



**CITY OF MANHATTAN BEACH
LIBRARY COMMISSION MEETING**

**November 5, 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**
 - October 9, 2018
- E. CEREMONIAL**
- F. AUDIENCE PARTICIPATION (3-Minute Limit)**
 - The public may address the Commission regarding City business not on the agenda.
- G. GENERAL BUSINESS**
 - Discussion of Library Commission Workplan items
- H. COMMISSION ITEMS**
- I. STAFF ITEMS**
- J. ADJOURNMENT**

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

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

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A. CALL TO ORDER

The meeting was called to order at 6:04 PM.

B. PLEDGE TO THE FLAG

C. ROLL CALL

Present: Commissioners Elasowich, Casady, Schreiner, Windes, Jones

Absent: Commissioner Owen

D. APPROVAL OF MINUTES

Commissioner Windes moved to approve the September 10, 2018 minutes as written.
Commissioner Schreiner seconded the motion. The motion passed.

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

Nays: None

Abstain: None

Absent: Owen

E. CEREMONIAL

None

F. AUDIENCE PARTICIPATION

Chair Elasowich opened the floor to audience participation.

Seeing none, the floor was closed.

G. GENERAL BUSINESS

Discussion of Commission workplan items:

Library Commission Recommendations Regarding the Use of Manhattan Beach County
Library Surplus Funds

Recreation Manager, Eve Kelso explained that this item is returning because it had been a while since the recommendations were discussed and decided, and two new commissioners had joined the commission. Because City Council has not yet reviewed the recommendations, the commission can take another look to make sure no changes need to be made. Commissioner Jones expressed that she would like to know what the Commissions priorities are with regards to the recommendations. She inquired about the

window washing and mentioned that there are some cracked windows that need repair. Commissioner Elasowich reminded the commission that window cleaning is paid for by the library and that Councilmember Napolitano had voiced his opposition to additional cleaning expenses being paid for with the surplus.

The commission discussed their previous recommendations.

The commission decided that without Michael Mackavoy's input, it is difficult to discuss recommendations.

Family Place Certification - There was some discussion regarding the Family Place certification amount of \$25,000 and it was clarified that this is a one-time expense that will qualify the library for future Family Place related grants. The commission support the funding of the \$25,000 certification fee.

Consider Utilizing Surplus Funds for Library Services Including School Librarians and Potential Use of the Library at Mira Costa High School and/or Manhattan Middle School - Commissioner Windes reported that she and Commissioner Schreiner had met with Dr. Matthews. The county has requested to meet with Dr. Matthews and tour the library for County use on the weekends or after hours, supported by the County. Dr. Matthews will deal with the County directly and keep the commission informed. Due to the Mira Costa library being closed because of asbestos, there is no timeline until they are allowed into the building. Commissioner Windes stated that people may not be willing to go and use the Mira Costa library because of the added security and difficult logistics.

Commissioner Jones stated that it would be worth exploring the use of the Bookmobile.

Commissioner Elasowich recalled that part of reason to consider using the school library was to provide additional funds to the school by renting the library. A bookmobile would not serve this purpose.

The commission decided to include the possibility of a Bookmobile on the weekends at an East Side location in the recommendations.

Library Lunch Club - Commissioner Casady has touched base with Pages and his contact, Margot Ferris has retired. He has been given new contacts and will be working with them in order to move forward with the next event.

School District Librarian Meet and Greet - Commissioner Elasowich reported that the school district librarians have not responded regarding the meet and greet. Commissioner Windes recommended contacting Michelle Syverson. Commissioner Jones suggested that if there was some way to incentivize the librarians, it may be more likely to generate participation. Commissioner Windes recommended waiting until the new Library Manager is hired and make it a meet the new manager event. Manager Kelso will reach out to Don Rowe from the County to see if there is any update on the new Library Manager.

H. COMMISSION ITEMS

Commissioner Jones reported that she had met with Martin Betz and he explained that there will be a proposal presented to the City Council in which grants of up to \$7000 will

be provided to applicants to present cultural arts programs. This process will likely start in January and possibly be implemented in February.

Commissioner Jones introduced 3 ideas for events to consider as legacy events for the commission:

1. Manhattan Beach Writer Awards – The Cultural Arts Commission brings in artists and bestows awards upon them. The Library Commission could recognize a writer, journalist, blogger, etc., quarterly. The Manhattan Beach Writer Awards would be an ongoing initiative that might help to bring in members of the community. This would hopefully include a plaque in the library.
2. Books and Cooks – Library Open House – open the doors of the library on a Sunday to bolster the foot traffic into the library. There could be food trucks and entertainment in the parking lot or on the back patio. People could explore upstairs to get a coupon for food discounts. The idea is that this would be an annual event.
3. Book vending machines – possibly a Leadership Manhattan Beach project. The machine would hold a variety of books in the library or at different locations giving access to more people.

Commissioner Casady thanked Commissioner Jones for bringing her ideas to the table. He thinks the Writer Awards are a great idea. He also loves the Books and Cooks idea but has questions about whether Food trucks are allowed. Regarding the vending machines, he thought that was competing with Books and Cooks.

Commissioner Windes stated that the vending machines could be another alternative for the East Side. Commissioner Casady stated that it would be a County function that would be pitched to the County. Commissioner Jones added that it would be good to look into what they are doing in Contra Costa County.

Commissioner Elasowich stated that the plaque for the Writers Awards may not be allowed in the Library and would need to be approved by the County.

Commissioner Windes offered that the Writer Awards should be an annual award to make it very special. She really likes the Books and Cooks open house idea and thinks the book vending machines are a unique and exciting idea.

Commissioner Schreiner added that having more than one award category would be good because of the amount of effort to put together an event. Commissioner Jones clarified that she envisions this happening at the Commission meetings. The commission decided to move the awards concept forward to City Council.

I. STAFF ITEMS

Manager Kelso updated the commission on payment options for Library Lunch Club. Staff can prepare a simple form that can be taken to events such as Rotary or Chamber meetings. Participants can fill out the form with their credit card info or pay with cash or check and the information can be input by staff. Management Analyst, Linda Robb reported that there may also be an option to fill out an online form through Seamless Docs. Seamless Docs would then process the credit card payments and send the City a report or registrants. This option is not yet available but possibly could be working by the time the next tickets go on sale. It is possible to use a third party ticket processor but

analysis would need to be done to make sure it is not more expensive than what the City currently pays.

J. ADJOURNMENT

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

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

Nays: None

Abstain: None

Absent: Owen

The meeting was adjourned at 7:16 PM.

DRAFT