



**CITY OF MANHATTAN BEACH
LIBRARY COMMISSION MEETING**

Monday, May 10, 2021

5:00 PM

Location: Virtual – Instructions within Agenda

A G E N D A

A. CALL TO ORDER

B. ROLL CALL

Commissioner Bond

Commissioner Schreiner

Commissioner Windes

Commissioner Jones

Commissioner Siemak

Commissioner Bailey

C. APPROVAL OF MINUTES

April 12, 2021

D. CEREMONIAL

E. AUDIENCE PARTICIPATION (3-Minute Limit)

The public may address the Commission regarding City business not on the agenda.

Librarian's Report – Acting Library Manager, Josh Murray

F. GENERAL BUSINESS

1. Current Library Commission work plan item updates:

- a) Afternoon with an Author
- b) East Manhattan Beach Library Services
- c) Late Night and the Library/MB Poetry
- d) Library Anniversary Celebration - Tabled
- e) Library Appreciation Party
- f) Library Welcome Back Celebration – Tabled
- g) MB Writers Awards - Tabled
- h) No Strings Attached
- i) Story Walk
- j) Summer Reading Program

2. Selection of Chair and Vice Chair for 2021/2022 term

G. STAFF ITEMS

H. COMMISSION ITEMS

- a) Commissioner Jones – Recommendation for recognition

I. ADJOURNMENT

Pursuant to Governor Newsom's Executive Orders No. N-25-20 and No. N-29-20, City Council Chambers is not open to the public. In the interest of maintaining appropriate social distancing, the Library Commission encourages the public to participate by submitting comments on agenda items or other subject matter within the jurisdiction of the Library Commission via email to both jbuike@citymb.info and lrobb@citymb.info, no later than 4:00 PM, May 10, 2021 (the day of the meeting), if you are unable to join the meeting via Zoom.

Zoom Meeting Instructions: There are multiple ways to join the meeting. Please Note - the Library Commissioners and Staff will be visible via video, members of the public may choose to turn on their video during public comment during their turn.

If you plan to speak during the meeting, join via Zoom at 4:45 p.m. in order to request to be on the speakers list.

1. Join Zoom Meeting via the internet (download app if needed): Direct URL: <https://citymb-info.zoom.us/j/95823663147> Please name yourself to include the item(s) you wish to speak on, and your First & Last name. Example: G.2.b – Jane Smith.
2. Join Zoom Meeting via Phone Application (download app if needed): Download Mobile Apps: <https://zoom.us/download>, Enter **Meeting ID: 958 2366 3147** Please name yourself to include the item(s) you wish to speak on, and your First & Last name. Example: G.2.b – Jane Smith.
3. Join Zoom Meeting via Phone Conference (Voice Only): Phone Numbers: +1 669-900-6833 or +1 346-248-7799. **Meeting ID: 958 2366 3147**. Find your local number: <https://comb.zoom.us/j/aByWMRmYK>. Upon calling in, you will be "muted" until you are prompted by the Host to state which item you wish to comment on. Your mic will be unmuted when it's your turn to provide Public Comment.

Please Note - All microphones for non-Commissioners or Staff will be muted during the meeting, except during Public Comment periods for which you have requested to speak.

The City strongly advises you of the following:

1. Download the Zoom app to your respective device well ahead of the meeting time. Visit <https://zoom.us/> for the download link. Please make sure you have downloaded the most recent version available.
2. Familiarize yourself with the Zoom application prior to the meeting.
3. Check the condition of all personal electronic equipment, internet and phone connections, and microphone/speaker functionality. The City is unable to support this equipment.
4. Join the meeting prior to the start time. Due to security or technical limitations, admittance to the meeting may not be possible after the meeting begins.
5. Every effort will be made to "rename" participants on Zoom as quickly as possible, so that phone numbers are hidden, however, phone numbers may be partially visible for a brief time.

CITY OF MANHATTAN BEACH
MINUTES OF THE LIBRARY COMMISSION

April 12, 2021
5:00 p.m.
Virtual – Zoom meeting

CONTENTS

A. CALL TO ORDER

The meeting was called to order at 5:04 PM.

B. ROLL CALL

Present: Chair Windes, Jones, Schreiner, Bond, Bailey

Absent: Siemak

Others present: Director, Mark Leyman; Recreation Services Manager, Jan Buike;
Management Analyst, Linda Robb

C. APPROVAL OF MINUTES

Commissioner Schreiner moved to approve the March 8, 2021 minutes as written.
Commissioner Jones seconded the motion. The motion was approved.

Ayes: Windes, Jones, Schreiner, Bond, Bailey

Nays: None

Abstain: None

Absent: Siemak

D. CEREMONIAL

Chair Windes thanked Commissioner Bailey for her service as commissioner.
Commissioners Schreiner and Jones also thanked her and wished her well.

E. AUDIENCE PARTICIPATION

Chair Windes opened the floor to audience participation.

Acting Library Manager, Josh Murray gave his monthly report including the following:

Since the last meeting the library has circulated 12,330 items from the sidewalk service table. On April 19th, the LA County Library system will reopen 30 libraries (including Manhattan Beach) for limited, in-person service. For a list of services and safety precautions the library will be taking, please visit lacountylibrary.org/reopening. For the immediate opening, the library will be focusing on safety protocols so there will be no opening celebration until it is running smoothly. There will be a limit of 62 people in the library at one time, including staff. The meeting and study rooms will be closed. Sidewalk service will still be available. Story hours will not be immediately available but are being planned with modifications.

The floor was closed to public comment.

F. GENERAL BUSINESS

Afternoon with an Author – (Schreiner, Windes) – nothing to update until group events are allowed.

East Manhattan Beach Library Services/Book Vending Machines

– (Siemak, Bailey) Nothing new to report. Commissioner Bailey is ready to distribute the survey at Mira Costa when it is ready.

Late Night at the Library – (Windes, Schreiner) Likely to be combined with a poetry event. No further updates at this time. Recreation Manager Buike explained that the Late Night at the Library and poetry events could be combined because the City Council mentioned that they would like to see a poetry event held so this would be a great opportunity to have a multigenerational poetry event. Acting Cultural Arts Manager, (joined after Staff Items) Eilen Stewart outlined staff, process, budgetary and marketing requirements for past events. Late Night at the Library was a staff driven event that did not involve the Cultural Arts Commission. Chair Windes suggested planning a smaller version of the event that includes a community poetry event but no alcohol. Manager Stewart recommended partnering with the Cultural Arts Commission if the event is to include visual or performing artists but if planning for spoken word or poetry, the Cultural Arts Commission does not need to be involved. She mentioned that past events were sponsored as part of a larger package of art events and summer concerts and that it is difficult to find sponsors for smaller events. Commissioner Schreiner added that the vision is for a smaller multigenerational event. Chair Windes shared that the Friends of the Library or other volunteer organizations may want to get involved. Commissioner Bond suggested doing a few small events and if they are successful, perhaps the event can be added to future sponsorship packages. Manager Stewart mentioned that due to COVID-19, sponsorships are not being actively sought for 2021. Chair Windes is looking for one more member for the subcommittee.

Library Anniversary Celebration – Mr. Murray stated that the library is not hosting any events at this time. Programming is being slowly reintroduced. Any anniversary celebration event will be held at the County's discretion. If held, the commission will assist in any way they can.

Library Appreciation Event – The commission agreed that the 2021 event will take place in November, following the same template as last year.

Library Welcome Back event – no action or update until the library is open again.

MB Writer Awards – This event is currently tabled.

Summer Reading Program – Librarian Claire Moore is organizing the virtual program which will begin, April 5th with students to be honored by the commission after the Summer break.

No Strings Attached – Commissioner Schreiner suggested holding the book giveaway event to coincide with the opening of the library. In addition, it is still the hope that the event can coincide with the Light Gate sunset in November. Commissioner Jones asked if donating books to other libraries had been considered. Commissioner Schreiner was involved in a program called Access Books that brought books to underserved libraries and areas. Commissioner Jones suggested that this might be a great project for the incoming student representative. Commissioner Schreiner added that it would be great to donate books to Richstone or local shelters when they are once again accepting donations.

Storywalk – (Bond) – Commissioner Bond reported that many cities are installing Storywalks and she needs to know where this can be done in the City. A basic setup is very inexpensive. More sturdy options are more costly. Manager Buike confirmed that Polliwog Park and the Greenbelt are both possible. She added that minimal sponsorship may be allowed with minimal recognition. The Boy Scouts have been asking for project so this may be a good Eagle Scout project. Commissioner Jones will join the subcommittee. Pages, the Library and Friends of the Library may also support.

G. STAFF ITEMS

Director Leyman addressed Commissioner Jones' previous proposal for Library Commission Award. In terms of process, any new items need to be approved by City Council to be added to the work plan. If this new award program falls into the scope of something that was already approved, it's ok to move forward. Separately, if the commission would like to honor someone as a one-off, that information can be submitted to the City Clerk for City Council recognition. City Council may either recognize or allow the commission to recognize. Commissioner Jones explained that she thought that the MB Writers Awards work plan item may be a bigger project than is needed. She created the Library Commission Award concept to enable the Commission to honor those who enhance writing, journalism, the written word, books, etc., on a quarterly or biannual basis. These honorees would be nominated and selected by the Commission. Director Leyman clarified that if the commission is creating a process to evaluate honorees, then the award would need to be a work plan item. If the commission is looking to recognize an individual or organization that they have learned about through the community or a news story, that can be handled through the City Council process.

H. COMMISSION ITEMS

Commissioner Bond reported that she sends updates to the MBUSD every couple of weeks and she will include library reopening information in the next update.

I. ADJOURNMENT

Commissioner Schreiner moved to adjourn the meeting. Commissioner Bond seconded the motion. The motion carried unopposed.

The meeting was adjourned at 6:18 PM, to May 10, 2021.

DATE: May 10, 2021

TO:

Members of the Library Commission

FROM:

Jan Buike, Recreation Services Manager
Linda Robb, Management Analyst

SUBJECT:

Library Commission Work Plan for 2021-2022

RECOMMENDATION:

Discuss Library Commission Work Plan items approved by the City Council on January 4, 2021 at the City Council and Commissions joint meeting.

FISCAL IMPLICATIONS:

Fiscal implications, if any, will be developed on a project-by-project basis and presented to the City Council as necessary.

DISCUSSION:

The City Council met with the Library Commission in a joint meeting on January 4, 2021 to provide direction and approve the following topics for the 2021-2022 Cultural Arts Commission Work Plan.

- Afternoon with an Author
- East Manhattan Beach Library Services
- Late Night and the Library/MB Poetry
- Library Anniversary Celebration - Tabled
- Library Appreciation Party
- Library Welcome Back Celebration - Tabled
- MB Writer's Awards - Tabled
- No Strings Attached
- Story Walk
- Summer Reading Program

Ad-hoc committees have been assigned for each project. Committees will provide a written update prior to each commission meeting, which will be attached to the agenda monthly.

AFTERNOON WITH AN AUTHOR

Ad-hoc Committee: Windes, Schreiner

Staff Liaison: Jan Buike

PROJECT SUMMARY

City Council approved this addition to the work plan at the January 4, 2021 Joint Council/Commission meeting. Based upon City Council direction, the Commission may organize and offer this author event. The next event will feature historian Jan Dennis.

PROJECT ACTION ITEMS AND STATUS

ACTION ITEM	POINT PERSON	UPDATED	STATUS	TARGET DATE
Determine Date of event and reserve library meeting room	Windes	5/5/21	Postponed due to COVID-19	TBD
Comments:				
Secure food vendor (donation preferable)	Schreiner			
Comments: Confirm with Urban Plates when date is set.				
Develop cost estimates	Schreiner			
Comments: Decorations and required rentals will be funded through the Parks & Recreation budget.				
Market event	Staff			
Comments:				
Commissioners to attend				
Comments:				

ADDITIONAL INFORMATION

EAST MANHATTAN BEACH LIBRARY SERVICES

Ad-hoc Committee: Siemak, Bailey

Staff Liaison: Jan Buike

PROJECT SUMMARY

City Council approved this addition to the work plan at the January 4, 2021 Joint Council/Commission meeting. Based upon City Council direction, the Commission will explore different options for providing library services to East Manhattan Beach. providing .

PROJECT ACTION ITEMS AND STATUS

ACTION ITEM	POINT PERSON	UPDATED	STATUS	TARGET DATE
Develop survey for Library services	Ad-hoc	5/10	completed	
Comments: Survey may need reworking due to COVID-19 and will be distributed when the library opens again. 4/21 - The "Manhattan Beach Library Services" will be posted on Survey Monkey when the library reopens. The survey will be conducted on-line by the City, at the library, and at Mira Costa by the student rep (through Link Crew and the Wednesday SEL Program). The survey will help determine next steps, such as: a bookmobile, a drop off box on the East Side, or use of the Mira Costa Library. At the MBUSD meeting held 1/11/21 and the County meeting held 1/25/21 both groups decided that it was too expensive to take on this project right now. The County will consider seeking other funding sources. Future updates from either organization will be submitted to City Council for consideration. The Library Commission will consult with MBUSD about using classrooms for students to study in after school (update on 3/8/21). 5/10 - Management Services is currently considering FlashVote survey service.				
Comments:				
Provide on-site & commission meeting input options				
Develop cost estimates				
Comments:				
Commission community input with final recommendations developed for City Council	Staff			
Comments:				

LATE NIGHT AT THE LIBRARY/MB POETRY

Ad-hoc Committee: Schreiner

Staff Liaison: Mark Leyman & City Staff

PROJECT SUMMARY

City Council approved this addition to the work plan at the January 4, 2021 Joint Council/Commission meeting. This after-hours library event will feature poetry recitation, poetry reading, slam poetry, jazz poetry, hip hop and improv comedy. This event could include the MB Older Adults Poetry Circle.

PROJECT ACTION ITEMS AND STATUS

ACTION ITEM	POINT PERSON	UPDATED	STATUS	TARGET DATE
Determine availability of library and date	Ro	5/5/21	In Progress	TBD
Comments: The event is still being developed, as it includes other organizations.				
Call for poets	staff			
Comments:				
Sponsors/vendors	staff			
Comments:				
Menu and staffing	Staff			
Comments:				
Marketing	TBD			
Comments:				
Program	TBD			
Comments:				

ADDITIONAL INFORMATION

LIBRARY ANNIVERSARY CELEBRATION

Ad-hoc Committee:

Staff Liaison: Jan Buike Library Liaison: Josh Murray

PROJECT SUMMARY

City Council approved this addition to the work plan at the January 4, 2021 Joint Council/Commission meeting. Based upon City Council direction, the Commission will explore different options for providing library services to East Manhattan Beach. providing .

PROJECT ACTION ITEMS AND STATUS

ACTION ITEM	POINT PERSON	UPDATED	STATUS	TARGET DATE
Determine Date of event	Josh Murray	5/10/21	On hold	
Comments: LA County has not decided whether to hold MB Library's 5 th Anniversary Celebration. The County and Friends of the Library will finance the event (originally scheduled for 4/25/20). The Library Commission is interested in assisting with hosting the event by welcoming guests to the library. 5/10 - Library programming is being slowly reintroduced however, no events are being scheduled at present				
Consider library requests				
Comments:				
Develop cost estimates				
Comments:				
Request funds from City Council, if necessary	Staff			
Comments:				
Commissioners to attend				
Comments:				

ADDITIONAL INFORMATION

LIBRARY APPRECIATION PARTY

Ad-hoc Committee: Bond, Schreiner, Windes

Staff Liaison: Jan Buike Library Liaison: Josh Murray

PROJECT SUMMARY

City Council approved this addition to the work plan at the January 4, 2021 Joint Council/Commission meeting. This event is for the commission to recognize library staff for their service to the community. The 2021 event was a delivered lunch to library staff due to social distancing requirements. The event will be held in-person, if possible and delivered if not.

PROJECT ACTION ITEMS AND STATUS

ACTION ITEM	POINT PERSON	UPDATED	STATUS	TARGET DATE
Determine date of event	Bond, Windes, Schreiner	3/8/21	Being developed	11/21 or 4/22
Comments:				
Arrange for food	Bond			
Comments:				
Decorations	Windes, Schreiner			
Comments:				
invitation	Staff			
Comments:				

ADDITIONAL INFORMATION

LIBRARY WELCOME BACK CELEBRATION

Ad-hoc Committee: Schreiner, Windes

Staff Liaisons: Jan Buike, Linda Robb Library Liaison: Josh Murray

PROJECT SUMMARY

City Council approved this addition to the work plan at the January 4, 2021 Joint Council/Commission meeting. The commission would like to host a Welcome Back event when the library returns to full service

PROJECT ACTION ITEMS AND STATUS

ACTION ITEM	POINT PERSON	UPDATED	STATUS	TARGET DATE
Determine date of event - TBD	Windes Schreiner		5/5/21	TBD
Comments:				
Determine scope of event	Josh			
Comments:				
Decorations	Windes Schreiner			
Comments:				
invitation	Staff			
Comments:				

ADDITIONAL INFORMATION

MB WRITER'S AWARDS

Ad-hoc Committee: Jones, Bond

Staff Liaison: Jan Buike

PROJECT SUMMARY

City Council approved this addition to the work plan at the January 4, 2021 Joint Council/Commission meeting. Based upon City Council direction, the Commission may create and award this . This is an annual event that would allow the Library Commission to recognize select writers, journalists, bloggers, etc., including both school-age and adult writers in the community. Criteria and details are still being discussed.

PROJECT ACTION ITEMS AND STATUS

ACTION ITEM	POINT PERSON	UPDATED	STATUS	TARGET DATE
Develop criteria for awards	Bond, Jones	04/2021	On Hold	Late 2022
Comments: The MB Writer Awards project is on-hold due to the pandemic and its long-term aftermath. An estimated target date is late 2022.				
Determine schedule	Bond, Jones	04/2021	On Hold	Late 2022
Comments:				
Secure judges	Bond, Jones	04/2021	On Hold	Late 2022
Comments:				
Marketing	Staff	04/2021	On Hold	Late 2022
Comments:				
Determine Event date	Bond, Jones	04/2021	On Hold	Late 2022
Comments:				

ADDITIONAL INFORMATION

No Strings Attached

Ad-hoc Committee: Schreiner, Windes

Staff Liaison: Jan Buike Library Liaison: Claire Moore

PROJECT SUMMARY

City Council approved this addition to the work plan at the January 4, 2021 Joint Council/Commission meeting. If possible, this event will be held in conjunction with Light Gate. Unwrapped books will be organized and grouped by categories to give to guests. The Parks and Rec Department will be invited to have a table at the event.

PROJECT ACTION ITEMS AND STATUS

ACTION ITEM	POINT PERSON	UPDATED	STATUS	TARGET DATE
Schedule event date - TBD	Schreiner Windes		Unknown due to Covid	11/2021
Comments: in conjunction with the Light Gate sunset twice per year in November and January				
Coordinate with Claire Moore to secure volunteers	Windes			
Comments:				
Gather and organize books	Windes Schreiner			
Comments:				
Day of event logistics	Windes Moore			
Comments:				

ADDITIONAL INFORMATION

STORY WALK

Ad-hoc Committee: Bond, Jones

Staff Liaisons: Jan Buike

PROJECT SUMMARY

City Council approved this addition to the work plan at the January 4, 2021 Joint Council/Commission meeting. This projects places laminated pages of a book on a path for children to follow. Polliwog Park and Veterans Parkway are being considered.

PROJECT ACTION ITEMS AND STATUS

ACTION ITEM	POINT PERSON	UPDATED	STATUS	TARGET DATE
Look into Story Walk	Stefanie			
Comments: <u>The Ocean and the Bathtub</u> , author Seth Fishman or "Story Walk" (books that are already prepared for use) are being considered. Other possible sites are: Pennekamp School, the Green Belt, etc. Determine if a business can sponsor – cost estimates from StoryWalk are \$150 for each book.				
Determine location Need guidance from city as to where this would be allowed and how a pilot program would work. What is approval process and are any city staff available to install	Mark/Jan			
Comments:				
Determine funding and sponsorship process	Stefanie Janet			
Comments:				
Investigate StoryWalk as Eagle Scout project or as project for other community group	Stefanie Janet			
Comments:				

ADDITIONAL INFORMATION – See attached

History of StoryWalk

This program was created in Vermont through a collaboration with the Library and the Bicycle/Pedestrian Coalition. Was created for children to enjoy reading and outdoors at the same time. Laminated pages from a book are attached to wooden stakes and placed along an outdoor path. In terms of copyright, there is not any legal issue as long as the page is taken straight from the book and laminated; no copying the page or making the page larger. Literally removing pages from a book and laminating. There have been StoryWalks installed in all 50 states and 13 countries.

StoryWalk Budget - Year 1

Lumber: 30 Wood page holders @ \$75/each = \$2,250

Labor: Free (Eagle Scout project)

Books: (2 for mounting and 1 for damage repair - four times per year - \$25 x 12 = \$300

Lamination costs of \$60/book x 12 books = \$720

Misc Expenses: (varnish, nails, etc) = \$200

Total Year 1 Estimated Budget: \$3,470

The budget is based upon our ability to find an Eagle Scout to complete the project. We have reached out to the MB pack leader, and he thought it was a good project and that he would be able to facilitate the selection of a scout. The scout will fundraise for his project (\$200 - \$500) but we would need to cover the difference. Therefore, we would seek a sponsor to handle the additional costs.

1. Can you please confirm that Polliwog Park is an available site? Perhaps also Marine Avenue Park?
[Polliwog Park and the Greenbelt are available, Marine Avenue Park TBD](#)
2. What would the approval process need to be for this project? Would staff be available to put up the StoryWalk or is that something we would do?
3. If we were to get a sponsor for the StoryWalk, what is the process for that? If not, is there a budget available? [No existing budget available, City Council appropriation needed](#)
4. How do we measure success for StoryWalk?

We think this could be a good project for the high school commissioner. It would provide great insight to how the city and commissions work. We look forward to hearing your thoughts!

- Project Page
- Safe Story
- Teen Booksite
- Recommendations & Reviews
- Homework Help
- For Children**
- A-B-C Read to Me
- Early Literacy
- Great Books for Kids
- Homework Help
- Homechooling
- Kids on the Go
- Memo for Mom
- Social Stories
- Storytime
- StoryWalk**
- Tumble Books
- For Teachers**
- Community Information
- Johnson County Voting
- Needs Assistance
- Little Free Party
- Little Free Libraries
- Community Writing Project
- ABCmouse.com
- Adult Learning Center



Country Gate Park StoryWalk

This StoryWalk is located at **Country Gate Park** in **New Whiteland**.

Come read "Have You Heard the Nesting Bird?" by Rita Gray while you take a stroll with your family.

Description: "In this nonfiction picture book for young readers, we learn just why the mother nesting bird stays quiet and still while sitting on her eggs."

Special thanks to our partners: Town of New Whiteland, 84 Lumber, and Life Scout Sean Donaldson, who constructed the StoryWalk signs and Little Free Library with the help of fellow scouts from Troop 245 Greenwood, as his Eagle Scout Service Project.



Kelsey Anne Devine StoryWalk

This StoryWalk is located at the **Trafalgar Branch** of Johnson County Public Library. Stroll along our beautiful prairie walk while you enjoy the story with your family.

Come read "Spring for Sophie" by Yael Werber while you walk.

Description: "Sophie listens and watches for the signs of spring—the melting ice, the blue sky—until one day the raindrops come and spring is here."

Free-spirited Kelsey grew up in Trafalgar and

[Home](#)

StoryWalk at Rose Tree Park



Literacy and Recreation Program now available to Delaware County Residents

Delaware County residents can now take part in StoryWalk at **Rose Tree Park**! Located in the upper field behind the amphitheater stage, StoryWalk is a children's story book that is spread out page by page across 18 reading stations along an approximately .25 mile trail that promotes health and literacy in children. StoryWalk is generally geared for children between the ages of 1-7. [You can find a map of StoryWalk's location and reading station trail by clicking this link.](#) Find the StoryWalk welcome sign as seen above to begin your

VIEW Library Classes & Events

Thu Apr 29

2:00 pm
Preschool Stories - Live via Zoom!
 Springfield Township Library
 Children aged 3 1/2 to 5 are invited to this interactive program in which we will sing, dance,...

2:00 pm
Virtual Reading Cafe Book Club: The Fountains of Silence Novel by Ruta Sepetys
 Middletown Free Library
 Join us via ZOOM as we discuss some great books each month! Once signed up, you will receive the...

2:00 pm
Books on Blankets @ Sleighton Park

SUMMER READING PROGRAM

Ad-hoc Committee: Windes

Staff Liaisons: Jan Buike Library Liaison: Claire Moore

PROJECT SUMMARY

City Council approved this addition to the work plan at the January 4, 2021 Joint Council/Commission meeting. The commission recognizes participants in the Library Summer Reading Program. Recognized parties are chosen by the Library Staff

PROJECT ACTION ITEMS AND STATUS

ACTION ITEM	POINT PERSON	UPDATED	STATUS	TARGET DATE
Schedule recognition date - TBD	Windes Moore	5/5/21	In Progress	Fall 2021
Comments: It might be virtual due to Covid				
Prepare certificates	Moore			
Comments:				

ADDITIONAL INFORMATION

CITY OF MANHATTAN BEACH

MEMORANDUM

TO: Library Commission

FROM: Jan Buike, Recreation Services Manager

DATE: May 10, 2021

SUBJECT: Selection of 2021/2022 Library Commission Chair

Annually, the Library Commission is required to select a Chair and Vice Chair for the Commission. The Commission Chair is a one year term (June to May) and is rotated amongst the Commissioners in order of their seniority on the Commission. Commissioner Jones would be next in line to serve as Chair followed by Commissioner Bond.