

DRAFT

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

December 13, 2010
6:30 p.m.
Manhattan Beach City Hall

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10/1213-1 – Discussion of Interim Library Service Options During Library Construction 1

ROLL CALL

Present: Commissioners Popovich, Rhees, Adams, Hook and Cooperman

Others Present: Director of Parks and Recreation Richard Gill, Recreation Services Manager Mark Leyman, Los Angeles County Library Regional Administrator Steven Klein, Assistant Director of Public Services Barbara Custen, Coordinator of Youth Services Debbie Anderson, Assistant Library Administrator Beth Wilson, Manhattan Beach Library Manager Don Gould and Recording Secretary Mary Kirchwehm

APPROVAL OF MINUTES

The Minutes of the October 26, 2010 Library Commission meeting were approved as written.

CEREMONIAL

None

AUDIENCE PARTICIPATION

None

GENERAL BUSINESS

10/1213-1 – Discussion of Interim Library Service Options During Library Construction

Mr. Leyman reported that at the October 26, 2010 Library Commission Meeting, Library Consultant Linda Demmers and Architects Johnson/Favaro presented the new two-story library, and the Commission discussed new library programs and the layout of the interior of the library. Mr. Leyman reported the need to find temporary library services for the City and to meet the needs of the community during the construction period. The following are some temporary library services to consider:

- Use of surrounding County Libraries as resources (Hermosa Beach, Lawndale, Redondo Beach, and El Segundo)
- A children’s reading program (including the number of days per week, time and location)
- Use of a bookmobile (including number of days, time, location, etc.)

- Use of a room in the Creative Arts Center as temporary location for checkout
- Retail space to rent during library closure
- Use of an automated pick up and drop off for reserved books and best sellers (similar to the Red Box machines)

Mr. Leyman reported that whatever funds are used for temporary services will be taken from construction funds, future operational costs, and increase the total amount that the City/County will have to bond for the project.

Ms. Anderson presented the County's vision for services utilizing space planning techniques based on the community's needs. She reported the County's vision for creating, engaging and welcoming spaces for both children and teens is built on the premise of meeting each age group's particular developmental needs. The following are some ideas for each age group:

Toddlers:

- Portholes and retractable glass doors for toddlers
- Small story time amphitheater
- Family Place – Special workshops for parents and care givers for children up to 3 years of age.

Teens:

- Create a teen advisory board
- Focus groups with teens for recommendations of space usage and design
- Permanent Artwork created by students at Mira Costa High School

Ms. Custen presented an overview temporary library services to consider.

Utilization of Surrounding Libraries

Ms. Custen reported that because staffing is the costliest expense, utilizing the surrounding county libraries in El Segundo, Lawndale, and Hermosa Beach (in addition to Redondo Beach and Torrance) would be the most cost effective approach during the construction period. Aside from Melissa Messner (the children's librarian), all costs normally paid to run the library would be put towards the project.

Children's Reading Program

Ms. Custen reported that during the construction period, the Children's Reading Program would continue to be handled by Ms. Messner and coordinated with Ms. Anderson. The space for the program is still to be determined.

Bookmobile

Ms. Custen reported that the bookmobile would be placed at a temporary location where people can pick up their reserves and/or holds. The bookmobile does not provide space for browsing, and it is limited. Space is needed to park the bookmobile, and power is needed. It is, however, an inexpensive option.

Creative Arts Center

Ms. Custen reported that use of the room in the Creative Arts Center would be for checking out items. Due to artwork in the building, this space would only be open during normal operating hours of the building. The space would be approximately 800 sq. ft.

Retail Space

Renting retail space is another option, but it will be more expensive. The rental cost will come out of money otherwise directed towards the construction.

Automated Pickup/Dropoff

Ms. Custen reported that the automated pickup/dropoff is used for reserve books and best sellers. It is like a jukebox for library books and audio material. It dispenses the materials. This option is expensive and starts at approximately \$150,000.

Commissioner Popovich inquired as to the status of the other librarians during the construction period. Ms. Custen reported that they would be deployed to other libraries in the interim or they may be staffed in Manhattan Beach if temporary staffing is required. Ms. Custen reported that their jobs would not be in jeopardy. Commissioner Popovich inquired as to the salary savings if staff would not be needed. Ms. Custen gave an approximate salary gage of \$100,000 for a Librarian I and \$75,000 for Library Assistant.

Commissioner Popovich suggested exploring the option of using the old middle school as a temporary library location since it may have space available that isn't currently being used. Director Gill reported that he would contact the school district to explore this possibility.

Commissioner Cooperman inquired about the space at Live Oak Park Hall. Director Gill reported that the space at Live Oak Park Hall is currently used for classes.

Commissioner Hook inquired about any unused parcels of land that may be available. Director Gill suggested that the school district may have some excess property such as Ladera and the Begg site. Ladera does, however, have programs utilizing space at that location.

Director Gill inquired as to what the Commissioners think the community would need during the construction period. Director Gill presented two main options.

1. Utilizing the local libraries that are within a 3-5 mile driving radius for temporary service.
2. The City provide a very basic service with staff. This option would take away monies from the capital project, adding to the bond.

Director Gill reported that he is working on getting cost estimates for the Creative Arts Center and thinks it would be similar for the old middle school. Director Gill reported that a mini office would be required and computers would need to be set up.

Commissioner Cooperman expressed his concerns about the impact of displacement to the children and older adults.

Commissioner Rhees inquired if there is any commercial space that can be donated during this time and used for a write off.

Commissioner Hook requested that the Commissioners see the cost estimates and location possibilities of a temporary scaled down library and understand what that adds on to the total bond measure.

Commissioner Rhees inquired as to the number of Dial-A-Ride buses and suggested a designated pick up day to other libraries.

Commissioner Cooperman inquired as to the viability of a temporary structure on open land.

Prior to making any decisions, the Commissioners expressed interest in receiving more information on the following possibilities:

1. Old Middle School (Mini Library): Cost, include staffing and any modifications
2. Checkout Space: Various locations and cost of implementing
3. Bookmobile: Cost and frequency
4. Donated Commercial/Retail/Unused Public Space

Commissioner Rhees inquired if the Environmental Task Force would have any input with any temporary green space or any green ideas.

COMMISSION ITEMS

None

ADJOURNMENT

The meeting was adjourned at 7:40 p.m.