



**CITY OF MANHATTAN BEACH  
LIBRARY COMMISSION MEETING**

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**September 10, 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**
  - July 9, 2018
- E. CEREMONIAL**
  - Recognition of Manhattan Beach Library Outstanding Summer Readers
  - Recognition of Michael Mackavoy
- 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**
  - Discussion of Library Commission Workplan items
- H. COMMISSION ITEMS**
- I. STAFF ITEMS**
  - November meeting date
- J. ADJOURNMENT**

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

July 9, 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 Elasowich, Casady, Jones, Schreiner, Windes, Owen

Absent: none

**APPROVAL OF MINUTES**

Commissioner Windes moved to approve the May 14, 2018 minutes with the following changes:

P. 3, paragraph 6, 2<sup>nd</sup> sentence – strike word “if” to read Manager Kelso replied that the event pretty much broke even.

P. 3, paragraph 7 – strike sentence “When thinking about the brand, she doesn’t start with thinking about the people they want to attract.”

Commissioner Schreiner seconded the motion. The motion passed.

Ayes: Commissioners, Elasowich, Casady, Jones, Schreiner, Windes, Owen

Nays: None

Abstain: None

Absent: None

**D. CEREMONIAL**

None

**E. AUDIENCE PARTICIPATION**

Chair Elasowich opened the floor to audience participation.

Librarian’s Report – Michael Mackavoy, Acting Library Manager reported that there were 33 programs held in June with 1,296 participants. The Summer reading program kicked off in June with 300 children signed up. Upcoming program highlights include musician Craig Newton, interactive music and dance performance by Kids Imagination. For teens there will be a 3D Printing program, succulent terrariums, SAT practice test and Potter Fest. For adults – Author talk with David Satter who has authored five books, Creature Feature – Gojira and Polynesia to California Polynesian Dance performance. The library is working with the Dodgers to have a Dodger alumni come to a story time that will be open to children and teens.

Commissioner Windes mentioned that the library meditation time is listed incorrectly and should read 12:00 p.m. until school starts. Mr. Mackavoy reported that the change is being made on the online calendar.

Commissioner Jones asked how these programs are funded. Mr. Mackavoy replied that many are budgeted by the County but some are funded by the Friends of the Library.

Commissioner Windes inquired about the Summer Reading program and if any of the criteria that was discussed by the commission was implemented. Commissioner Windes stated that if she were a student, she would want to know the criteria for receiving an award. Mr. Mackavoy stated that they can post the criteria. Manager Kelso mentioned the Commission is able to make recommendations but the library is not obligated to implement. Commissioner Windes stated that it was agreed to by Melissa McCollum and Claire Moore to that criteria would be established this year but that perhaps with Ms. McCollum's departure, it did not happen.

Summer readers will be recognized at the September 10<sup>th</sup> commission meeting.

The floor was closed to public comment.

**F. GENERAL BUSINESS**

None

**G. COMMISSION ITEMS**

Commissioner Schreiner asked if MB Post had been thanked for their participation in the Library Lunch Club. Manager Kelso reported that a framed certificate had been delivered to MB Post by Commissioner Casady.

Commissioner Windes reported that she and Commissioner Schreiner attended the Day in the Life of Manhattan Beach exhibition opening at the Manhattan Beach Art Center. She encouraged everyone to attend as the show is phenomenal.

Commissioner Windes also reported that she and Commissioner Schreiner have been attending the library meditation.

Commissioner Elasowich stated that she had been approached by Manhattan Beach Unified School District Superintendent, Dr. Michael Matthews who was inquiring if there was any way for the County to fund the utilization of the school libraries for overflow when school is not in session since it so crowded downtown during the summer. Commissioner Windes is concerned that the librarians are very possessive of their libraries. Commissioner Elasowich clarified that it may not mean people using the school library books but that the facilities could be used to distribute book holds and collect book returns so that residents do not have to deal with coming downtown when it is so busy. Manager Kelso stated that nothing has been defined yet in terms of usage. Commissioner Windes stated that the BookMobile is another option.

Don Roe of the County Library system entered the conversation so he could get a better understanding of the request. He stated that any summer options would have to go up higher than him and many details would need to be worked out.

Manager Kelso gave some background. When City Council met with the Commission in June, they talked about their interest in the commission discussing options for using the library surplus funds. The City Council asked the commission to discuss funding options to

include the potential use of school libraries and librarians for public use on the weekends. She stated that City Council is interested in exploring all options.

Commissioner Windes stated that the conversation is just starting and that someone should be present representing the school librarians. Manager Kelso recommended the Commission begin looking at options to present with pros and cons to the City Council.

Commissioner Jones stated that perhaps the Commission could make a goal to have something to implement for next summer.

Commissioner Windes requested clarification on what the commission is responsible for providing to City Council. Manager Kelso stated that the direction is not completely clear. Commissioner Casady stated that his understanding is that Dr. Matthews would like to start the conversation. Commissioner Casady recommended forming a two person subcommittee to explore options. Commissioner Jones stated that the commission needs to go over all of the initiatives and decide as a commission to how prioritize.

Commissioner Casady asked if Late Night at the Library will continue. Mr. Mackavoy replied that there is one more scheduled, nothing scheduled after that. The event is considered successful and the library would like for it to continue.

Commissioner Casady would like for the Commission to concentrate on 3 things – input to Parks and Recreation for Outdoor movies, Library Lunch Club, explore the school library options.

Manager Kelso commented that staff works with the Library to arrange the outdoor movies and that is not necessarily something that the Commission needs to be involved in planning. Staff would be happy to consider movie recommendations or ideas for the event, from the Commission. Unfortunately, this summer, there were no dates that worked for both the City and Library.

Mr. Roe stated that when considering events, they look at how much staff time is required weighed against turnout.

Commissioner Jones commented that the issue of attendance at events dovetails into the general attendance numbers, which are important to convey to the City Council.

Commissioner Owen commented that the evening teen movies and programming are very popular and the events do not have to be over the top.

Commissioner Elasowich mentioned planning the October librarian meet and greet. Commissioner Windes stated that having the event during the school day is not a good idea. Manager Kelso suggested offering a couple of time options to the schools to see what date and time they would like. Commissioner Elasowich will reach out to the librarians.

Commissioner Casady moved for Commissioners Windes and Schreiner form a subcommittee to investigate the use of the school libraries in conjunction with the county library and what to do to make that happen. Commissioner Jones seconded the motion. The motion passed.

Ayes: Commissioners, Elasowich, Casady, Jones, Schreiner, Windes, Owen

Nays: None

Abstain: None

Absent: None

It was determined that the Outdoor Movies at the Library and the Late Night at the Library events are handled by staff and do not need to be organized by the Library Commission. Staff is happy to receive recommendations or suggestions from the Commission for these events.

Commissioner Casady mentioned the public speaking aspect of the Summer Reader recognition and does not want to let that slip through the cracks.

Little Free Libraries – Commissioner Owen will be the liaison to the Girls Scouts to make sure they are maintained and stocked.

Library surplus – Commissioner Casady recalled that Councilmember Napolitano pointed out that window cleaning responsibilities should be the library's responsibility. Mr. Roe acknowledged that the windows are on a quarterly cleaning schedule.

At Commissioner Jones' request, Mr. Mackavoy explained the Family Place program.

Events in the Civic Plaza – The Commission was unclear as to the extent of their involvement in this item. There was talk of available funds from the Cultural Arts Commission. It was suggested that the Cultural Arts Chair attend a Library Commission meeting to talk about the funds and how they can be used.

Homeless population in the library area – Mr. Roe explained that it is a sign of the times and it is a public building. Library staff tries to treat the homeless with compassion. He relayed a story of librarian Michael Mackavoy and his staff assisting two homeless women by providing resources and bus tickets to allow them to travel back to join their relatives.

Commissioner Windes moved to continue the workplan discussion to the September meeting. Commissioner Casady seconded the motion. The motion passed.

Ayes: Commissioners, Elasowich, Casady, Jones, Schreiner, Windes, Owen

Nays: None

Abstain: None

Absent: None

## **H. STAFF ITEMS**

Manager Kelso announced that the October and November meetings fall on holidays and need to be rescheduled.

The Commission tentatively decided to hold the meeting on Tuesday, October 9<sup>th</sup>, 2018. The November date will be decided at the September meeting.

## **I. ADJOURNMENT**

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

Ayes: Commissioners, Elasowich, Casady, Jones, Schreiner, Windes, Owen

Nays: None

Abstain: None

Absent: None

The meeting was adjourned at 7:22 PM.