



**CITY OF MANHATTAN BEACH  
LIBRARY COMMISSION SPECIAL MEETING  
Monday, September 12, 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**

August 8, 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 3:00 PM, September 12, 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/95823663147>. 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, August 8, 2022  
5:00 PM  
Location: Virtual

**A. CALL TO ORDER** at 5:01 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, Sr. Management Analyst (SRM) Linda Robb

**C. APPROVAL OF MINUTES** –July 11, 2022

Commissioner Jones requested the following corrections:

P.3, paragraph h – correct the word “restraints” to read “constraints”

P.4, paragraph 2 – correct spelling of names to read April Wayland and Karol Shrodes

Commissioner Schreiner moved to approve the minutes with the above changes  
Commissioner Levitt seconded the motion. The motion passed.

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

**D. CEREMONIAL** – None

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

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

Manager Murray gave his report and announcements for August programming, along with the following updates:

Adult Services Librarian, Patrick Lait is now the contact for the Evening Book Club. The Book Club meets every first Monday of the month at 6:30. Anyone interested should contact Patrick at [plait@library.lacounty.org](mailto:plait@library.lacounty.org).

Claire Moore has left the library for the East Coast. She will be missed.

## F. GENERAL BUSINESS

### 1. 2022 Work plan updates:

- a) **Afternoon with an Author** – (Schreiner, Levitt, Bond) Commissioner Levitt has reached out to Belinda Tang, whose book, *A Map for the Missing*, is releasing this month. Commissioner Levitt noted that early reviews are very good. She reported that Terri Gillman is having a book event on August 22<sup>nd</sup>, with multiple authors, and Belinda Tang will be participating, and it should not be a conflict. Library Manager Murray recommended a Saturday afternoon and requested as much notice as possible in order to book the meeting room.
- b) **East Manhattan Beach Library Services** – nothing to report
- c) **MB Poetry Event** – Commissioner Schreiner will reach out to Shannon Vaughn (Mira Costa High School) to coordinate when school is back in session.
- d) **Library Appreciation Party** – Tuesday, November 15<sup>th</sup>  
Commissioner Jones would like to use a photo of the upstairs view to the ocean on the bookmark giveaway. She added that listing commissioner names make them correct for only one year and recommended listing key library services instead so that they would always be current. She would like to have the bookmarks printed in early November. Commissioner Levitt suggested adding a QR code. Manager Murray recommended only linking the QR code to the library main website. Commissioner Jones would like to look into using a restaurant other than The Kettle, in order to spread out the business.
- e) **Library Commission Book Giveaway** – will be present for the Entertainment Series Elvis Tribute Band event
- f) **Story Adventure** - Commissioner Bond reported that the display cases were delivered to Public Works and are ready for installation. She and CSM Buike attended Henry Johnson's Eagle Scout award event. She will keep in touch with him regarding the timing of the ribbon cutting, which is on track for November in conjunction with the Polliwog Playground reopening. Commissioner Jones asked if Henry will be presented with a certificate for contribution.  
  
Commissioner Bond reached out to Seth Fishman, the author of the first featured book, but has not heard back from him yet. She will work with the City's graphic artist on some artwork for the StoryWalk introduction.
- g) **Library Photo Op Day** - Commissioner Jones has set a tentative date of Saturday, June 3. Her hope is that the Zislis Group will be the sponsor, and a budget needs to be put together. She recommended budgeting for feather banners for all of the Commission events.

- h) **Entertainment Series** – Commissioner Jones reported that the Elvis tribute band will perform on September 24, 2022, 3:00-5:00 p.m. Set up will begin at 12:00 noon. The audience will begin arriving at 2:00 so the book giveaway table should be set up by then. The book giveaway will stop when the band is playing and restart at 5:00 for an hour. The purpose of the concert is to raise awareness that the library is back open and ready to serve. Commissioner Jones has reached out to the Mayor and City Council to participate. Commissioner Bond is working on the Eventbrite set up to go live September 6. There will be approximately 279 seats with the grass area and chairs.

Commissioner Newell will be in charge of checking in guests, along with Commissioner Darrow. Phones will be used for check in. Guests will be given wristbands.

6-10 volunteers have been requested from CERT.

Manager Buike will work on parking permits.

Commissioners Bond, Schreiner and Jones will be meeting with the Zislis Group to finalize details regarding food for the band and giveaways.

Commissioner Jones asked the commissioners to plan on being present for about 6 hours on the day of the event.

Commissioner Levitt had an idea to create an audio tour of the library in the future.

- i) **Library Awareness Initiative** – CSM Buike stated that this item needs to be added to the work plan at the January 2023 joint commission meeting.

**G. STAFF ITEMS - None.**

**H. COMMISSION ITEMS -**

Commissioner Jones feels strongly that the work plan updates need to be sent out a week to 10 days before the meeting so that everyone has their action items ahead of the meeting. Commissioner Jones moved to have the commission receive the work plan updates 10 business days prior to the monthly meeting. Commissioner Newell seconded the motion. The motion passed.

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

Nays: None

Abstain: None

Absent: None

Commissioner Jones recommended signage at the library stating that everyone is welcome and that the library is free for everyone to enjoy. She would like a QR code outside the library for people to sign up for library cards. She feels that young people do not understand that the library is a free resource. Manager Murray stated that the

county library system likes to keep signage consistent across locations. He will forward any proposed signage for approval but is unable to approve signage himself.

Commissioner Levitt will work with Commissioner Darrow to increase awareness of the Belinda Tang book.

Commissioner Jones encouraged commissioners to map out their projects for presentation at the January joint meeting and reminded the commission that there often is not a meeting in December so there may not be as much time as everyone feels.

Commissioner Jones recommended using paper bags to distribute books at the giveaway, as well as putting Book Giveaway information on the library Facebook page.

Commissioner Jones suggested Gary McCauley, former head of the Historical Society and James Gill, who heads up the Pioneer Group (people who have lived in Manhattan Beach for over 30 years), as possibilities for the local speaker series.

Commissioner Levitt added that the history of the Scout House and the history of scouting in the City might be interesting.

## **I. ADJOURNMENT**

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

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

Nays: None

Abstain: None

Absent: None

Meeting adjourned at 6:01 pm to September 12, 2022.

MB LIBRARY COMMISSION

September 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 (11/22) Sat Aft's	<p>Plan a series of events, suggested 6 each year, Afternoon(s) with an Author(s). Committee to research MB/So Cal authors and speakers (Dr. Lee, Belinda Tang, April Waylon, Jerry Martin, Icey Smith, Karol Shrodes, Gary McAuley, Pioneer Group, Scouting in MB Group, James Gill.</p> <p>Committee to list authors to be invited 9/22-5/23.</p> <p>Consider a survey on MB Library website asking for areas of interest. Loopback with Pages. Avoid overlap with Pages.</p> <p>Same format, indoor program, capacity 63 guests, but without including food.</p> <p>Check sound system before event.</p>	<p>(Murray)</p> <p>Bond Schreiner Levitt</p>	<p>9/12/22</p> <p>9/12/22</p>	<p>\$0</p> <p>\$TBD</p>
East Manhattan Beach Library Survey	TBD	<p>Survey results published/discussed. County/city will continue negotiations. City will inform Library Commission when appropriate.</p>	Buike/Moe Robb	8/8/22	\$0

Library Poetry Event	TBD (10/2022)	<p>Afternoon event combining Older Adults Program/Mira Costa students, poetry group. Replaces Late Night at the library. Include light snacks, awards.</p> <p>Mira Costa teacher Shannon Vaughn will bring students in the Fall. Buike will contact Older Adults Poetry Group to discuss timing for event.</p> <p>Reserve library room for event.</p>	Buike/staff Schreiner		TBD
			Murray		
Library Appreciation Party	11/15/22 (Tuesday)	Lunch Event (Grab and Go) Appreciation, recognize library staff for service to the community. Consider selecting new restaurant for the events, eg: Un Caffe Altamira). Get library staff count from Josh.	Jones Bond Schreiner		\$400
	11/22	Book mark will be updated, photo of ocean view from upstairs, list library services, do not list commissioners.	Jones		\$
	5/23	Brunch Event (Grab and Go)	Jones Bond Schreiner		\$150
		Recognize 7 school librarians for their service, Certificate of Appreciation, small gift, delivered in person by commissioners. Schedule 7 events to include all available commissioners.			\$40
					\$35
Library Commission: Book Giveaway	9/24/22	<p>Collect and 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, Entertainment Series.</p> <p>Reserve Community Room for sorting prior to event.</p> <p>Use Book Giveaway Banner.</p>	Schreiner		At Elvis Event (9/24/22)
			Murray	9/23/22	



		Additional signage at Book Giveaway table re: donating books for event. Consider using commissioners' business cards if guests wish to donate books to be given away. Consider including asking for book donations on Library Facebook Page (Josh). Include bookmarks at Book Giveaway.			
Spring and Summer Reading Program/Teen Librarian Update	9/2022	Contact all MBUSD schools re library programs. Contact BR, ER and MB News re library programs.	Bond (Murray)		\$0
Story Adventure	11/22	<p>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. Order completed/arrived 8/5/22, Public Works Dept.).Johnson working with Buike and Bond.)Scout project approved by MB City Council on 3/1/22. City will honor Johnson when Johnson can attend meeting.</p> <p>Create "Introductory Page" explaining project to community, work with city graphic designer Kristen for same..</p> <p>Ribbon Cutting, weekday, afternoon. Include author Seth Thomas.</p> <p>Three book choices each year, appropriate for grades K-4. Bond has coordinated with Librarian Moore, listing appropriate book choices. . Bond has reviewed books selected by Moore; first choice is by local author Seth Thomas. 8 books have been selected for future StoryAdventures.</p> <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</p>	<p>Bond Buike/Leyman</p> <p>Bond</p> <p>Bond</p> <p>Leyman/Buike (Budget issues)</p> <p>Darrow</p>	TBD (First Week of November, 2022)	\$4,800

		<p>installation, Buike. Student commissioner will help with installation updates.</p> <p>Story Adventure is a pilot project and will solicit community feedback after 6 months. Might move Story Adventure, etc.</p>			
Library Photo Opportunity	June 3, 23 Saturday (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. Publicity flyer, Kristen, 100 copies.</p> <p>Photo distribution via photographer's email. Will include BounceBack, one per family, expiration date to be given, logo to be that of Zisliss Shade Hotel MB. Sponsor: Zislis Group.</p> <p>Consider feathered flags for publicity.</p> <p>Book Giveaway included in event.</p>	<p>Jones Bond</p> <p>Buike</p> <p>Schreiner Darrow</p>	6/2023	<p>(Sponsored)</p> <p>Budget for publicity needed</p>
Entertainment Series	9/24/22  3-5 pm	<p>High end, celebration of the library as a welcoming venue with much to offer all, Family Event, Entertainment Series. First event, Elvis Tribute Act. Include Bounce Back from Zinc, Rock'N Fish, or BREWCO for each group attending. Include VIP seating for mayor, city council. Mayor will introduce group. Event scheduled 3X a year, approx 300 person capacity. Free, registration required, Eventbrite, 360 guests (overbook by 20%/60), wristbands. Include CERT volunteers.</p> <p>Publicity ASAP, ER, BR, MB News. Invite Supervisor Holly Mitchell.</p>	<p>Jones Newell Darrow</p> <p>Bond</p> <p>Bond</p>	<p>9/24/22</p> <p>Artwork 8/19 (Kristin)</p> <p>Tu 9/6</p>	<p>(Sponsored: \$35,000 yr/ \$2500 this event.)</p> <p>Zislis Group</p>

		<p>Include Book Giveaway (2-6)</p> <p>Post event thank you, Chair.</p>	<p>Schreiner</p> <p>Jones</p>		
<p>Library Awareness Initiative-NAME NEEDED</p>	<p>8/8/22</p>	<p>MUST BE ADDED TO LIBRARY COMMISSION WORK PLAN/APPROVED BY COUNCIL AT SEPTEMBER 2022 CITY COUNCIL MEETING BEFORE FORMALLY MOVING FORWARD.</p> <p>Develop a plan to create a greater awareness of the m b library, all that it offers. Attract new guests (younger people, play groups, teens, parent groups).</p> <p>Research, create a road map, compile/synthesize resources via studying other libraries around the world.</p> <p>Make use of social media.</p> <p>Have an ambassador designated to welcome guests during events.</p> <p>Make use of Commissioners' cards.</p> <p>Publicize library is free. Cards are free.</p> <p>Specifically publicize library resources.</p>	<p>Buike/Leyman</p> <p>Bond</p> <p>Levitt</p> <p>Newell</p> <p>Darrow (TikTok)</p> <p>Murray</p>	<p>8/8/22</p> <p>Sept 2022</p>	<p>\$0</p>