



**CITY OF MANHATTAN BEACH
LIBRARY COMMISSION MEETING**

Monday, March 14, 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 Siemak

Commissioner Schreiner

Commissioner Jones

Commissioner Parikh

C. APPROVAL OF MINUTES

February 14, 2022

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. 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

G. STAFF ITEMS

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 and lrobb@citymb.info, no later than 4:00 PM, March 14, 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

February 14, 2022
5:00 p.m.
Virtual – Zoom meeting

CONTENTS

A. CALL TO ORDER

The meeting was called to order at 5:00 PM.

B. ROLL CALL

Present: Chair Jones, Windes, Schreiner, Parikh, and Bond

Absent: Siemak

Others present: Community Programs Manager (CPM), Jan Buike; Sr. Management Analyst (SRM), Linda Robb

C. APPROVAL OF MINUTES

Commissioner Windes moved to approve the December 13, 2021 minutes as written.

Commissioner Bond seconded the motion. The motion passed.

Ayes: Jones, Windes, Schreiner, Bond, Parikh
Nays: None
Abstain: None
Absent: Siemak

D. CEREMONIAL

None

E. AUDIENCE PARTICIPATION

Melinda Reiter of the Friends of the Library reported that they held their first book sale in two years and it was a success.

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

Mr. Murray reported that pre-pandemic, the library was open 58 hours per week, Monday through Sunday. When the pandemic started, the library closed for a while and then began offering sidewalk service and telephone reference. The library then opened to the public for 40 hours and week and has recently reintroduced 7 day a week service and is once again back to the full 58 hours per week. The library is still at 50% capacity for indoor services and the study rooms are not yet available. The community is welcome to visit www.lacountylibrary.org, 24 hours a day, 365 days per year.

F. GENERAL BUSINESS

Workplan updates:

Afternoon with an Author: Commissioner Schreiner reported that the event is still a go but the sub-committee is waiting until the library meeting room capacity is raised and can accommodate 60 people and food and drink are allowed. The current tentative date is May 13, 2022.

East Manhattan Beach Library Services Survey: CPM Buike reported that she and Linda Robb had met with Bob Siemak to finalize the survey. The commission discussed the questions with the following feedback:

Question 3: Commissioner Windes felt the resident sections should be formalized to avoid confusion. Commissioner Jones recommended using the Santa route map to establish residential zones.

Question 6: add Working as an option

Question 8: Commissioner Windes is concerned that the choices presented may not be realistic. Commissioner Jones agreed that the small, satellite library wording should be modified to “A small, satellite location.”

Commissioner Jones would like to schedule time at the library to distribute the survey. Manager Murray will need to get administrative authorization to allow survey distribution. City staff will communicate with Manager Murray regarding survey specs. The survey will be pushed out through social media.

Manhattan Beach Poetry Event – Commissioner Schreiner reported that the event is in a holding pattern until the library meeting room can accommodate more people. Manager Murray asked the commissioners to email any tentative dates to him so that he can reserve the room.

Library Appreciation Events: Commissioner Jones is planning the Library Appreciation breakfast for May 17, 2022, for 21 staff. Three poster invitations will be delivered to the library along with a digital version that can be distributed to staff. Commissioner Jones purchased some tablecloths to have on hand for the events.

No Strings Attached (Library Commission Book Giveaway): Commissioner Windes reported that the plan is to do a No Strings Attached event in conjunction with the Library Photo Op day. Library volunteers are currently on hiatus. Manager Murray will confirm if the commission can use their own volunteers since it is not officially an LA County library event. Commissioner Windes will work with Manager Murray to arrange for preparation dates. The commission reviewed banner designs and selected the final design to include the words, “Library Commission Book Giveaway.” Manager Murray will check to see if the banner can be temporarily attached to the library glass with suction cups hangers, during the event.

Story Adventure: Commissioner Bond reported that CPM Buike has been working with the Eagle Scout candidate (Henry) to get the project in motion. Henry will be fundraising to purchase display cases and the project will be going to the City Council for approval on March 1st. Target installation is in May, 2022. Commissioner Bond will be working with the children’s librarian to determine the first book to display.

Spring/Summer Reading program and Teen Librarian Update: Commissioner Windes reported that Spring/Summer Reading program is officially over but the County is still distributing activity kits for kids, teens and adults. The kits were designed for Black History Month. The teen kit was the Art of Alma Woodsey Thomas and the adult kit was the art of Clementine Hunter.

Library Photo Op Day – Commissioner Jones reported that the sub-committee is scheduled to meet with the Zislis group on March 7th to discuss the Photo Op Day and Entertainment Series. Commissioner Jones asked if the ballot box could be moved as it will appear in photos. Manager Murray replied that the box is bolted to the ground and cannot be moved. The subcommittee will consider options to camouflage the box.

Library Entertainment Series – Commissioner Jones has been in contact with an entertainment booking agency in New Jersey. The agency represents a very sought after Rod Stewart impersonator who is currently performing in Las Vegas. The agency also represents variety groups suitable for children’s performances. There is also a magic act available for teenagers, on building self esteem. Commissioner Schreiner reported that she had contacted the Kevin Sousa band, which is not available until the end of summer. Their rate is \$3,000 for a 90 minute performance. Commissioner Jones asked if the department could share the list of bands that have performed at Concerts in the Park. CPM Buike recommended contacting Cultural Arts Manager, Eilen Stewart.

G. STAFF ITEMS

No updates

H. COMMISSION ITEMS

Commissioner Jones requested that the work plan update sheets be discontinued and that the commission revert back to the old system using the excel spreadsheet. CPM Buike will discuss with Director Leyman and report back at the March meeting.

Commissioner Jones asked Commissioner Parikh if there is anything else she would like to be involved with. Commissioner Parikh replied that she really likes participating in the No Strings Attached activities and would like to continue that. Separately, she will assist in distributing the library survey at school.

I. ADJOURNMENT

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

The meeting was adjourned at 6:19 PM, to Monday, March 10, 2022.

DATE: March 14, 2022

TO:

Members of the Library Commission

FROM:

Jan Buike, Community Programs Manager

SUBJECT:

Library Commission Work Plan for 2022

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

February 12, 2022

WORK PLAN ACTION ITEMS

Action Items	Date of Event	Status on Action Item (Actions Needed)	Responsible	Action Update Date	Cost
Afternoon with an Author	TBD	<p>Speaker, Jan Dennis, and her grandson, confirmed pending specific event date. Food donation, Urban Plates, confirmed.</p> <p>Determine date of event. Reserve room at library when capacity is extended. Need capacity 62 or greater. Contact city graphic designer re flyer/signs. Contact guest speaker, Jan Dennis and Steve Napolitano, introduces Dennis. Invite Fire Chief Michael Lang and two additional guests. Develop budget for event. Get ok for purchase of decorations to be paid by P&R. Set up email registration for guests.</p> <p>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, Dig MB and MB Patch.</p>	<p>Windes Schreiner Buike</p> <p>Bond Aleena Parikh</p>	Check w Josh Murray re: county guidelines for use of library meeting room, potential date Friday 5/13/22, 2-4.	TBD (Est \$100)
East Manhattan Beach Library Survey	TBD	<p>Survey "Manhattan Beach Library Services" Survey will be updated by staff, Buike and Lehman, and Siemak. New survey will reference needs pre pandemic. Staff will share updated survey/discuss and make any changes with Chair Jones. Survey will be conducted on-line by the city, at the library with commissioners taking shifts, if permitted by county, asking patrons to complete survey, and at Mira Costa by the student rep. Survey will help determine next steps, eg:bookmobile, drop off box on the East Side, etc).</p>	Buike/Leyman Siemak/Jones Parikh	<p>Share updated survey 3/14/22</p> <p>Survey In library, at Costa, and on line.</p>	\$0

		<p>Buik, Leyman, new superintendent MBUSD, Bowes, county (Rowe)continue to discuss providing library services on the East side, possibility of venue, city budget surplus available (eg: bookmobile, Arts bldg.)</p> <p>Linda to develop survey on Vision (city website) solicit participation through social media</p>			
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>Contact Mira Costa teacher, Shannon Vaughn re student availability, date, Schreiner. Contact Older Adults Poetry Group, Buik.</p>	Buik/staff Schreiner	Update re use of room at library, county guidelines determine use of rooms	TBD
Library Appreciation Party	<p>5/17/22 Tuesday</p> <p>11/22 5/22</p>	<p>Recognize library staff for service to community. Indoor venue, staff only. "Brunch Event" Jones will find restaurant/sponsor. Invitation to guests via 3 posters, city graphic artist. Additional signage by Librarian Moore. Decorations, Schreiner</p> <p>Lunch Appreciation Brunch Appreciation</p>	Bond Jones Schreiner Buik	11/16/21	<p>\$150</p> <p>\$25</p> <p>\$400 \$150</p>
Library Commission:Book Giveaway	TBD	<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) Banner ordered 3/10/22</p> <p>Reserve Community Room for sorting prior to event</p>	Windes Schreiner Parikh Buik Robb Murray	TBD W/Photo Op (April 30,22?)	

Story Adventure	TBD	<p>Place laminated pages of story book in Polliwog, adjacent to The Braille Trail, 16 separate stands. Eagle Scout, Henry, will fund raise to purchase stands from Story Walk. Will ask to use Story Adventure for MB project. Go Fund Me and community donors. (Scout working with Buike and Bond.) City Council approved Eagle Scout Project 3/1/22</p> <p>Three book choices each year. Bond will coordinate with Librarian Moore</p> <p>Lamination at Postal Center, Bond. Public Works will help with stand placement, Buike. Lamination will require fundraising or sponsorship, responsibility of scout.</p> <p>Ribbon Cutting.</p>	<p>Bond Buike</p> <p>Moore</p> <p>Commission Council</p>	<p>TBD (Spring 2022)</p> <p>3/1/22</p> <p>Spring 2022</p>	\$4778
Library Photo Opportunity	TBD (April 30, 22 Saturday?)	<p>MB residents will be invited to have professional photos taken near Lightgate. Photographer, food, music outdoors, Book Giveaway included. Sponsor: Zisliss Group.</p> <p>Plants will be used to hide ballot box. Potential musicians, Buike will check with city cultural arts manager, Eilen Stewart</p>	<p>Jones Bond Windes Schreiner</p> <p>Buike</p>	TBD	(Sponsored)
Entertainment Series	TBD	<p>High end author/musician/entertainer/motivational speaker, 3-4 times each year, includes food and drink, free to attendees. Sponsor: Zisliss Group</p> <p>Suggested entertainers(local or I a area participants): from Entertainment Booking Agency) -Rod Stewart cover -variety group for children -self esteem speaker for teens</p>	<p>Jones Bond Schreiner</p>	TBD	(\$Sponsored: \$35,000 yr.)

