



**CITY OF MANHATTAN BEACH
LIBRARY COMMISSION MEETING**

**November 4, 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 Bond Commissioner Schreiner
Commissioner Windes Commissioner Jones
Commissioner Siemak Commissioner Parikh
- D. APPROVAL OF MINUTES**
October 7, 2019
- 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**
Library Commission Workplan for presentation to City Council
- H. STAFF ITEMS**
Parks Master Plan presentation – Jessica Vincent, Senior Recreation Manager
- I. COMMISSION ITEMS**
- J. ADJOURNMENT**

**The November 11, 2019 meeting was rescheduled to November 4, 2019
in observance of Veterans Day.**

CITY OF MANHATTAN BEACH
MINUTES OF THE LIBRARY COMMISSION

October 7, 2019
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 Schreiner, Bond, Windes, Jones, Parikh

Absent: Commissioner Siemak

D. APPROVAL OF MINUTES

Commissioner Windes moved to approve the September 9, 2019 minutes as written.

Commissioner Bond seconded the motion. The motion passed.

Ayes: Commissioners Bond, Windes, Jones, Parikh

Nays: None

Abstain: Commissioner Schreiner

Absent: Commissioner Siemak

E. CEREMONIAL

None

F. AUDIENCE PARTICIPATION – (This item occurred after General Business)

Chair Schreiner opened the floor to audience participation.

Library Manager, Maria Manigbas updated the commission on staff status and programs. There were 29 programs offered in September with 1024 attendees. Staff pitched in to cover story times as one of the children's librarians was out for the first two weeks of September. All programs are doing very well.

Teens learned about car care basics, budgeting and finance. A *Stranger Things* themed escape room was offered.

Mock Newbury Book Club has started. Participants are in the 4th through 8th grades range will learn to critically think about, evaluate and discuss books based on the Newberry Awards criteria. The first meeting went well and positive feedback has been received. The book club will run monthly until February 2020.

Adults were introduced to the Manhattan Beach Badminton Club. Salsa and Line Dancing lessons will be offered in October. Community interactive forum will be about the Flight Path Museum and Learning Center.

The following dates have been reserved in the general purpose room at the Library: January 10, 17, 24, February 7, 28 and April 23 for Library Meet and Greet.

Commissioner Bond asked if the teen events are publicized in the High School newsletter. She will talk to her contact at the high school to see how the teen programs can be included their communications.

Library flyers have been posted on the digital board at City Hall.

Gabriela Ozurovich is the new librarian.

The floor was closed to public comment.

G. GENERAL BUSINESS

Discussion of Work plan items:

there was discussion about whether or not to continue updating the workplan action items spreadsheet. Commissioner Windes is concerned that the spreadsheet has more information than only action items. This could be a potential Brown Act violation. After much discussion, Commissioner Bond volunteered to update the spreadsheet, only including action items and will send to Management Analyst, Linda Robb. Ms. Robb will then forward it to the commission.

East Manhattan Beach Alternate Library – Commissioner Schreiner tried to contact Dr. Mathews and will keep trying to arrange a meeting. Commissioner Siemak has been tasked to create a short survey about east side library services. Since Commissioner Siemak is not present, there is no update. Analyst Robb reported that the Parks Master Plan survey is currently being administered and it would be useful to have the east side library services survey results in time to use for the Parks Master Plan.

East side study rooms - as an addition to east side library services, the commissioners discussed options for providing more study rooms for students. Manager Kelso mentioned that logistics could be tricky because of rental fees. Commissioner Windes suggested that maybe the library could be kept open after hours. Commissioner Windes and Schreiner are meeting with Dr. Mathews and will confirm details of the grant as well as suggest that the library be open for study hours. Commissioner Parikh stated that students are looking for places to study. Manager Kelso stated that if City facilities are going to be considered, staffing needs, fees and fee waivers will need to be considered.

Vending machines are currently out of the commission purview. Commissioner Jones raised the subject of a book deposit in East Manhattan Beach. Commissioner Windes stated that at one time, there was a book drop at the Art Center. Manager Kelso recommended that a question regarding a drop box should be put on the survey. Ms. Manigbas said that they do not have problems with the book return boxes. Manager Kelso added that the data is needed to determine needs. Commissioner Windes stated that the older adults on the east side are reluctant to come to the library because of the difficulty parking. Manager Kelso mentioned the idea to rebrand the Dial-a-ride in certain marketing materials, to the library shuttle. The idea was well received and will be considered.

Library Meet and Greet – April 23rd, 2020, 2:00-3:00 p.m.– Commissioners Schreiner and Windes will be doing the decorations

Library Lunch Club – Commissioner Windes mentioned that Steve Lopez will be doing a tour of Italy to look at homelessness there. Commissioner Jones asked why we are selling tickets if the food is donated and they don't have to buy a book. Commissioner

Windes stated that it is not known whether the food will be donated and there are other costs to cover. It was confirmed that the maximum number of guests will be 75.

Commissioner Windes stated that there should be only one choice of food, vegetarian. Manager Kelso stated that people should have a choice. Commissioner Windes and Schreiner will set the date and then start coordinating food. Commissioner Windes and Schreiner want the atmosphere to be inviting and attractive. Commissioner Windes will contact the authors and present the date choices. Commissioner Jones stated that if the authors are not concerned with making money and selling books, the number of guests can be limited allowing for tables.

MB Writer Awards – City Council would like for adults to be included in the writer awards. Commissioner Jones stated that the field was narrowed to children in order to launch in a successful way. Commissioner Parikh stated that high school students are less likely to participate because they are so busy. Commissioner Windes stated that the historical society no longer offers their scholarship, but she said that the incentive for her daughter at the time, was the money. She does not believe that a high school student would enter the contest if the prize was an award presented by the City Council; there needs to be more incentive. Commissioner Jones stated that the contest is intended to about more than money. While there may be a prize, it is also something that can go on a college application or CV. Commissioner Bond stated that the concept needs to be flushed out and the audience needs to be considered. There was discussion about whether or not to include high school students but that subject was tabled for now. Because of the amount of work involved with the awards, the commission would like to start with a pilot involving kids with the idea to move toward including adults. Commissioner Schreiner will talk to the mayor regarding the audience.

Books and Cooks – Ms. Manigbas reported that she has not been able to meet with the Friends of the Library regarding the anniversary celebration, so she does not yet know how the commission can help. She is gathering estimates for food and refreshments to present to the Friends of the Library. She stated that there are programming funds that may be used for entertainment in the month of May. Once there is a funding estimate, it needs to be presented to her supervisors.

H. STAFF ITEMS – Manager Kelso reminded the commission that the November meeting will be held on November 4th due to the Veterans Day holiday.

I. COMMISSION ITEMS

None

J. ADJOURNMENT

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

Ayes: Commissioners Bond, Schreiner, Windes, Jones, Parikh

Nays: None

Abstain: None

Absent: Commissioner Siemak

The meeting was adjourned at 7:17 PM.

DATE: November 4, 2019

TO:

Members of the Library Commission

FROM:

Eve Kelso, Recreation Manager

SUBJECT:

Library Commission Work plan for 2020

RECOMMENDATION:

Staff recommends that at the November 4 meeting, the Library Commission be able to discuss and approve the work plan for 2020-21 and make a recommendation at the January 6, 2020 City Council and City Commissions joint meeting.

FISCAL IMPLICATIONS:

Fiscal implications will be developed for the January 6 meeting

DISCUSSION:

The City Council met with the Library Commission in a joint meeting on June 3, 2019 to provide direction and approve topics for the 2019-2020 Library Commission work plan. This is the current status of the active work plan items.

- 1. The following project has been completed but will reoccur each year:**
 - Library Staff Meet and Greet
 - Attend, support and offer community outreach for Library activities

- 2. The following projects are still in progress or ongoing:**
 - East Manhattan Beach Library Services
 - Library Lunch Club
 - Library Summer Reading Program Outstanding Readers

- 3. The following projects are tabled**
 - Manhattan Beach Writer Awards
 - Books and Cooks

- 4. The following projects are proposed for discussion as part of Work plan 2020-21**
 - East MB Study Place