



**CITY OF MANHATTAN BEACH  
LIBRARY COMMISSION MEETING**

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**January 14, 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 Windes
  - Commissioner Elasowich
  - Commissioner Schreiner
  - Commissioner Jones
  - Commissioner Bond
  - Commissioner Owen
- D. APPROVAL OF MINUTES**
  - December 10, 2018
- 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
  - Workplan item prioritization
- H. STAFF ITEMS**
- I. COMMISSION ITEMS**
- J. ADJOURNMENT**

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

December 10, 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 Elasowich, Windes, Jones, Owen

Absent: Commissioner Schreiner

**D. APPROVAL OF MINUTES**

Commissioner Windes moved to approve the November 5, 2018 minutes as written.  
Commissioner Jones seconded the motion. The motion passed.

Ayes: Commissioners Elasowich, Windes, Jones, Owen

Nays: None

Abstain: None

Absent: Commissioner Schreiner

**E. CEREMONIAL**

The commission presented Eve Kelso and Linda Robb with a holiday gift.

Commissioner Elasowich presented Cort Casady with a certificate and thanked him for his service on the commission. Commissioner Windes added that he has been an inspiration for the whole commission and will be sorely missed.

Manager Kelso announced that the City Attorney had been consulted and volunteering is an option if Mr. Casady would like to continue to assist in a volunteering capacity.

**F. AUDIENCE PARTICIPATION**

Chair Elasowich opened the floor to audience participation.

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

Smarty pants story time will resume in January, by registration only.

Spanish story time is getting a lot of interest and will begin in January.

Gingerbread House luminarias attendance was not as high as expected but was enjoyed by all who attended.

The MakMo maker space program continues to be popular.

The 3D printing teen program was very popular.

Ms. Manigbas requested more information regarding the open house for employees so that she could properly present the concept to her staff. Commissioner Windes stated that it would be an on-site open house, very casual so that employees could drop in during their work day. Commissioner Jones added that her hope is that employees could introduce themselves and maybe offer ideas that the commission may be able to act upon. The event could be around the time of the shift change. Ms. Manigbas will check with her payroll analyst to see how an event such as this might impact their payroll. Commissioner Elasowich stated that she noticed that the programming tends to be the lightest on Mondays and Fridays so the commission is open to different dates. Commissioner Jones offered to donate 2 gift cards to incentivize employees to attend. Commissioner Jones asked Ms. Manigbas to come back with some recommendations for appropriate dates for the reception.

Commissioner Windes thanked Commissioner Jones for writing a letter to the editor of The Beach Reporter about Michael Mackavoy and his actions to help a homeless mother and daughter to secure bus tickets to return to their family.

Cort Casady - Mr. Casady stated that it was a privilege to serve on the Commission and gave an update to the Library Lunch Club. He met with Kristin Rasmussen of Pages. She deals with all the publishers and new books. Based on their meeting, Joey Day, Michael Scott Moore, Jen Sincero and Father Doyle are not likely within the commission's reach. One possibility is Elizabeth Letts who authored *Finding Dorothy*, about the woman behind the man who created the Wizard of Oz. It is a work of fiction, based on reality. Ms. Letts also wrote *The Perfect Horse: The Daring U.S. Mission to Rescue the Priceless Stallions Kidnapped by the Nazis*. One advantage to this author is that Pages could bring the other books she has written to the event as well. Commissioner Windes stated that it is important to look at the target audience and is not sure that the business community would be interested. Commissioner Jones stated that marketing this author would be tricky. Commissioner Jones asked if Pages might know about Journalists and blogging. Journalists are now writing books. Commissioner Windes stated that she had invited Chris Erskine to come and visit the library. He writes in the Saturday section of LA Times and might be an interesting prospect. Commissioner Jones stated that the event might need to go in a different direction from traditional authors to be more attractive.

Mr. Casady spoke about cost. If you take the cost of the book out of the equation, it reduces the cost. If an author is in hardback mode it makes it more expensive than a paperback and no book costs even less. Commissioner Jones mentioned that to make it worth the author's time and talent, prices could be set with a portion donated to a worthy cause. Manager Kelso reminded the commission that there are logistical costs for the event that will also need to be covered. It was noted that it is worth shopping or negotiating for the book with Pages, as many times the books are available cheaper online. Commissioner Windes mentioned that if the speaker were not a traditional author, there may not be a book involved at all so people may not have to buy a book to attend. She added that it could get expensive if a family were to attend and some parties may not need or want multiple copies of the book. Commissioner Jones would like to explore additional options for speakers. Mr. Casady stated that regardless of who is speaking, it is important to develop a .jpeg to be added into emails and e-blasts, for promotion.

Manager Kelso advised the commission that they shouldn't get stuck on a date if they are still trying to figure out the concept.

The floor was closed to audience participation.

**G. GENERAL BUSINESS**

Discussion of Commission workplan items: Manager Kelso reported that the City Council approved the MB Writer Awards, Books & Cooks Open House and Book Vending Machines for the workplan. The mayor commented that the commission should be able to talk about any subject that doesn't cost a lot of money and take up too much staff time.

Commissioner Jones requested for prioritizing the workplan be added to the January meeting agenda.

**H. STAFF ITEMS** - Manager Kelso updated the commission

City Council would like to recognize the LA County Library bookmark winners on January 2<sup>nd</sup> or February 5<sup>th</sup>. Ms. Manigbas will let Manager Kelso know which date will work best.

Library Surplus Staff report is tentatively scheduled to go to Council on January 15<sup>th</sup>. City Council thinks they are waiting on annual summary on attendance. Councilmember Napolitano has asked about seeing data about Sunday attendance and may have had the wrong impression based on the numbers. The library is open few hours resulting in lower attendance numbers.

**I. COMMISSION ITEMS**

Commissioner Windes reported that Dr. Matthews advised that the Mira Costa library is still not open due to asbestos issues and therefore, he has not been able to meet with the County to discuss usage. The hope is that the library will be open in January. There are proposals on the table for year round usage.

Book mobile – Commissioner Elasowich stated that the book mobile may be challenging because it is shared with the entire system. Commissioner Windes and Jones would like to look into who would make the ultimate decision on book mobile availability. Manager Kelso stated that the City Council wants the commission to keep an open mind to the different options.

Book vending machine – Commissioner Elasowich stated that it is mostly the older population who have difficulty coming to the library. Commissioner Windes stated that access is a problem for the eastside residents, who used the book mobile heavily when it was available.

**J. ADJOURNMENT**

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

Ayes: Commissioners Elasowich, Windes, Jones, Owen

Nays: None

Abstain: None

Absent: Schreiner

The meeting was adjourned at 6:51 PM.

## MB Library Commission 2019 Work Plan

As of Jan., 2019 by Commissioner Janet Krause Jones

<b>Project Name</b>	<b>Project Description</b>	<b># of Possible Participants</b>	<b>Staff Needed Or Not</b>	<b>Budget</b>	<b>Tentative Date</b>	<b>Status of Project</b>	<b>Commissioners In Charge</b>
<b>East Manhattan Alternate Library</b>	Establish adjunct facility	1000/yr	Yes	TBD	May, 2020	Preliminary Research Underway	Windes, Schreiner
<b>Library Staff Meet &amp; Greet Open House</b>	Host a one-hour Open House to allow commissioners, library staff & school librarians to get acquainted & to hear suggestions for improving the library	30	No	\$200	March, 2019	Date and Time TBA Jan., 2019- Plans to solidify by Feb., 2019 Commission mtg.	Library Director, Elasowich, Owen
<b>Library Lunch Club</b>	Target MB business people to attend talk by local author over lunch at library	25	Yes	\$500 (if lunch donated by local restaurant)	TBA	TBA	Elasowich, Schreiner, Windes
<b>MB Writer Awards</b>	Honor notable local writers (authors, journalists, bloggers, etc.) of various ages	Quarter or Annually-TBD	No	\$500/yr. for award plaques	April, 2019	Determine how nominees/ winners will be chosen	Jones, Schreiner, Windes
<b>Books &amp; Cooks Open House</b>	To increase visibility of library, hold open house on	200	Yes	\$500	Sept., 2019	TBA	Jones, New Commissioner Owen

	a Sunday with “scavenger hunt” in library & food trucks & entertainment outside						
<b>Book Vending Machine(s)</b>	Place vending machine(s) containing hundreds of books in various locations	1000	Yes	\$20,000 (could be Leader- ship MB project)	May, 2020	Research Contra Costa Library’s vending machine project	Library Director, New Commissioner