



**CITY OF MANHATTAN BEACH
LIBRARY COMMISSION MEETING**

**May 14, 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**
April 9, 2018
- E. CEREMONIAL**
Recognition of Library Manager, Melissa McCollum
Recognition of Outgoing Commissioners, Kunkee and Scalabrini
- 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**
Selection of 2018/2019 Commission Chair
- H. COMMISSION ITEMS**
- I. STAFF ITEMS**
- J. ADJOURNMENT**

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

April 9, 2018
6:00 p.m.
City Council Chambers

CONTENTS

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: Commissioner Scalabrini

*Commissioner Scalabrini arrived at 6:08 p.m.

D. APPROVAL OF MINUTES

Commissioner Windes moved to approve the March 12, 2018 minutes as written.

Commissioner Schreiner seconded the motion. The motion passed.

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

Nays: None

Abstain: None

Absent: Commissioner Scalabrini

E. CEREMONIAL

None

F. AUDIENCE PARTICIPATION

Chair Casady opened the floor to audience participation.

Librarian's Report – Melissa McCollum, Library Manager

Saturday March 31st – Hosted the Beyond Books, Women's History Month event with all-female Mariachi band La Victoria, art installation by Virginia Vilchis and cupcakes by Southern Girl Desserts. She thanked the Friends of the Manhattan Beach Library for sponsoring the whole day.

Upcoming events: Patrick Late, on loan from the Carson library, has programmed a Museum of Tolerance personal testimonial for Israel's National Remembrance Day for the Holocaust, and has arranged a videoconference with a Holocaust survivor. He has also arranged a Vietnamese street cooking demo.

Beach Cities Read related activities:

- April 24th -Author event, Thi Bui will be presenting
- April 28th - Book to Action event with refugee immigrant panel and graphic novel workshop

National Poetry month, Pizza and poetry workshop

May 1, 3:00 – 3 year anniversary party, Daniel Bennet Jazz band, sponsored by Friends of the Library

Melinda Ryder of the Friends of the Library reported that the most recent Book Sale made \$688. She reported that she sold a book of photographs of apartment buildings in Los Angeles by Ed Ruscha, on Ebay for \$1800.

G. GENERAL BUSINESS

Work plan discussion – Library Lunch Club – Commissioner Casady gave an update. The menu has been established. Commissioner Windes will meet with MB Post to determine a vegetarian option.

Manager Kelso distributed the flyer and poster for the event.

Manager Kelso stated that regarding the budget, the goal is to break even as much as possible but it is known that there will be some expenses.

Commissioner Windes reported that there will be gerbera daisies on the table.

Commissioner Casady would like to put a card on each table from the Library Commission, with special thanks to those who helped make the event happen.

Commissioner Windes and Schreiner reported that they met with Manager Kelso and have a list of outstanding items:

1. Security – Eve will act as security and let people know that it is a ticketed event.
2. Check-in table – Commissioner Schreiner and Windes will be checking people in and there will be stickers for vegetarian meals. Meals will be picked up or delivered after entry. Drinks will be available on a separate table.
3. Sound system will be provided by the City.
4. Manager Kelso will coordinate the Social Media and Commissioner Scalabrini and friends will distribute posters.
5. Commissioner Windes stated that the book has a very targeted audience so the commission should be careful about the way the event is promoted. Commissioner Casady stated that Mr. Davis is good at reading the room and may be able to tailor the presentation.
6. Commissioner Casady will reach out via email to the groups for promotion. Commissioner Kunkee requested a clickable link to the event instead of a pdf of the flyer be sent out. Commissioner Windes also recommends flyers be delivered to the various affinity groups as well. Commissioner Kunkee stated that there should be a small paragraph developed with a clickable link that organizations can forward. Manager Kelso will forward a clickable link to the calendar item.
7. Other City Commissions and City Council should be invited.
8. Manager Kelso will forward a press release to be created by the commission. Commissioner Casady will write the small paragraph for the e-blasts. Commissioners Schreiner and Windes will visit the Easy Reader to try and get it into the paper.

Ms. McCollum recommended the commission speak with Margot Farris from Pages regarding the book signing. She gave an option of giving out the book at check in.

Commissioner Windes does not want to give out the book at check in and have the book at the table. Commissioner Casady would like to consult with Ms. Farris for her opinion.

Ticket purchases will begin after the food choices are confirmed.

Commissioner Windes requested names of other groups that should be notified. Ms. McCollum suggested Youth Sports organizations. Commissioner Kunkee commented that targeting the parents of youth sports organizations is a powerful learning and teaching opportunity.

Manager Kelso will arrange for a large sign indicating that the event is by reservation only.

Commissioner Kunkee raised the subject of the introduction. She thought that a brief introduction of the Library Commission and rationale for having a Library Lunch Club would be appropriate. She gave some wording examples, including: The City of Manhattan Beach has a library commission because we want the library to reflect our community. The Library Commission is an opportunity for our community to directly interface with our County Library. Commissioner Casady used the phrase, "To involve the community in the life of the library and library in the life of the community."

Commissioner Kunkee added that the library is a focal point for a City that reads. Parents can influence their children towards reading by actively reading themselves. There should be some thank yous at the end and possibly promotion of the next event. Commissioner Windes is reluctant to promote another event until we see how this one turns out.

Commissioner Windes stated that dignitaries should be recognized at the beginning.

Ms. McCollum stated that it would be good to capture the email addresses at registration to announce future events in the series.

H. COMMISSION ITEMS

Commissioner Windes stated that she and Commissioner Schreiner will be attending the opening of *Hot Stuff* at the Manhattan Beach Art Center on April 13th.

She added that Overdrive e-reader is having a global event to read *Flat Broke with Two Goats*.

I. STAFF ITEMS

Manager Kelso reported that the Council Agenda item for library surplus fund recommendations will be heard on June 5th.

Commissioner Casady will attend the April 17th City Council meeting to announce the event.

J. ADJOURNMENT

Commissioner Windes moved to adjourn the meeting. Commissioner Schreiner 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 7:30 PM.

CITY OF MANHATTAN BEACH

MEMORANDUM

TO: Library Commission

FROM: Eve Kelso, Recreation Services Manager

DATE: May 14, 2018

SUBJECT: Selection of 2018/2019 Library Commission Chair

Annually, the Library Commission is required to select a Chair and Vice Chair for the Commission. The Commission Chair is a one year term (June to May) and is rotated amongst the Commissioners in order of their seniority on the Commission. Commissioner Elasowich would be next in line to serve as Chair followed by Commissioner Schreiner.