



**CITY OF MANHATTAN BEACH  
LIBRARY COMMISSION MEETING**

**Monday, December 12, 2022**

**4:00 PM**

**Location: Manhattan Beach City Hall and  
Hybrid virtual**

**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**

November 14, 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. Work Plan Updates/Consideration for 2023:

a) Learning at the Library (formerly 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

i) Library Awareness Campaign

**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@manhattanbeach.gov](mailto:jbuike@manhattanbeach.gov) and [lrobb@manhattanbeach.gov](mailto:lrobb@manhattanbeach.gov), no later than 2:00 PM, December 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 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, November 14, 2022  
4:00 PM  
Location: MB City Hall /hybrid

**A. CALL TO ORDER**

The meeting of the Library Commission was called to order by Chairperson Bond at 4:07 pm at City Hall and via Zoom.

**B. ROLL CALL**

Present: Commissioners Darrow (remote), Jones, Levitt (arrived 4:15), Vice Chairperson Schreiner, Chairperson Bond

Absent: Newell

Others Present: Parks and Recreation Director Leyman, Community Services Manager (CSM) Jan Buike, Sr. Management Analyst (SMA) Linda Robb, Recording Secretary Rosemary Lackow

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

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

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

The motion passed 4-0-1-1

**D. CEREMONIAL – None**

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

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

Manager Murray announced: 1) a woven bookmark making event this Thursday, at 4 p.m. and 2) the book club will meet December 5<sup>th</sup>, 6:30 pm to discuss Kristen Chen’s “Counterfeit”.

**F. GENERAL BUSINESS**

1. Consideration of Proposed Polliwog Park Pavilion to Expand Eastside Library Services and Improve Access to the City’s Historical Collection.

Director Leyman presented a “high-level” presentation with slides, of the subject proposal, currently in a very conceptual stage. He answered questions and received input from the Commission that will be relayed back to the County which is developing

the plan.

Commission input included:

- The preliminary design, similar style to the downtown library is “spectacular” (Chair Bond)
- Concern that there will be sufficient parking especially for older adults and those with mobility challenges. Would like to see a convenient drop-off area. (Schreiner) Director Leyman explained that Community Development is providing direction on a parking standard.
- Can the Library Commission assist? (Jones); Director Leyman suggested the Commission can help by contributing to community outreach and sharing feedback, noting that the Friends of Polliwog Park will be included in the public outreach.
- Should the Commission have a brainstorming session on this? (Jones)
- Will the project remove any trees, could be a community concern (Jones). Director Leyman noted that tentatively it is believed that trees being removed can be relocated in the park.

Chair Bond invited public comment.

Gary McAulay, former MB Historical Society President, spoke in support of the project noting that one important function of the new building will be the organization and preservation of the City’s collection of historical artifacts.

2. 2022 Work plan updates/consideration for 2023:

a. **Learning at the Library (formerly Afternoon with an Author)** – (Schreiner, Levitt, Bond). Commissioner Levitt reported: they are continuing to work on the 2023 plan; and three events are planned for January, May and October/November. Update: they have for January 26<sup>th</sup> authors Peggy Curry and Icy Smith. Chair Bond will put together the joint session content.

b. **East Manhattan Beach Library Services** –this has been discussed. It was agreed that this item can now be taken off the work plan as listed. Commissioner Jones suggested that the Commission could hold a brain-storming session, to collect their feedback. Chair Bond will discuss with staff.

c. **MB Poetry Event** – Commissioner Schreiner reported this will take place in January after school starts back up; the Dial-a-Ride bus will be used to bring seniors to Mira Costa.

d. **Library Appreciation Party**–Commissioner Jones reported this event will be tomorrow, at noon in the library meeting room. Everything is in good shape. Commissioner Jones will prep the PowerPoint content for the joint meeting for the “Appreciation Partner Lunch”.

e. **Library Commission Book Giveaway (Formerly No Strings Attached)** (Schreiner) Chair Schreiner reported: the next giveaway will be December 1, at the

North End Holiday Stroll. At 4 pm she will be set up in front of Sloopy's; volunteers are welcome, the event will be 5-9 pm. Commissioner Levitt will check into using the "Pay Nothing" app to procure high quality children's books.

f. **Story Adventure** – (Bond, Buike) Chair Bond updated: everything is ready except to determine when to do the launch – and if can coincide with re-opening of the Polliwog playground. Director Leyman suggested that early January when the Eagle Scout (Henry) is in town might work. Chair Bond will put together the PowerPoint content.

g. **Library Photo Op Day** – Scheduled for June 3, 2023; no new info to report.

h. **Entertainment Series** – Commissioner Jones reported there will be two more events as part of the work plan extending into 2023. Se will prep the PowerPoint slide content for the joint meeting.

i. **Library Awareness Initiative** (Levitt)– Commissioner Levitt updated: she is going to be meeting with a someone in advertising and will learn about how to do a social media campaign. She asked Library Manager Murray if the city could re-post the library posts on the City Library Commission page. Manager Murray will check with the library marketing people and then reach out to Commissioner Levitt. Director Leyman informed that the city has protocols about using social media and the one to discuss this with would be Jessica Vincent, the City's PIO and communications manager. Commissioner Darrow to provide input about social media and students. Chair Bond suggested that once talking points are fleshed out, these can be taken to community groups and the compilation of the list can become a new initiative and included on the 2023 Work Plan.

Discussion followed regarding the Work Plan meeting in January. Costs for each project need to be thought out completely as possible with contingencies accounted for. SMA Robb informed that all information to be in a word doc format and she will put into a PowerPoint. Graphics and wording to be submitted to her. Each program shall have: Overview, Status, Cost

Chair Bond will be reaching out to all Commissioners and she will be talking to staff about the possibility of adding a "brainstorming" session to the next WorkPlan regarding input for the Polliwog Pavilion.

**G. STAFF ITEMS** – None

**H. COMMISSION ITEMS** - None

**I. ADJOURNMENT**

It was moved and seconded (Bond/Schreiner) to adjourn the meeting at 5:02 pm to Monday December 12 (hybrid. The motion passed by voice vote, 5-1 (Newell absent).

**DATE:** December 12, 2022

**TO:**

Members of the Library Commission

**FROM:**

Jan Buike, Community Programs Manager

**SUBJECT:**

Library Commission Work Plan for 2022

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**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

December 12, 2022

WORK PLAN ACTION ITEMS

Action Items	Date of Event	Status on Action Item (Actions Needed)	Responsible	Action Update Date	Cost
<p><b>Learning at the Library</b> (Aka Afternoon with an Author)</p>	<p><b>1/21/23</b></p>	<p>Plan a series of events, suggested <b>3 in 2023, variety of age groups included, January, May, October, Saturday afternoons. Committee</b> 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, Peggy Curry, wine demo. <b>Potential scheduling: Jan-Tang, May-Curry, Fall-Smith.</b> <b>Publicity through schools, MB News, flyers by Kristin Yamauci.</b></p>	<p>Bond Schreiner Levitt</p> <p>Bond</p>	<p>12/12/22</p>	<p>\$0</p>
	<p><b>1/21/23 Saturday</b></p>	<p><b>Belinda Tang will be invited to speak. Community Room booked by Levitt. Fee will be cancelled. City's insurance will cover event. Library will order multiple copies of Tang's book, <u>Message for the Missing</u>, Senior Book Club, led by Mary Mc Cabe, will be included.</b> Same format, indoor program, capacity 63 guests, without food. Sound check prior to event.</p> <p>Consider a survey on MB Library website asking for areas of interest. Loopback with Pages. Avoid overlap with Pages.</p>	<p>Levitt</p>	<p>12/12/22</p>	<p>\$TBD</p>

East Manhattan Beach Library Survey (Survey completed).	TBD	<b>Mark Leyman and Melissa McCallum met with the county. Leyman updated commission. See "Polliwog Pavilion-Library, History and Recreation" packet. Commission members encouraged to share new plan with community members. City is encouraging feedback re: plan.</b>	Buike/Moe <b>LEYMAN</b>	12/12/22	\$0
Library Poetry Event	<b>TBD</b> (1/2023)	<b>Visit to Mira Costa during school day</b> , combining Older Adults Program/Mira Costa students, poetry group. <b>Dial A Ride. Planned as a one time event.</b> (Late Night at the library to be scheduled at a later date.) Include light snacks, awards.  Buike will contact Older Adults Poetry Group to discuss timing for Costa event.	Buike/staff Schreiner <b>Newell</b>	11/12/22	TBD
Library Appreciation Parties	11/15/22 (Tuesday @ 12)  5/23  6/23	Lunch Event (Grab and Go) Appreciation, recognize library staff for service to the community. Box lunch from Un Caffè Altimura selected.  Book mark will be updated, <b>new foto, larger book mark, services, QR code on back.</b>  Brunch Event (Grab and Go)  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.	Jones Bond Schreiner  Kristin  Jones Bond Schreiner  Jones Bond		\$400  \$20  \$150 \$40  \$35
Library Commission: Book Giveaway	<b>12/1/22</b>	Collect and organize unwrapped books to be given away by Library Commission during various events such as Elvis, Light Gate in November and January, Valentine's Day, <b>North End Holiday Stroll</b> , Photo Op, Entertainment Series.	Schreiner	12/2/22	<b>NorthEndStroll</b>



	12/12/22 10 AM	<p>Reserve Community Room for sorting prior to event. Sort and organize for event.</p> <p>Use Book Giveaway Banner. 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, when possible.</p> <p><b>VISIT FRIENDS OF LIBRARY MONDAY AFTER BI-MONTHLY SALE (SEE FOL CALENDAR) TO SELECT BOOKS FOR UPCOMING BOOK GIVEAWAY EVENTS.</b></p>	<p>Murray Schreiner</p> <p>Schreiner Bond Levitt</p>		
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 Walk	12/12/22	<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, (<b>was Story Adventure</b>).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.</p> <p>Create "Introductory Page" explaining project to community, work with city graphic designer Kristin, for same..</p> <p>Ribbon Cutting, weekday, afternoon. Include author Seth <b>FISHMAN</b> and <b>Henry Johnson</b>. <b>Consider combining Story Walk ribbon cutting with opening of updated Polliwog Park, depending on date for Polliwog.</b></p>	<p>Bond Buike/Leyman Darrow</p> <p>Bond/Jones</p> <p>Bond Buike</p> <p>Leyman/Buike</p>	TBD <b>(Early Jan, 23, coordinate with opening of updated Polliwog Park)</b>	\$4,800

		<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 Fishman. 8 books have been selected for future StoryAdventures.</p> <p>Lamination at Manhattan Postal. (<b>NEWELL WILL CONTACT POSTAL CENTER RE: COST</b>) 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. Student commissioner will help with installation updates.</p> <p>Story Walk is a pilot project and will solicit community feedback after 6 months. Might move Story Walk.)</p>	<p>(Budget issues) Bond Buike/Bond Darrow</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 Buike  Schreiner Darrow</p>	6/2023	<p>(Sponsored)</p> <p>Budget for publicity needed</p>
Entertainment Series	12/12/22  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</p>	<p>Jones Newell Darrow</p>	12/12/22	<p>(Sponsored: \$35,000 yr/</p>

		<p>Tribute Act. Include Bounce Back from <b>ZISLISS GROUP</b> for each group attending. Include VIP seating for mayor, city council. Mayor will introduce group.</p> <p>Event scheduled 3X a year, approx 300 person capacity. Free.</p> <p><b>Second event: Rod Stewart Impersonator</b></p> <p>Publicity ASAP, ER, BR, MB News. Invite Supervisor Holly Mitchell. <b>PUBLICIZE ON M B SOCIAL MEDIA</b></p> <p>Include Book Giveaway (2-6)</p> <p><b>Lessons learned:</b></p> <ol style="list-style-type: none"> <li>1. <b>Eventbrite unnecessary. 90% no-show.</b></li> <li>2. <b>Include a photographer from commission. Use as post event publicity, include two general disclaimer signs re use of photographs.</b></li> <li>3. <b>Consider time change to 4, but be aware of lighting concerns if later time is chosen.</b></li> <li>4. <b>Chairing event is extremely time consuming, suggest co-chair.</b></li> </ol> <p>Post event thank you, Chair.</p>	<p>Bond</p> <p>Jones</p> <p>Robb</p> <p>Schreiner</p> <p>Jones</p> <p>Jones</p>		<p>\$2500 this event.)</p> <p>Zislis Group</p>
Library Awareness Initiative-NAME NEEDED	12/12/22	MUST BE ADDED TO LIBRARY COMMISSION WORK PLAN/APPROVED BY COUNCIL AT <b>January 2023</b> CITY COUNCIL MEETING BEFORE FORMALLY MOVING FORWARD.	Buike/Leyman/Bond Levitt Newell Darrow (TikTok)	<b>12/12/22</b> (New initiative)	\$0

		<p>Develop a plan to create a greater awareness of the m b library, <b>services it offers..</b> Attract new guests (younger people, play groups, teens, parent groups).Research, create a road map, compile/synthesize resources via studying other libraries around the world.Make use of social media.Create an audio tour of the library.Have an ambassador designated to welcome guests during events. Make use of Commissioners' cards. Publicize library is free. Cards are free.Specifically publicize library resources.</p> <p><b>Develop a "Speaker's Bureau", visit Rotary, Neptunians, etc. Include BR, ER, MB News, in publicizing Library Awareness.</b></p> <p><b>Include MB Library on Library's FB Page.</b></p> <p><b>Include cty wide social media.</b></p> <p><b>Bond will assign all 2022 work plan items to commissioners to be updated prior to 12/12 meeting. Bond will submit updates to Robb/Buiké for approval prior to 1/9/23 city meeting.</b></p>	<p>Buiké/Levitt Newell Darrow (TikTok) Murray Robb</p> <p><b>Levitt</b></p> <p><b>Murray (Marketing Dept.) Jessica Vincent, Jojo</b></p>	<p><b>Prior to 12/12/22</b></p>	
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