



**CITY OF MANHATTAN BEACH  
LIBRARY COMMISSION MEETING**

**Monday, May 9, 2022**

**5:00 PM**

**Location: Virtual – Instructions within Agenda**

**A G E N D A**

**A. CALL TO ORDER**

**B. ROLL CALL**

Commissioner Bond

Commissioner Windes

Commissioner Parikh

Commissioner Schreiner

Commissioner Jones

**C. APPROVAL OF MINUTES**

April 11, 2022

**D. CEREMONIAL**

Outgoing Commissioner Appreciation

**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. 2022 Work plan updates:

a) Afternoon with an Author

b) East Manhattan Beach Library Services

c) MB Poetry Event

d) Library Appreciation Party

e) Library Commission Book Giveaway (formerly No Strings Attached)

f) Story Adventure

g) Spring/Summer Reading Program/Teen Librarian update

h) Library Photo Op Day

i) Entertainment Series

2. Selection of 2022-2023 Chair and Vice-Chair

**G. STAFF ITEMS**

LA County Library Report

**H. COMMISSION ITEMS**

**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](mailto:jbuike@citymb.info) and [lrobb@citymb.info](mailto:lrobb@citymb.info), no later than 4:00 PM, May 9, 2022 (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 MEETING  
Monday, April 11, 2022  
5:00 PM  
Location: Virtual – Instructions within Agenda

**A. CALL TO ORDER** at 5:00 pm

**B. ROLL CALL**

Commissioner Bond	Commissioner Schreiner
Commissioner Windes	Commissioner Jones
Commissioner Parikh	

Attending: Windes, Schreiner, Jones, Parikh, Bond  
Absent: None

**C. APPROVAL OF MINUTES**

March 14, 2022

Commissioner Jones recommended work plan items be bolded in the minutes in order to refer quickly to them.

Move to adopt minutes: Commissioner Windes  
Second: Commissioner Schreiner  
Ayes: Windes, Schreiner, Jones, Parikh, Bond  
Nays: None

Minutes approved with the recommendations.

**D. CEREMONIAL** – None

**E. AUDIENCE PARTICIPATION** (3-Minute Limit)

**Librarian’s Report** – Acting Library Manager, Josh Murray

Josh Murray on behalf of Manhattan Beach Library- Reminder that the library will be closed on April 17th for Easter. There will be two in-person programs this week: Tweens book club for tweens and teens grades 4-8, “Books by the Beach” on April 12 from 4:00-5:00pm. April’s book is *The Last Cuentista*, a novel by Donna Barba Higuera.

Children 5-12 are invited to participate in Wheely Bugs of Science on Thursday, April 14 from 3:30-4:00pm.

Josh Murray also invited the community to participate in an educational virtual adult program, Birds One-on-One, a birdwatching program in the LA Area on Wednesday, April 13 from 5pm to 6pm.

For all programs, people can register online at [lacountylibrary.org](http://lacountylibrary.org)

Sr. Rec Services Manager (SRM) McCollum - Introduced herself as the new Senior Recreation Manager. SRM McCollum will be focusing on the sports and aquatics side of programs and helping with large special events. She has reviewed the commission's work plan and is excited about upcoming projects.

## F. GENERAL BUSINESS

### 1. 2022 Work plan updates:

- a) **Afternoon with an Author** - Commissioner Schreiner stated the date for this will be Friday, May 13 from 2pm to 4pm. The room and sound equipment have been reserved with Library Manager Murray. The table and chairs belong to the library. Mayor Stern will welcome guests and Councilmember Napolitano will introduce Jan Dennis. Urban Plates will cater. Commissioner Windes will take the reservations. The event will be for between 60 to 80 people. Commissioner Bond was requested to publicize the event through The Beach Reporter, and The Easy Reader.

The list for Manager. Buike includes the following:

- Format guest list
- Pre-printed name tags as well as blank ones and markers
- Certificate of Appreciation for Jan Dennis and Urban Plates
- Invitations to the city council and the fire chief
- Jan Dennis's guest list
- Inclusion in the older adult events program
- Publicity asap
- Flowers, tablecloths and napkins
- (supplies to cost approximately \$25-\$30)
- Raffle

Josh Murray stated that a "raffle" would have to be called an "opportunity drawing".

Commissioner Windes requested parking passes for Commissioner Schreiner and herself along with Jan Dennis's driver.

- b) **East Manhattan Beach Library Services** - Commissioner Parikh will distribute the survey with QR code at Mira Costa High School. Commissioners will sign up for shifts at the library to encourage people to do the survey online or in person.

Library Manager Murray offered that the busiest time for the library is after school on weekdays and that the easiest place for a table for the commissioners would be outdoors so the Library entrance would still be wheelchair accessible.

Sr. Mgmt. Analyst Robb will work with the social media team to publicize

the survey when she returns from vacation.

Commissioner Bond will try to get the survey information into the MBUSD newsletter as well as the Beach Reporter and Easy Reader. Commissioner Windes suggested Jeannie Portillo from MB News. She also suggested the Older Adults Program newsletter, which is mailed to 1,000 older adults.

- c) **MB Poetry Event** - Commissioner Schreiner reported there are no updates.
- d) **Library Appreciation Party** - It was decided to move the event start from 9:00am to 10am, because set up could not start before 9:00am. The invitation will also be changed from 'breakfast' to 'brunch'.

Commissioner Jones asked about honoring school librarians. Commissioner Windes suggested delivering a certificate of appreciation with gift cards for muffins, cookies, or bagels and doing it in person. There would be 8 honorees at approximately \$10 per person. Commissioner Windes will find out the COVID restrictions regarding visiting the schools.

- e) **Library Commission Book Giveaway** (formerly No Strings Attached) - Commissioner Windes reported it has not changed and will still be connected to the Library Photo Op Day.
- f) **Story Adventure** - Commissioner Bond reported that Eagle Scout candidate, Henry Johnson, presented to City Council and he raised \$1200. He still needs to raise another \$4800 to buy the 16 structures. According to the Eagle Scout requirements as long as he completes a prototype of the display structure, his project will be deemed complete. Henry would like to put the prototype in a heavy traffic area and is planning on raising all of the money by himself. If he is unable to raise the funds himself, Commissioner Bond suggested they speak to the Friends of the Library. Commissioner Windes suggested displaying the prototype in the Civic Plaza. Commissioner Jones suggested having it displayed at the farmer's market. Sr. Mgmt. Analyst Robb suggested they put Henry in touch with Jill Lamkin, Executive Director of the Downtown Business Association to discuss placement at the farmers market.

Recreation Services Mgr. Buike suggested that Mr. Johnson needed to take a leadership role and that fundraising was not enough, based on the Eagle Scouts. Henry needs to be more visible and perhaps present at a place like the Rotary Club. They have a meeting every Monday morning

at 7am and perhaps he could present there. However, this has to be presented by May in order to get this badge. The prototype must be delivered by that deadline. Henry is committed to continuing fundraising for this after he receives his award.

Commissioner Jones suggested doing public comment at the city council meeting. Commissioner Windes supported the suggestion and added that he should also attend a school board meeting.

Commissioner Bond is physically pulling the books to figure out how they will fit into the structures.

g) **Spring/Summer Reading Program/Teen Librarian update -**

Commissioner Windes updated that Library Manager Murray covered the two new, in-person programs. She has not yet heard from the County about the summer reading program.

h) **Library Photo Op Day -** Commissioner Jones updated that it would take place on Sunday, June 5 from 2:00 to 4:00pm. Professional photos will be taken by J.P. Cordero in front of the Light Gate Sculpture with the library behind it.

Entertainment options are still being considered.

Commissioner Windes asked Library Manager Murray about masking requirements. He replied that masks are not required but are still offered. The library has a surplus of masks.

Commissioner Windes mentioned she anticipates giving out 500 bookmarks at the Photo Op event. Mr. Murray confirmed that there will be enough bookmarks available for the giveaway.

i) **Entertainment Series -** on hold on until September because the point of contact is on maternity leave until then.

**G. STAFF ITEMS -** Commissioner Jones inquired about the meeting with County Library Director, Skye Patrick. Rec. Services Manager Buike will give an update at the next commission meeting.

**H. COMMISSION ITEMS -** none

**I. ADJOURNMENT**

Motion to adjourn the meeting by Commissioner Windes

Seconded by Commissioner Schreiner

Ayes: Windes, Schreiner, Jones, Parikh, Bond

Nays: None

Meeting adjourned at 6:24 pm to May 9, 2022.

**DATE:** March 14, 2022

**TO:**

Members of the Library Commission

**FROM:**

Jan Buike, Community Programs Manager

**SUBJECT:**

Library Commission Work Plan for 2022

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**RECOMMENDATION:**

Discuss Library Commission Work Plan items approved by the City Council on January 11, 2022 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 11, 2022 to provide direction and approve the following topics for the 2022 Library Commission Work Plan.

- Afternoon with an Author
- East Manhattan Beach Library Services
- MB Poetry Event
- Library Appreciation Party
- Library Commission Book Giveaway (formerly No Strings Attached)
- Story Adventure
- Spring/Summer Reading Program/Teen Librarian update
- Photo Op Day
- Entertainment Series

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

MB LIBRARY COMMISSION

May 9, 2022

WORK PLAN ACTION ITEMS

Action Items	Date of Event	Status on Action Item (Actions Needed)	Responsible	Action Update Date	Cost
<p>Afternoon with an Author</p>	<p>5/13/22</p>	<p>Speaker, Jan Dennis, confirmed. Mayor Hildy Stern, Councilman Steve Napolitano, introduce Dennis, confirmed. Food donation, Urban Plates, confirmed, manager Bass will cater/attend. Library meeting room, capacity 62, sound system, computer/screen, tables &amp; chairs confirmed. Contact FireChief Michael Land and two additional guests.</p> <p>Posters/flyers completed, city graphic artist Kristin, and Parks and Rec. Budget for event estimated. Get ok for purchase of decorations to be paid by P&amp;R.</p> <p>Email for registration for guests, Traceywindes@gmail.com Get Dennis' guest list, Fire Chief's guest list, City Council guest list. Ask city for name tags for all attendees, and certificates of appreciation for Urban Plates and speaker Jan Dennis. Publicity via flyers, BR, ER, MB school sites, MB News</p> <p>Contact Neptunians, Soroptomists, Rotary, DTBA, Chamber, Older Adults Program, FOL, via flyer.</p> <p>Consider Opportunity Drawing.</p>	<p>Windes Schreiner Murray</p> <p>Buike</p> <p>Bond Aleena Parikh</p> <p>Windes Schreiner</p> <p>Bond</p>	<p>5/9/22</p> <p>4/12/22</p>	<p>\$125</p>



East Manhattan Beach Library Survey	4/8/22-4/29/22	<p>Survey "Manhattan Beach Library Services" Survey has been updated by staff, Buike and Lehman, and Siemak. Staff has discussed updated survey with commission. Survey will be conducted on-line by the city, at the library with commissioners taking shifts, asking patrons to complete survey, preferably using QR code, paper surveys available. Jones will create volunteer schedule, 2 hour slots, 2x during survey period. Jones work with Murray to select survey space. Student rep will conduct survey in classes at Costa, using QR code, ASAP. Robb will contact city Social Media Team to make survey available on city site. Bond will contact MB New, MB schools re survey. Survey will be made available at Joslyn and City Hall, QR code. Survey will help determine next steps, Robb/staff will provide results of survey. eg:bookmobile, drop off box on the East Side, etc.</p> <p>Results to be available for discussion at commission meeting 4/11/22.</p>	Buike Robb Jones Parikh	<p>Survey on line 4/08/22-4/29/22.</p> <p>Library, TBD.</p>	\$0
Library Poetry Event	TBD	<p>Afternoon event combining Older Adults Program/Mira Costa students, poetry group. Replaces Late Night at the library. Include light snacks, awards.</p> <p>Buike will contact Older Adults Poetry Group to discuss timing for event.</p> <p>Reserve library room, and contact Costa teacher Vaughn re participation in event.</p>	Buike/staff Schreiner		TBD
Library Appreciation Party	5/10/22 10-11 Tuesday	Recognize library staff, 23 on staff, for service to community. Indoor venue, staff only. Brunch event will be Grab and Go. Jones will pick up food from The Kettle. Jones will design invitation and forward to Murray, Murray to staff. No bookmark.	Bond Jones/Murray Schreiner Buike		\$150  \$25

	11/22 5/22	<p>Decorations, Schreiner. Buike will work with Jones re budget for brunch.</p> <p>Recognize 7 school librarians for their service, Certificate of Appreciation, small gift, delivered in person by commissioners. Jones will work with Buike re budget.</p> <p>Lunch Appreciation Brunch Appreciation</p>	Windes	TBD	\$80 (?)  \$400 \$150
Library Commission:Book Giveaway	6/5/22 Sunday	<p>Organize unwrapped books to be given away by Library Commission during various events such as Lightgate, November and January, Valentine's Day, NorthEnd Holiday Stroll, Photo Op (Include Book Marks). Parikh and Windes will assist with Photo Op Event even if termed out as commissioners.</p> <p>Reserve Community Room for sorting prior to event.</p>	Windes Schreiner Parikh Buike Robb  Murray	TBD W/Photo Op 6/5/22  6/3/22 10-12	
Spring and Summer Reading Program/Teen Librarian Update	TBD	County kits prepared for teens, kids and adults. In person events have begun. Summer Reading Program to be announced.	Windes	5/9/22	\$0
Story Adventure	TBD	<p>Place laminated pages of story book in Polliwog, adjacent to The Braille Trail, 16 separate stands. Eagle Scout, Henry Johnson, will fund raise to purchase stands from Story Walk. Will ask to use Story Adventure for MB project. Go Fund Me and community donors, use of prototype w QR code, asking for donations to project, to be placed in library garden area where Peace Pole was located.</p> <p>Recommended that scout contact Rotary, Farmers Market, public comment during city council and MBUSD meetings, to speak about the project and ask ask for support (donations).</p>	Bond Buike	TBD (Spring 2022)	\$4,800

		<p>(Scout working with Buike and Bond.)Scout project approved by MB City Council on 3/1/22</p> <p>Three book choices each year. Bond has coordinated with Librarian Moore, listing appropriate book choices. Bond will review 10 books selected by Moore and make suggestions, suggested Make Way for Ducklings.</p> <p>Lamination at Postal Center, Bond, funded through Parks and Rec and possibly Friends of Library, if interested in supporting project. Public Works will help with stand installation, Buike.</p> <p>Ribbon Cutting, weekday, after school</p> <p>Story Adventure is a pilot project and will solicit community feedback after 6 months. Might move Story Adventure, etc.</p>	<p>Moore</p> <p>Commission</p>	5/9/22	
Library Photo Opportunity	June 5 (2 PM-4PM)	<p>MB residents will be invited to have professional photos taken near Lightgate. Jones will secure Special Event Permit from city. Photographer, JP Cordero, entertainment to be invited by Brian Scheil, working with Zislis Group. Photo distribution via photographer's email. Will include BounceBack, one per family, expiration date to be 6/5/23, logo to be that of Zisliss Shade Hotel MB. Sponsor: Zislis Group. Book Giveaway included in event.</p> <p>Plants will be used to hide ballot box.</p>	Jones Bond Windes Schreiner	6/5/22	(Sponsored)
Entertainment Series	TBD	<p>High end – Family Event, Entertainment Series Impersonator, magician, motivational speaker Include Brian Scheil in choice of event personality and as MC Include Bounce Back? 3X a year, 500 person capacity</p>	Jones Bond Schreiner	Launch in September	<p>(Sponsored: \$35,000 yr.)</p> <p>Zislis Group</p>

		Registration required Include Book Giveaway			
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## STORY ADVENTURE

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.

### PROJECT ACTION ITEMS AND STATUS

ACTION ITEM	POINT PERSON	UPDATED	STATUS	TARGET DATE
Look into Story Walk	Stefanie		See attached for history and examples	Complete
Comments:				
Determine location	Jan	Sept. 21	It has been determined the best location is Polliwog Park.	Complete
Comments: Polliwog Park adjacent to Braille Trail				
Determine funding and sponsorship process	Stefanie Jan	May 22	Eagle Scout will fundraise to purchase the structure. We will ask CC or partner with FOL for book purchase and lamination. Eagle Scout has raised about 25% of money so far through speaking to Rotary Club.	Ongoing
Comments: The FOL is a potential donor for this project				
Secure Eagle Scout commitment	Stefanie Jan	Nov. 3	Jan in contact with Eagle Scout and Scout Leaders to get word out	Complete

CITY OF MANHATTAN BEACH

MEMORANDUM

TO: Library Commission

FROM: Jan Buike, Recreation Services Manager

DATE: May 9, 2022

SUBJECT: Selection of 2022/2023 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 Bond would be next in line to serve as Chair followed by Commissioner Schreiner.

			about the project	
Work with Eagle Scout to determine number and design of permanent structures	Stefanie Jan	Feb 9	There will be 16 cases.	Complete
Dond, Jones, Buike, Leyman, Robb, Public Works met with Eagle Scout at site to determine placement, design of semi permanent structures. This information to be included in Eagle Scout proposal.				
Determine exact placement of structures	Stefanie Jan	Dec. 8	Structures will be placed within Braille Trail	Complete
Structures will be placed between Braille Trail signs. Need to determine if anti slip pad needs to be in front of sign.				
Work with librarian to determine children's book selection, laminate pages	Stefanie	May 22	Working with librarians, following books are recommended for the first rotations:  Little Blue Truck  Bear Came Along  Summer Song  Duck on a Bike  The Ocean in Your Bathtub (local author)	Complete
Structures completed and in possession of Parks and Rec	Jan	April 22		Late Summer 22
Parks and Rec begins installing structures	Jan	April 22		Late Summer 22

Install laminated pages in structures	Stefanie	April 22		Late Summer 22
Ribbon cutting ceremony	All	April 22		Late Summer 22
Replace book on a quarterly basis. Work with librarian to select, laminate and install new book	High school commissioner	Oct. 21		Ongoing



