

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

July 12, 2010  
6:30 p.m.  
Manhattan Beach City Hall

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**ROLL CALL**

Present: Commissioners Adams, Cooperman, Hook and Rhees  
Absent: Commissioner Popovich  
Others Present: Recreation Services Manager Mark Leyman, Steven Klein, Los Angeles County Library, Manhattan Beach Library Manager Don Gould and Recording Secretary Jane Grace

**APPROVAL OF MINUTES**

The Minutes of the March 8, 2010 Library Commission minutes were approved as written.

**CEREMONIAL**

None

**AUDIENCE PARTICIPATION**

None

**GENERAL BUSINESS**

10/0712-1 – Commission Reorganization

Mr. Leyman reported that annually the Library Commission is required to select a Chair and Vice Chair for the Commission. In the past, officers have been selected on a seniority basis. Commissioner Adams, the current vice chair, and Commissioner Hook would be next in line to serve as Chair and Vice Chair.

**A motion was made to select Commissioner Adams as Commission Chair.  
(MSC: Rhees/Cooperman; Unanimous)**

**A motion was made to select Commissioner Hook as Commission Vice Chair.  
(MSC: Adams/Cooperman; Unanimous)**

09/1109-1 – Update on Library Expansion Project Meeting between the City and County

Mr. Leyman reported that the City Council library expansion sub-committee and County and City staff have met to discuss how to proceed with the library expansion project. Mr. Leyman reported that the sub-committee has directed City staff to develop contracts with Johnson/Favaro to develop pre-designs and Linda Demmers to develop programming needs. Johnson/Favaro and Linda Demmers would also assist with the future public input process. Public Works Director Jim Arndt will go to City Council on July 20, 2010 with the proposed contracts. If adopted, the City Council sub-committee will work with Johnson/Favaro and Linda Demmers to determine the scope, timeline, range of meetings and what role the Library Commission will play. City Council will also be determining the roles for the Planning Commission and the Cultural Arts Commission for the library expansion project. Mr. Leyman verified that the money to fund the Johnson/Favaro and Linda Demmers contracts would come out of the excess property tax dollars for library services.

Commissioner Rhees wanted to confirm that commissioners are allowed to attend the Council meeting but should not get up to speak on the library project. Mr. Leyman reported that the July 20 staff report is going as a consent item and, unless pulled by anyone wishing to consider and discuss the item, will not be discussed at the meeting.

Commissioner Hook inquired if there was a bid process to select Johnson/Favaro and Linda Demmers to develop pre-designs and programming needs for the library project. Mr. Leyman reported that both Johnson/Favaro and Linda Demmers have done extensive background research and public input on library services in Manhattan Beach and they were selected based upon their expert knowledge and background with this project.

Commissioner Rhees inquired whether there is any background research that has broken down the initial funds needed for programs, staffing and building. Mr. Leyman indicated that this will be made available after the pre-design in approximately three months time, when the City Council has more information and a better idea of how the project is progressing.

09/1116.2 – Discussion of Future Programming Ideas for the Manhattan Beach Library

Manhattan Beach Library Manager Don Gould reported that the library staff is very busy with the summer reading program that began on June 28 for adults, teens and toddlers.

The various reading programs include:

- Online program for adults
- “Read a Book” program for teens who submit book reviews for a region-wide prize of a lap-top computer
- Children’s reading program where they receive prizes for time-periods of reading
- Toddler’s reading program where they receive prizes for time spent reading, singing a song and playing games with parents
- Adult “Coffee and Classics” program on the first Thursday of every month
- Adult Monday and Tuesday night book groups

Mr. Gould reported that he has never seen the library so busy, possibly due the economy. Also they are short staffed at this time and there is a hiring freeze with the County.

Commissioner Rhees inquired about the County policy for volunteers. Mr. Gould reported that the County has a very good volunteer program; however, volunteers require extensive training which, of course, takes away from staff time. Once volunteers are on board, Mr. Gould suggested that they can be very valuable.

Commissioner Adams inquired whether the hiring freeze would affect the additional staff required for a library expansion. Mr. Klein indicated that Linda Demmers involvement includes coming up with a service plan which includes staffing and if the plan is adopted, those positions would be filled.

Other activities in the Library include:

- Book and movie displays
- MBUSD Summer Reading Displays – elementary, middle and high school
- July 23 – “Facebook for Seniors” instruction program - Mr. Gould reported that he has talked to Jan Buike, Older Adults Program Supervisor for the City, regarding possible promotion of the program
- Fall weekly book clubs and story times

Mr. Gould indicated that there are also many other events and programs in the planning stages.

Commissioner Cooperman reported that in conversations with teachers and other parents, he has discovered that after the summer break, it takes a while for children to get up to speed when they return to school in September. Commissioner Cooperman suggested that with the funding issues facing us now there will be limited resources for the schools and suggested that we could offer some type of jump-start program. Commissioner Hook suggested that the library summer reading programs provide an excellent way to continue children’s interest in school. Mr. Gould indicated that if children do not read over the summer, they lose their skills and that is why the library promotes these programs to all the schools, working with their librarians and trying to support their curriculum.

Commissioner Cooperman suggested that we find a way to obtain the school curriculum in advance. Mr. Gould reported that the Children’s Librarian Melissa Messner is in touch with the schools and aware of their needs. Commissioner Cooperman asked whether the library could set aside one night a week for four weeks leading up to the start of school. One hour could be broken up into 15 minutes sections, each concentrating on reading, math, etc. with parents working together with other parents and children. Mr. Gould indicated that the library would be able to provide the space and promotion, but would not be have the manpower to staff the project. Commissioner Cooperman indicated that he would be more than happy to plan and organize the program. Commissioner Rhees suggested that it would be important for the Library Commissioners to get involved in the summer reading programs and volunteer to read to kids.

#### **OTHER COMMISSION BUSINESS**

None

#### **ADJOURNMENT**

The meeting was adjourned at 7:25 p.m.