



**CITY OF MANHATTAN BEACH
LIBRARY COMMISSION SPECIAL MEETING
Monday, October 11, 2022
4:00 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

September 12, 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

This meeting was rescheduled from Monday, October 10, in observance of the Columbus Day holiday.

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@manhattanbeach.gov](mailto:jbuie@manhattanbeach.gov) and lrobb@manhattanbeach.gov, no later than 2:00 PM, October 11, 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 3:45 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://cityymb-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, September 12, 2022
4:00 PM
Location: Virtual

A. CALL TO ORDER

The meeting of the Library Commission was called to order by Chairperson Bond at 4:04 pm via Zoom.

B. ROLL CALL

Present: Commissioners Darrow, Jones, Levitt, Newell, Vice Chairperson Schreiner*, Chairperson Bond

Absent: None

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

* arrival at 4:13 pm.

C. APPROVAL OF MINUTES – August 8, 2022

A motion was made and seconded (Newell/Jones) to approve the minutes as submitted.

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

The motion passed 5-0-0-1

D. CEREMONIAL – None

E. AUDIENCE PARTICIPATION (3-Minute Limit)

Librarian’s Report – Library Manager, Josh Murray

Manager Murray reported on programming and events, noting the upcoming virtual adult program *Intro to Photo Editing* on September 15; *Smarty Pants Story Time* will return on September 29 and the 43rd *Annual LA County Library Bookmark Contest* is now receiving applications until October 29.

F. GENERAL BUSINESS

1. 2022 Work plan updates:

a. **Afternoon with an Author** – (Schreiner, Levitt, Bond). Commissioner Levitt reported that she recently met author Belinda Tang at a book event. As the chair had suggested, Commissioner Levitt discussed with Manager Murray whether giveaway

books can be sold at the event. Various options are available but the Library Commission would have the most flexibility (exclusive use including selling books) if it were to book the room as the Library Commission. As such, Manager Murray would charge the non-profit rate of \$60. Insurance would be required; CSM Buike noted that the City's liability insurance is on file with the library. The consensus was to go forward and lease the space as a non-profit; Commissioners Levitt and Chair Bond mentioned the possibility that they would donate the room fee - split evenly - at the non-profit rate if applicable.

It was agreed to hold the event at 2:00 pm on Saturday, November 5, pending author Tang's availability. Manager Murray provided the group the link to the library's reservation system, he can book this date and if advised that adjustment is needed, he can make changes.

Next steps: Commissioner Levitt will check Belinda Tang's availability and meanwhile reserve this date with the library. It was agreed that the committee would discuss offline a list of authors to suggest for this series for the upcoming 2023 work plan.

b. **East Manhattan Beach Library Services** –CSM Buike informed that Director Leyman will be meeting with the library folks soon so there may be more information at the next meeting.

c. **MB Poetry Event** – Commissioner Schreiner will talk to Shannon Vaughn at Mira Costa High School now that school has started; CSM Buike indicated that the seniors will work around the school schedule.

Next step: After getting feedback from Mira Costa, the Commission will reserve a room at the library.

d. **Library Appreciation Party**–Tuesday, November 15. Commissioner Jones updated that a café has been booked. She suggested, and it was agreed, that instead of creating a new upstairs view image, to simplify the process, the night time image from last year be reused with some format changes, including: a larger size bookmark, and instead of commissioner names (which change over time) key library services would be listed on the back with website links and a QR code. Chair Bond suggested adding the QR code to any posters being displayed.

Next step: Commissioner Jones will reach out to CSN Buike for input on the bookmark and at the next meeting will advise as to assistance needed to set up the room.

e. **Library Commission Book Giveaway (Formerly No Strings Attached)** (Schreiner) The books will be given away one hour before and one hour after the Elvis tribute. Commissioner Schreiner informed that a meeting to sort books for the

giveaway books has been set for Friday, 9/23, starting at 10:00 am at the library. Commissioner Levitt will attend the sorting meeting.

Commissioner Schreiner mentioned that prior to the sorting meeting, on Monday 9/19, the Friends of the Library (FOL) will offer books that are left over from their 9/17 sale. These are available to the Commission. Chair Bond will attend and pick up books; Commissioner Schreiner will inform Melinda of the FOL of the Commission's interest.

f. **Spring and Summer Reading Program/Teen Librarian Update**

At Chair Bond's request, Manager Murray gave a staffing update: no information was available on Claire Moore's vacated librarian position. He noted that the Children's Librarian, Kaitlin, will be promoted to Children's (lead) Librarian II when she returns from leave, which leaves the library currently with two vacancies, Claire's and a Children's Librarian I, vacated by Kaitlin. Some new faces at the Manhattan Beach branch are staff temporarily helping out from the Carson library while it is being renovated.

g. **Story Adventure** – (Bond, Buike) Chair Bond updated that she has contacted author Seth Fishman and he will participate and promote through social media, email. The Polliwog completion date (Public Works) is still uncertain, but is anticipated for early November.

Next steps: **Chair Bond** will work with **CSM Buike** to see if a more definitive install date can be provided, and she and **Commissioner Jones** will work on the wording for the piece that explains "Story Adventure". Once an install date is set, **Chair Bond** will work with **Commissioner Darrow** to laminate the book pages. **Commissioner Newell** will check into a possible source for lamination.

h. **Library Photo Op Day** – Scheduled for June, 2023; no report at this time.

i. **Entertainment Series – September 24 Elvis Tribute.** Discussion focused on the upcoming Elvis Tribute event. Chair Bond noted that Eventbrite is operational (currently 31 reservations). Manager Murray advised that shade canopies and tables/chairs are readily available at the library for check in. Reserved parking will be very limited.

Next steps: **SMA Robb** will create the calendar event after the meeting to enable city social media promotion; **CSM Buike** will discuss logistics of moving/setting up chairs with Parks and Recreation staff; **Chair Bond** will provide an alphabetized list of registrants for check in and check on availability of the mayor or mayor pro tem for introductory remarks and send the list of Commissioner emails to Commissioner Schreiner. **Commissioner Schreiner** will provide promotional flyers for **Commissioner Darrow** to distribute. **Commissioner Jones** will purchase some type of official ID item to be worn by the volunteers and Commissioners. **Commissioner Levitt** will check that the Strand House has been credited as an event sponsor on

postings.

j. **Library Awareness Initiative** – CSM Buike advised that the annual joint city council work plan meeting is scheduled for January 9, 2023, and suggested that this item be carried over to that joint meeting.

Commissioner Levitt requested that the November agenda include an item for discussing the work plan and upcoming joint meeting. Commissioner Jones suggested that new information be bolded in the Work Plan document being circulated.

SRM Robb will send last year's work plan PowerPoint presentation to everyone.

G. STAFF ITEMS - None.

H. COMMISSION ITEMS -none

I. ADJOURNMENT

It was moved and seconded (Schreiner/Bond) to adjourn the meeting at 4:58 pm to a date to be determined due to Columbus Day holiday on Monday October 10.

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

Nays: None

Abstain: None

Absent: None

Meeting adjourned at 6:01 pm to October (date to be determined due to holiday on Monday, October 10th).

DATE: October 11, 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.