



**CITY OF MANHATTAN BEACH  
LIBRARY COMMISSION MEETING**

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**July 9, 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 Windes  
Commissioner Jones  
Commissioner Owen
- D. APPROVAL OF MINUTES**  
May 14, 2018
- E. CEREMONIAL**  
None
- F. AUDIENCE PARTICIPATION (3-Minute Limit)**  
The public may address the Commission regarding City business not on the agenda.  
Librarian's Report – Acting Library Manager will discuss library programs, activities and updates.
- G. GENERAL BUSINESS**
- H. COMMISSION ITEMS**
- I. STAFF ITEMS**  
October and November meeting dates
- J. ADJOURNMENT**

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

May 14, 2018  
6:00 p.m.  
City Council Chambers

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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: none

\*Commissioner Scalabrini arrived at 6:04.

**D. APPROVAL OF MINUTES**

Commissioner Windes moved to approve the April 9, 2018 minutes with the following change:

P. 2, section G, 8 – remove sentence “Commissioners Schreiner and Windes will visit the Easy Reader to try and get it into the paper.”

Commissioner Elasowich seconded the motion. The motion passed.

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

Nays: None

Abstain: None

Absent: None

**E. CEREMONIAL**

Recognition of Melissa McCollum – The Commission presented a certificate of appreciation.

Commissioner Casady thanked Ms. McCollum for being a great collaborator and partner, and wished her the best on her new adventure.

Commissioner Schreiner thanked Ms. McCollum for all of the work she has done.

Commissioner Windes expressed her appreciation for providing wonderful programs to the community.

Commissioner Kunkee thanked Ms. McCollum for development of the library programs, the visibility of the assistant librarians, and empowering her staff.

Ms. McCollum thanked the commissioners for loving and supporting the library. She praised the support staff and hopes that there will be more possible collaborative opportunities in her new role.

Commissioner Windes mentioned that the Friday Night at the Library has been a really interesting addition to the library programming.

Manager Kelso thanked Ms. McCollum for helping the commission find its place and for sharing and collaborating with the Commission.

Commissioner Scalabrini was recognized for her term as student commissioner.

Commissioner Kunkee was recognized thanked for her service for her 3 year term.

Commissioner Casady was recognized for his year of service as chair of the commission.

#### **F. AUDIENCE PARTICIPATION**

Chair Casady opened the floor to audience participation.

Librarian's Report – Melissa McCollum, Library Manager announced programming that would be in held in May. Highlights included Late Night at the Library, Stop Senior Scams and a Taiko performance.

Childrens Librarian Michael Macavoy will be the acting Library Manager until a new manager is hired.

#### **G. GENERAL BUSINESS**

Selection of 2018/2019 Commission Chair – Commissioner Casady moved to appoint Commissioner Elasowich as Commission Chair. Commissioner Schreiner seconded the motion. The motion passed.

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

Nays: None

Abstain: None

Absent: None

Commissioner Casady moved to appoint Commissioner Schreiner as Commission Vice-Chair. Commissioner Windes seconded the motion. The motion passed.

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

Nays: None

Abstain: None

Absent: None

#### **H. COMMISSION ITEMS**

Commissioner Casady thanked the commission for their work on the Library Lunch Club, which came together through the challenges. He stated that it wasn't as big as initially hoped but it was a good starting point. He added that the commission needs to continue to consider what kind of authors are really going to resonate with the community.

Commissioner Windes added that the author needs to have a more universal appeal. She mentioned that Sara Hersman may have a wider appeal as a local who writes young adult fantasy.

Commissioner Casady reported that Pages had hosted Seth Davis a couple of weeks before which could have affected attendance.

Commissioner Elasowich stated that an author from Manhattan Beach might have good appeal.

Commissioner Windes mentioned James Hatch as a consideration for the next event.

Commissioner Casady doesn't necessarily feel that the commission should only consider local authors.

Commissioner Casady stated that the commission needs to look at how people are invited and build a brand that says this is a fun way to spend an hour during your day.

Commissioner Windes added that there was no contact phone number on the flyer and that the online registration process was complicated.

Commissioner Scalabrini said she had distributed the posters to the local businesses but many chose not to display it. She stated that flyers and posters may not be the best way to advertise. She offered that social media and word of mouth may be more effective.

Commissioner Kunkee asked if the event would break even as a smaller indoor event. Manager Kelso replied that if the event pretty much broke even. If umbrellas and additional tables are needed, that might push the event into the red. The event could grow a little and still stay within the same space. She added that if the library tables were used, it would reduce the cost even more.

Commissioner Kunkee spoke about branding. When thinking about the brand, she doesn't start with thinking about the people they want to attract. She stated that the brand should be when you think of Library Lunch Club you know there will be a dynamic author, lunch with fellow community members and great food. If that is the brand, and it is consistent, the subject can rotate.

Commissioner Schreiner asked how the commission should thank MB Post. It was decided that a framed certificate of appreciation from the commission would be given to MB Post, delivered by Commissioner Casady.

Commissioner Casady raised the idea of using a 3<sup>rd</sup> party for ticket sales. Manager Kelso stated that since it is a City event, it may be better to keep it internal.

Commissioners Windes and Schreiner attended the Hot Stuff art opening at the Art Center. It was a fun event with craft beer from Simmzy's and appetizers.

## **I. STAFF ITEMS**

Manager Kelso announced that the City Council would be recognizing Melissa McCollum on May 15<sup>th</sup>.

Joint City Council/Commission meeting will be held on June 4<sup>th</sup> in the Police/Fire Conference room

Commissioner Windes moved to cancel the August 13<sup>th</sup> meeting. Commissioner Elasowich seconded the motion. The motion passed.

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

Nays: None

Abstain: None

Absent: None

## **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 6:55 PM.

DRAFT