

CITY OF MANHATTAN BEACH  
MINUTES OF THE LIBRARY COMMISSION MEETING  
Monday, June 13, 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 Levitt	Commissioner Jones
Commissioner Newell	Commissioner Darrow

Attending: Bond, Levitt, Newell, Schreiner, Jones, Darrow  
Absent: None

Others present: Community Services Manager (CSM) Jan Buike

**C. APPROVAL OF MINUTES**

May 31, 2022

Commissioner Jones moved to approve the minutes as written. Commissioner Schreiner seconded the motion. The motion passed.

Ayes: Bond, Newell, Schreiner, Jones, Darrow  
Nays: None  
Abstain: Levitt  
Absent: None

**D. CEREMONIAL –**

Commissioner Bond welcomed new commissioners Newell, Levitt and Darrow. Each commissioner gave a short introduction.

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

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

Josh Murray on behalf of Manhattan Beach Library – Tweens in grades four through eight are invited to participate in Books by the Beach, monthly tween book club. The book club is reading *Honestly Elliott*, by Gillian McDunn. Books by the Beach will meet on June 21<sup>st</sup> at 4:00 PM in the Library Meeting Room.

A second Smarty Pants Storytime will be held on June 17<sup>th</sup>. Normally there is one storytime per week but this week there are two.

**F. GENERAL BUSINESS**

1. 2022 Work plan updates:

- a) **Afternoon with an Author** - Commissioner Schreiner reported that the event was a success with great support from the Library and Urban Plates.

Approximately 60 people were in attendance.

Commissioner Jones suggested attendees sit at tables for the next event so that they can better enjoy the food. She also recommended fully testing the microphones, lights, etc.

Manager Murray advised that adding tables will reduce capacity by approximately half.

Commissioner Bond suggested putting another event on the calendar, possibly for the Fall. Commissioner Schreiner mentioned that it would be good to see where the other events get scheduled. The goal will be to have another event in the first quarter of 2023. Commissioner Newell volunteered to join the subcommittee. Commissioner Levitt offered that her cousin is a literary agent and may be able to assist.

- b) **East Manhattan Beach Library Services** - CSM Buike reported that the survey summary has been delayed and Linda Robb will provide that at a later date.

Commissioner Bond mentioned that she had seen an email that talked about possibly repurposing the Pay N Play racquetball courts and wondered if library services would be an appropriate use.

- c) **MB Poetry Event** – CSM Buike reported that the Older Adult Poetry Group is meeting outside and they look forward to eventually meeting indoors. Commissioner Schreiner will send an email to Shannon Vaughn at Mira Costa High School before school is out for the summer. She will let Ms. Vaughn know that the commission would like to plan an event in the first semester. Commissioner Darrow volunteered to communicate with Ms. Vaughn as well. Commissioner Bond suggested holding the event outdoors at the library.

- d) **Library Appreciation Party** – Commissioner Jones reported that the event happened in early May and offered a grab n go breakfast from the Kettle. The event is scheduled to go forward bi-annually in May and November. Commissioner Jones invited the new commissioners to get involved. Commissioner Schreiner reported that certificates and plants were delivered to the MBUSD school librarians, who were happy to be recognized and appreciated. Commissioner Jones requested that the commission be informed of future deliveries so that any commissioner available can participate.

- e) **Library Commission Book Giveaway** - Commissioner Schreiner explained that many of the books that are given away are received after the Friends of the Library (FOL) sales. She explained the program for the new commissioners. Commissioner Jones suggested adding a sign to the giveaway table explaining how to donate books. Commissioner Schreiner does not want to take away any donations that might have gone to the FOL.

On behalf of the FOL, Manager Murray asked that the giveaways not be held

too close in date, to the FOL sales.

Commissioner Jones suggested a larger banner.

- f) **Spring/Summer Reading Program/Teen Librarian update** - Commissioner Bond reported that she had received the update from Librarian, Claire Moore and forwarded the information to the school district to include in their newsletter.

- g) **Story Adventure** - Commissioner Bond summarized the project for the new commissioners.

She reported that Eagle Scout candidate, Henry Johnson has raised the necessary funds and will order the stands for the book pages. The stands will be delivered to the Public Works for installation at Polliwog Park. Commissioner Bond is hoping for a late summer and early fall dedication. Commissioner Levitt suggested that it open at the same as the new playground.

- h) **Library Photo Op Day** - Commissioner Jones summarized the project for the new commissioners.

She reported that there were approximately 150 in attendance to get their photos taken. There was live music, sign-ups for Friends of the Library, and people were welcomed into the library and able to sign up for library cards.

She thanked everyone for their help and shared her ideas on ways to improve the event.

1. Make sure new commissioners are aware and volunteers are organized ahead of time.
2. Cross promote with other events happening in the same time frame
3. Book giveaway should be operating for the entire event
4. Make the date larger on the poster
5. Follow up email should encapsulate the whole event

Commissioner Jones suggested thinking about if the event should happen in a different season, perhaps closer to the holidays as some people were dressed up and could be looking to get a holiday photo.

Manager Murray requested if the event is held again, that it be held on a Saturday as it is easier to schedule library staff.

Commissioner Jones stated that the Zislis Group was pleased with the event.

Commissioner Bond thanked Commissioner Jones for working to secure the sponsorship for the event.

- i) **Entertainment Series** – Commissioner Jones summarized the project for the new commissioners.

She added that there will be two or three events happening in 2022 - 2023 and could be geared for different age groups. She met the person who will MC, at the Photo Op event. He is part of the Zislis team. There will be a comedian to

warm up the audience and then the main event. There is maximum capacity of 500 people so a sign up process needs to be developed.

Commissioner Levitt asked if there was a possibility that the Mira Costa Chorus group could be invited to participate. Commissioner Jones stated that the Zislis Group would like the event to be bigger than local talent. She added that options could be presented to the Zislis Group for opportunities to include the Mira Costa talent. Commissioner Jones stated that a plan needs to be in place so that when the Zislis contact comes back from maternity leave, it's full steam ahead.

**G. STAFF ITEMS** - CSM Buike reported that the City Manager continues to meet with the County Library and more updates will be available in the future. Commissioner Windes asked if the Eastside Library Services would be discussed between the City and County. CSM Buike confirmed that it would.

**H. COMMISSION ITEMS -**

Commissioner Jones mentioned that two people approached her at the Photo Op and were not aware that library cards are free. They were also not aware that they could go into the library and browse without a library card. She suggested signage at the library indicating that all are welcome and that library cards are free. Commissioner Bond suggested a library awareness project. Commissioner Levitt suggested that this could be a Tik Tok opportunity. Commissioner Darrow will think of ways to get the message out. Commissioner Jones suggested putting the library awareness initiative on the work plan.

Commissioner Newell stated that much of the time, it is the nannies taking the kids to the library. Perhaps outdoor events or events on Instagram might draw more parents to the library.

Commissioner Levitt added that having a baby can sometimes be isolating and promoting some Mom and Me activities could be very beneficial for new moms and dads.

Manager Murray mentioned that possibilities may be limited due to current COVID restrictions. The County may have limited involvement until more widely allowed. Commissioner Jones would like for research to be done for what ideas are being implemented to attract younger people to libraries around the world.

Commissioner Jones asked if the Teen Librarian Claire Moore could come and speak to the commission. Manager Murray will check with Ms. Moore.

**I. ADJOURNMENT**

Commissioner Jones moved to adjourn the meeting. Commissioner Levitt seconded the motion.

Ayes: Bond, Levitt, Newell, Schreiner, Jones, Darrow

Nays: None

Meeting adjourned at 6:26 pm to July 11, 2022.