asked about the timeframe. Commissioner Windes advised that the commission is out of the process until the District and County meet. Commissioner Jones asked if there should be a backup plan. Director Leyman commented that overall, the commission should hold off on making recommendations. Future decisions will depend on the surplus balance, which will depend on whether the school plan happens. Commissioner Windes added that it is her understanding that there is grant money that will be used to fund the additional library services. It is not clear where the funds are coming from. Once the City Council makes a determination, they will seek recommendations.

Commissioner Bond reported that she has done a fair amount of research on vending machines so if the library does not work out, and it is decided to pursue this option, she has already started the work. There are many book vending machines placed throughout the country at a cost of up to \$150,000 per machine. Commissioner Jones added that it would be useful to have a framework for a just-in-case scenario.

Library Meet and Greet – April 23rd, 2020, 2:00-3:00 p.m.– Commissioners Jones and Bond will take the lead on this event and Commissioners Windes and Schreiner will do decorations.

Library Lunch Club – Director Leyman confirmed that this event was approved by City Council as part of the workplan. Ms. Manigbas previously sent dates to Commissioner Schreiner. Chris Erskine and Steve Lopez are still the desired authors. It was planned that Manager Kelso would take tickets to various meetings to sell on-site. Since she is retiring, someone else will need to do it. Older Adults Program manager, Jan Buike volunteered to cover the Rotary meeting. There will be about 75 seats available at the Lunch Club event. Cort Casady has agreed to emcee. MB Post will be approached for food. There will be books available but it will not be necessary to buy one with the ticket. Ms. Manigbas will send additional date possibilities.

MB Writer Awards – Director Leyman confirmed that the awards would be presented at a City Council meeting with the Commission managing the selection process. Commissioner Jones recommended pushing the first awards from July 2020 to July 2021. She recommended a limit of 500 words per piece and added that retired English teachers do not necessarily want to spend their free time reading. Commissioner Windes mentioned that the Historical Society held contests in the past for a \$500 scholarship and recommended that Commissioner Jones get in touch with the Society to see who was judging, etc. Commissioner Windes added that it would be great if the contest could end before school lets out in June. The timing will be revisited.

Books and Cooks – level of involvement not yet known. Event is likely to be incorporated in the Library's 5th Anniversary celebration.

- H. STAFF ITEMS** – Director Leyman reported that the Parks and Recreation commission is working on a survey for the Parks Master Plan. He recommends creating a short survey to determine the library needs of East Manhattan, once the City Council gives direction.

Commissioner Siemak volunteered to lead the ad-hoc committee to develop the survey and asked if the survey needs to be added as a work plan item. Director Leyman stated that it

would be included as part of the East Manhattan Library item, once the City Council determines the Mira Costa Library service option for the east side. He added that the chair should be keeping the mayor updated on progress of the survey development.

Commissioner Windes mentioned that the study rooms at the library are very popular and it would be great to have more spaces for students to study. Commissioner Parikh agreed as students gather at the Coffee Bean and it is always crowded.

I. COMMISSION ITEMS

Commissioner Parikh talked about first day of school activities at Mira Costa. There were four assemblies that the students rotated through that dealt with navigating various aspects of school life.

It was agreed that the commission chair would be responsible for updating the work plan spreadsheet for distribution after the meeting, so that everyone knows what their tasks are before the next meeting.

J. ADJOURNMENT

Commissioner Jones moved to adjourn the meeting. Commissioner Siemak seconded the motion. The motion passed.

The meeting was adjourned at 6:45 PM.

DRAFT