



**CITY OF MANHATTAN BEACH  
LIBRARY COMMISSION MEETING**

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**September 9, 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 Windes
  - Commissioner Siemak
  - Commissioner Schreiner
  - Commissioner Jones
  - Commissioner Parikh
- D. APPROVAL OF MINUTES**
  - August 12, 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**
  - Discussion of Library Commission Workplan items
- H. STAFF ITEMS**
- I. COMMISSION ITEMS**
- J. ADJOURNMENT**

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

August 12, 2019  
6:00 p.m.  
City Council Chambers

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**A. CALL TO ORDER**

The meeting was called to order at 6:02 PM.

**B. PLEDGE TO THE FLAG**

**C. ROLL CALL**

Present: Commissioners Bond, Siemak, Schreiner, Jones

Absent: Commissioners Windes and Parikh

**D. APPROVAL OF MINUTES**

Commissioner Siemak moved to approve the July 8, 2019 minutes as written.

Commissioner Bond seconded the motion. The motion passed.

Ayes: Commissioners Bond, Windes, Schreiner, Jones

Nays: None

Absent: Commissioner Windes and Parikh

**E. CEREMONIAL**

None

**F. AUDIENCE PARTICIPATION**

Chair Schreiner opened the floor to audience participation.

Community Library Manager, Maria Manigbas gave some program updates including:  
Staffing: Part-time aide position is open. Children's librarian II is currently deployed at Lomita library as acting Community Library Manager (CLM). Carson library's Adult Librarian is currently deployed to Manhattan Beach during Carson library's refurbishment. She introduced the new Full-time Adult Librarian.

A total of 41 programs were held in June with 1,730 attendees. Breakdown: 30 children's programs with 1,501 attendees, 4 teen programs with 152 attendees, and 8 adult programs with 77 attendees.

The Summer Discovery program has ended; numbers to come.

The library would like to invite Commissioner Parikh to speak to the teen advisory committee about her journey to become a commissioner. Commissioner Schreiner will contact Commissioner Parikh and recommends that she talk to the teen advisory committee after she has a little experience on the commission.

Ms. Manigbas is in the process of preparing a budget proposal to the Friends of the Library

which includes the 5 year anniversary celebration. She received a price quote of \$4200 to feed 400 people. This quote was prepared for the Library of the Year event but is being used to estimate costs.

Commissioner Jones inquired about the attendance statistics and whether the numbers reflect multiple visits by the same person. Ms. Manigbas replied that the numbers do not identify unique users so could be multiple visits from the same person. Commissioner Jones asked if there is any marketing to increase the teen and adult attendance to programs, and if there is anything the commission can do to bolster the numbers. Ms. Manigbas stated that the numbers for teen and adult attendance are higher than the previous month. Ms. Manigbas will prepare a comparison to last year.

The floor was closed to public comment.

## **G. GENERAL BUSINESS**

### **Discussion of Work plan items:**

**MB Writer Awards** – Commissioners Jones and Bond met several times to develop a framework for the awards. A theme was set and the field was narrowed to children. Commissioner Jones shared a story about winning a writing award when she was a child and how valuable the recognition was. Submissions will need to focus on Manhattan Beach as a theme. A preliminary schedule was outlined culminating in awards in July, 2020. The Commission will explore prize opportunities. Two prizes in each of three categories (Elementary, Middle and High School) will be awarded. An entry form will be developed. Judging panels will be comprised of three members. The desire is to engage the Manhattan Beach literary community. Marketing will be through the Beach Reporter, flyers to school, meetings with librarians, meetings with English teachers, etc. The contest would be branded with a logo.

Commissioner Siemak asked if there is a specific format, like prose or poetry. Commissioner Jones replied that all formats are welcomed. The contest would be open to all students living in Manhattan Beach or attending Manhattan Beach schools. The ad-hoc committee will reach out to the Easy Reader to see how they manage their writing contest. Manager Kelso recommended obtaining commitments from potential judges before publicly announcing the contest. Commissioner Jones asked if there is a gift that can be given to the judges. Eve stated that it would be appropriate to invite them to the Volunteer Recognition Dinner.

Commissioner Siemak suggested inviting local authors to judge.

There is much to be done to prepare for this event. Manager Kelso mentioned that this might be given as an assignment for English classes, so there is a possibility of receiving many submissions. It was suggested that the length of submission as well as the submission period could be limited.

Ms. Manigbas suggested splitting the elementary category to grades K-2 and 3-5.

Online submissions are preferred. Linda Robb will verify how the Cultural Arts Division accepted online submissions for their projects.

The Chair can reach out to the mayor periodically to give updates.

Manager Kelso suggested reaching out to potential judges to see what number of entrees they would think is reasonable. Commissioners Jones and Bond would like to meet with Mark Leyman. It was suggested that the City Attorney review the framework and

consider items such as who owns the works and whether a piece could be submitted if previously published by the author.

**East Manhattan Beach Alternate Library** – Commissioner Schreiner reported that she attempted to contact Dr. Matthews but was unable to reach him and is therefore, not sure of the current direction. Ms. Manigbas was asked to look into the book mobile for next year. Manager Kelso stated that this would require City Council direction. Commissioner Jones feels that the commission has failed on this item and does not want to go another year without getting anything done. Ms. Manigbas reported that book mobiles service the entire county and are currently booked up. Any new requests need to be routed through the County.

Commissioner Bond summarized that the book mobile is unlikely, one of the school locations is possible but action needs to be directed by the City Council. Commissioner Jones asked if there was anything else they can consider that will help the people on the East Side to get books. Commissioner Jones asked each commissioner to bring three alternative ideas for bringing library access to East side residents, to the next meeting. Manager Kelso mentioned that the City Council had approved to talk about book vending machines. Ms. Manigbas stated that Los Angeles County has three machines and they are currently placed in Senior Centers. Commissioner Jones wants to develop a strategy to present to City Council.

Commissioner Jones feels that an alternate library would be a perfect volunteer opportunity. Commissioner Bond will do some research on book vending machines.

Commissioner Schreiner stated that talking with Dr. Matthews would be valuable but with all the challenges, machines look good. Commissioner Jones suggested that vending machines would be a great project for Leadership Manhattan Beach. Manager Kelso suggested leasing machines as a pilot program.

**Library Meet and Greet** – The Commission decided to aim for April 23<sup>rd</sup>, 2020 for the Meet and Greet.

**Library Lunch Club** – Possible dates February 7<sup>th</sup> with February 28<sup>th</sup> as a back up. The goal is to have the date locked in with the speakers by the next meeting. When the authors are committed, a food vendor will be approached.

**Books and Cooks** – Waiting to hear from the library on desired level of commission involvement.

#### **H. STAFF ITEMS** – None

#### **I. COMMISSION ITEMS**

Commissioner Jones stated that the student representative will be here at the next meeting and she wants to make sure she's engaged from the beginning and feels that she is a productive member of the commission.

Commissioner Schreiner encouraged everyone to attend the free library meditation.

#### **J. ADJOURNMENT**

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

The meeting was adjourned at 7:25 PM.