



**CITY OF MANHATTAN BEACH  
LIBRARY COMMISSION SPECIAL MEETING  
Monday, August 8, 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

**C. APPROVAL OF MINUTES**

July 11, 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 –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) Library Photo Op Day
  - h) 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](mailto:jbuike@citymb.info) and [lrobb@citymb.info](mailto:lrobb@citymb.info), no later than 4:00 PM, August 8, 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, July 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 Levitt	Commissioner Jones
Commissioner Newell	Commissioner Darrow

Attending: Bond, Levitt, Newell, Schreiner, Jones

Absent: Darrow

Others present: Community Services Manager (CSM) Jan Buike, Sr. Management Analyst (SRM) Linda Robb

**C. APPROVAL OF MINUTES** -June 13, 2022

Commissioner Jones requested the following corrections:

P.4, paragraph 2 – “contract” should read “**contact**”

P.3, paragraph h)5 – clarify to read “Follow up email from the **Photo Op committee chair ...**”

Commissioner Levitt moved to approve the minutes with the above changes

Commissioner Schreiner seconded the motion. The motion passed.

Ayes: Bond, Newell, Schreiner, Jones

Nays: None

Abstain: None

Absent: Darrow

**D. CEREMONIAL** –

None

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

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

Commissioner Bond congratulated Mr. Murray on his appointment as Library Manager. She asked Mr. Murray to speak on how the commission can help the library.

Manager Murray gave his report and announcements for June programming. He invited all to visit the Bruce’s Beach collection inspired by the story of Bruce’s Beach. It is the former collection of Dr. Anthony Lee, local historian.

Manager Murray introduced Assistant Regional Administrator Amy Crow.

As for how the Library Commission can assist the library, Manager Murray pointed

to the success of the recent Afternoon with an Author event featuring historian, Jan Dennis. He suggested that the commissioners tap into the community to offer bi-monthly programs focusing on local history, authors, and subjects. Commissioner Bond suggested that these could be low-key events that do not need to offer food and drink. Manager Murray added that the library does not usually serve food at their own events.

Commissioner Levitt was concerned about running out of local options due to the proposed frequency of the event. She suggested April Waylon and Carol Schlocker as local options. CPM Buike suggest Icy Smith. Commissioner Jones mentioned that Rotary has had authors speak so they could be a good resource.

## F. GENERAL BUSINESS

### 1. 2022 Work plan updates:

- a) **Afternoon with an Author** – (Schreiner, Levitt, Bond) Commissioner Levitt reported that she had spoken with Julie Behrer who is working with author Belinda Tang. Belinda Tang will be releasing her debut novel in August called *A Map for the Missing*. Commissioner Levitt has not reached out to the author as she wanted to run it by the commission first. There is a possibility that {Pages} invite Belinda Tang to speak.

Commissioner Jones feels that the commission should consider options before limiting to local authors only. She suggested a survey to see what the residents want. She added that she feels that the commission should not feature the same authors as {Pages}.

Commissioner Bond suggested that a combination of Manhattan Beach residents and local (Southern California) authors might be good.

Commissioner Jones recommended creating a timeline for action items for the next meeting.

- b) **East Manhattan Beach Library Services** – SRM Robb spoke briefly on the results of the survey. There were a total of 129 responses, more than 50% of the respondents live in east of Sepulveda Blvd. Not surprisingly, the majority of respondents who live east of Sepulveda Blvd. indicated a need for east side library services, with parking being the biggest reason for being discouraged from using the Manhattan Beach library. CPM Buike stated that the City will continue to work with the County on this project. Future commission responsibilities may involve further community outreach.
- c) **MB Poetry Event** – Commissioner Schreiner reported that Shannon Vaughn from Mira Costa High School is still interested in having the event. Commissioner Schreiner will reach out to her when school is back in session to coordinate.
- d) **Library Appreciation Party** – Commissioner Jones clarified that there is a

lunch in November and a breakfast in May. She will work with Library Manager Murray to set a date for November.

- e) **Library Commission Book Giveaway** - Commissioner Schreiner stated that there will definitely be a giveaway in November for the Light Gate sunset, and possibly on September 24th. Commissioner Levitt reminded to schedule so as not to conflict with Friends of the Library sales. Commissioner Jones indicated that if budget is available, a bigger banner may be better, and added that there should be information on how to donate books. Commissioner Schreiner said that the current method of collecting books is working well. In addition to private donations, books may be picked from unsold items from the Friends of the Library sales. Commission business cards will also be on the table for those who would like to donate.
  
- f) **Story Adventure** - Commissioner Bond reported that the display cases are shipping and should be arriving sometime in July. Eagle Scout, Henry Johnson will be working with Public Works to receive and install the displays. It is hoped that the ribbon cutting will be done in conjunction with the Polliwog Park playground reopening, scheduled for October.  
  
Commissioner Bond has a short list of about eight books that can be installed. The idea is that the student commissioner will serve on this subcommittee along with another commissioner. They will be responsible for changing out the books periodically. The first book will be by local author Seth Thomas.
  
- g) **Library Photo Op Day** - Commissioner Jones asked if June is a good time for the event or if another time of the year would be better. Commissioner Bond mentioned that Fall may be nice for holiday photos but then you are competing with sports, etc. Commissioner Levitt mentioned that June does not compete with all of the holiday PTA photos and recommended keeping it in the summer.
  
- h) **Entertainment Series** – Commissioner Jones reported that the date has been scheduled for September 24, 2022, 3:00-5:00 p.m. She added that the rates for the entertainers came back over budget so many of the proposed artists were eliminated. She announced a local Elvis impersonator, who comes highly recommended, is willing to negotiate to be within the budget. Due to budget restraints, there will be no opening act. The performer will perform for approximately 90 minutes. Commissioner Bond will explore Eventbrite as an avenue for reserving spots for the show. Manager Murray added that the capacity for the concrete area plus the grass is 287. Concrete area capacity 110. Grass only would be 177. Commissioner Jones will connect with the Zislis representative regarding the date and reach out to the Elvis impersonator to see how much space is needed for the band.

This may require volunteers to check registrations. Posters will be needed for marketing.

**Library Awareness Initiative** – The commission spoke briefly on assisting

the library on publicizing existing library programs and services. Manager Murray offered to share information on all programs offered. Manager Buike would like to speak with Director Leyman to see if this item needs to be added to the work plan by City Council, before any action is taken. Commissioner Levitt requested that the name of the initiative be changed from Library Awareness Program as this was the name of a previous FBI investigation to expose communists.

**G. STAFF ITEMS - None.**

**H. COMMISSION ITEMS -**

Commissioner Newell asked if it would be a conflict of interest to be a commissioner in AYSO while being a library commissioner. There is no conflict of interest in this case.

**I. ADJOURNMENT**

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

Ayes: Bond, Levitt, Newell, Schreiner, Jones

Nays: None

Absent: Darrow

Meeting adjourned at 6:28 pm to August 8, 2022.

**DATE:** August 8, 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.