



**CITY OF MANHATTAN BEACH
LIBRARY COMMISSION MEETING**

**March 9, 2020
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 Windes
 - Commissioner Siemak
 - Commissioner Schreiner
 - Commissioner Jones
 - Commissioner Parikh
- D. APPROVAL OF MINUTES**
 - February 10, 2020
- 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 Workplan items
- H. STAFF ITEMS**
- I. COMMISSION ITEMS**
- J. ADJOURNMENT**

CITY OF MANHATTAN BEACH
MINUTES OF THE LIBRARY COMMISSION

February 10, 2020
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 Bond, Jones, Parikh, Windes, Siemak*, Chair Schreiner

Absent: None

Others present: Recreation Services Manager, Jan Buike; Recording Secretary, Linda Robb, Parks and Recreation Director, Mark Leyman

*Commissioner Siemak arrived at 6:25 p.m.

D. APPROVAL OF MINUTES

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

Commissioner Jones seconded the motion. The motion passed

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

Nays: None

Abstain: None

Absent: Commissioner Siemak*

E. CEREMONIAL

None

F. AUDIENCE PARTICIPATION –

Chair Schreiner opened the floor to audience participation.

Library Manager, Maria Manigbas gave her program and staffing updates:

Highlights from Fiscal Year 2018/2019 –

4th Anniversary Party, Library of the Year celebration, and STEM/STEAM activities, to name a few.

The library received 175,259 visits, averaging 13,527 people per month

The busiest days for the library are Tuesday, Wednesday and Saturday.

4,354 new library cards were registered making a total of 39,640 registered Manhattan Beach library customers.

The MB Library circulated 243,413 items, filling 55649 holds. Books remain the most

popular item.

The library offered 386 programs, attracting 13,752 attendees.

Michael Mackavoy is now officially the manager of the Lomita branch. His vacated position of Children's Librarian II has been posted internally for transfers.

Library staff have volunteered to come in early and on the weekends to open the meeting room for the Primary Election.

Commissioner Windes asked that the Library of the Year decal be removed from the window. She also asked if Manhattan Beach can get an exemption from the procedures regarding the locked bathroom doors, as staff checks the restrooms every hour. Director Leyman stated that the City can ask about it but the County regulates the procedures for all County Libraries. Ms. Manigbas stated that it is standard procedure to buzz people into the restroom and for staff to check the restrooms every hour to make sure it is clean and safe. Ms. Manigbas will forward the request.

Commissioner Schreiner asked how to get Late Night at the Library back. Commissioner Windes asked where the money came from. Director Leyman replied that it was budgeted through the department and food and drink was mostly provided by sponsors. Director Leyman recommended tabling this subject for at least six months until a new Cultural Arts Manager is hired.

The floor was closed to public comment.

G. GENERAL BUSINESS –

Discussion of Work plan items for 2020:

East Manhattan Beach Library Services – Chair Schreiner spoke with Heather Hoffman from the Manhattan Beach Unified School District (MBUSD). The meeting took place and LA County Library's Assistant Director for Public Services reached out asking if someone from the Capital Projects team can come to look at the Mira Costa library to assess the space. Chair Schreiner will follow up with Heather and it looks like a partnership may happen. Details for times have not been discussed.

Mayor Pro-Tem, Richard Montgomery informed Chair Schreiner that he will ask Parks and Recreation Director, Mark Leyman to communicate with Mark Bauman from County Supervisor Janice Hahn's office, to finalize days for book mobile. Commissioner Schreiner interprets this as approval for the bookmobile. Director Leyman reported that he had spoken with Mayor Pro-Tem Montgomery and informed him that there will be a survey to identify the need for east side services. Based upon the results of the survey, the commission can make a recommendation for services, which may include the Bookmobile. If the commission would like to request Bookmobile services in the interim, dates and time may be discussed. Commissioner Windes would like to move forward with requesting the Bookmobile while waiting for the survey results. Director Leyman stated that if the service will be on a consistent ongoing basis, the cost is significant and he would want to see the data first. A schedule would need to be set and costs need to be calculated. Commissioner Parikh can ask teachers to have the students to fill out the survey at school, via a link. Commissioner Jones mentioned that a table has been requested to administer the survey at the library. Commission Jones asked if there is an opportunity to advertise the survey in the Beach Reporter.

Commissioner Siemak presented the revised survey. The Commission reviewed and suggested changes. Commissioners Schreiner and Windes will make suggested edits and forward to Recreation Services Manager, Jan Buike.

Library Meet and Greet – April 22, 2:00-3:00pm Commissioner Jones distributed the invitation design. Invitations will be printed on 5X7 card stock. The event has been rebranded to Appreciation Party. Commissioner Jones would like to make the image into a bookmark and request for Graphic Artist, Kristin Yamauchi to assist. The Corner Bakery order, raffle tickets and bucket will be handled by Manager Buike. Commissioner Jones went over the event schedule. There will be water dispensers with lemon and cups. Donations for the raffle are requested. So far there are three gift cards and the floral centerpieces will also be raffled off. Commissioners should arrive at 1:15. Commissioner Windes asked for parking passes for the Civic Center parking lot and volunteered to pick up the food. Commissioner Windes will take hardcopy invitations to the school librarians.

Library Supper Club – June 12, 4:00-5:30, Jan Dennis. Fire Chief will be invited next week with an open invitation for 5 firefighters. Urban Plates will be approached before the March meeting. The Fire Chief and Firefighters will not be charged to attend. Commissioner Jones thinks that MB Post would be a better draw. Commissioner Windes says that MB Post would be more difficult and they are trying to avoid a meal choice. Commissioner Schreiner stated that she doesn't think that people care that much about where the food is from. Commissioner Windes thought it would be nice to welcome the new business. Teal tablecloths and napkins will be rented. Payments methods will be researched by staff.

Library Summer Reading Program Outstanding Readers –

Blind Date with a Book – Valentine's Day Celebration with a Book will be taking place from 3:00-5:00pm, will be in front of the library. This will be the third Valentine's Day event.

MB Writer Awards – Commissioner Bond presented her analysis of various contests held throughout the country and found that none of them offer an honorarium to the judges. {Pages} has expressed a willingness to judge. Commissioner Jones stated that she and Commissioner Bond have developed the guidelines and timeline. Commissioner Jones stated that they would like to have one sponsor that will provide the prizes. Commissioner Windes asked if cash prizes are allowed. Director Leyman will check with the City Attorney. The hope is that some members of the Friends of the Library will volunteer to judge. Judges will be invited to attend the Volunteer appreciation event. After some discussion, it was decided that anyone who lives, works or attends school in Manhattan Beach is eligible to enter the contest.

Library Anniversary celebration (Books and Cooks) – awaiting request for assistance from library.

Commissioner Jones presented her notes and talking points from the Joint commission meeting.

H. STAFF ITEMS –

None

I. COMMISSION ITEMS

None

J. ADJOURNMENT

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

Ayes: Commissioners Bond, Jones, Schreiner, Parikh, Windes, Siemak
Nays: None
Abstain: None
Absent: None

The meeting was adjourned at 7:34 PM.