



**CITY OF MANHATTAN BEACH
LIBRARY COMMISSION SPECIAL MEETING
Monday, June 13, 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 Levitt
Commissioner Newell

Commissioner Schreiner
Commissioner Jones
Commissioner Darrow

C. APPROVAL OF MINUTES

May 31, 2022

D. CEREMONIAL

Welcome New Commissioners

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, June 13, 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
SPECIAL MEETING
Tuesday, May 31, 2022
5:00 PM
Location: Virtual – Instructions within Agenda

A. CALL TO ORDER at 4:59 pm

B. ROLL CALL

Commissioner Bond	Commissioner Schreiner
Commissioner Windes	Commissioner Jones
Commissioner Parikh	

Attending: Windes, Schreiner, Jones, Parikh, Bond

Absent: None

Others present: Community Services Manager (CSM) Jan Buike
Sr. Mgmt. Analyst (SMR) Linda Robb

C. APPROVAL OF MINUTES

May 9, 2022

Commissioner Schreiner requested the following correction:

P.2, paragraph 5 – correct spelling of name to Tony Bass

Commissioner Jones requested the following correction:

P. 3, paragraph 7 – correct third sentence to read, “There will be a marimba percussionist/cellist duo performing for the first 90 minutes and an acoustic guitarist and singer duo performing for the second 90 minutes.”

Commissioner Windes moved to approve the minutes with above corrections:
Commissioner Schreiner seconded the motion. The motion passed.

Ayes: Windes, Schreiner, Jones, Parikh, Bond

Nays: None

Minutes approved with the corrections.

D. CEREMONIAL –

None

E. AUDIENCE PARTICIPATION (3-Minute Limit)

None

F. GENERAL BUSINESS

None

G. STAFF ITEMS - None

H. COMMISSION ITEMS – Commissioner Jones gave a brief update on logistics and instructions for the Library Photo Op Day, June 5, 2022.

Commissioner Windes reported that on behalf of the Library Commission, she and Commissioner Schreiner would be giving a gift cards for The Kettle, to Julio Chuy, Mark, and Josh Murray, in appreciation for all of their help with the Afternoon with an Author event. Upon hearing who the recipients would be, Jeff Byron, Manager of the Kettle, made his own contribution to increase the gift card amounts.

I. ADJOURNMENT

Motion to adjourn the meeting by Commissioner Windes

Seconded by Commissioner Parikh

Ayes: Windes, Schreiner, Jones, Parikh, Bond

Nays: None

Meeting adjourned at 5:08 pm to June 13, 2022.

This special meeting was required in order to have a quorum of commissioners present at the May 9, 2022 meeting, to approve the minutes.

DATE: June 13, 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

June 13, 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		Certificates of Appreciation for Urban Plates and Jan Dennis Evaluation/Budget check (\$60.48 total to date) TBD: next Afternoon w An Author	Windes Schreiner Buike		\$125
East Manhattan Beach Library Survey	6/13/22	Survey has been completed, results to be given to commission by Linda Robb, analyst, next meeting. Discussion re next steps.	Buike Robb		\$0
Library Poetry Event	TBD	Afternoon event combining Older Adults Program/Mira Costa students, poetry group. Replaces Late Night at the library. Include light snacks, awards. Buike will contact Older Adults Poetry Group to discuss timing for event. Reserve library room, and contact Costa teacher Vaughn re participation in event.	Buike/staff Schreiner		TBD
Library Appreciation Party	5/23	Recognize library staff, 23 on staff, for service to community. Indoor venue, staff only. Brunch event will be Grab and Go. Brunch Appreciation			\$150

	11/22	Lunch Appreciation			\$400
	5/23-27)	Recognize 7 school librarians for their service, Certificate of Appreciation, small gift, delivered in person by commissioners. Jones will work with Buike re budget.	Schreiner Windes	TBD (5/23-27)	\$40 (?)
Library Commission:Book Giveaway	6/5/22 Sunday	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 (Use Book Giveaway banner.) Parikh and Windes will assist with Photo Op Event even if termed out as commissioners. Reserve Community Room for sorting prior to event.	Windes Schreiner Parikh Buike Robb Murray	TBD W/Photo Op 6/5/22 6/3/22 10-12	\$13
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.	TBD	6/13/22	\$0
Story Adventure	TBD	Place laminated pages of story book in Polliwog, adjacent to The Braille Trail, 16 separate stands. Eagle Scout, Henry Johnson, has raised funds to purchase stands from Story Walk, (Story Adventure for M B project. (Scout working with Buike and Bond.)Scout project approved by MB City Council on 3/1/22. 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.	Bond Buike	TBD (Spring 2022)	\$4,800

		<p>Lamination at Postal Center, Bond, funded through Parks and Rec and possibly Friends of Library, if interested in supporting project. Lamination cost \$3 per page. City will provide ongoing maintenance. 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 (1 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. (Entertainment: Marimba/cellist, acoustic guitar.) Publicity flyer, Kristen, 100 copies.</p> <p>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.</p> <p>Book Giveaway included in event.</p>	<p>Jones Bond</p> <p>Moore, Julio Cert volunteers</p> <p>Buike</p> <p>Windes Schreiner Parikh</p>	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 Invite Supervisor Holly Mitchell for event of 500+. Registration required Include Book Giveaway</p>	<p>Jones Bond Schreiner</p>	Launch in September	<p>(Sponsored: \$35,000 yr.)</p> <p>Zislis Group</p>

--	--	--	--	--	--