



**CITY OF MANHATTAN BEACH
LIBRARY COMMISSION MEETING**

Monday, March 13, 2023

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

February 13, 2023

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. Consider and Recommend StoryWalk Location

2. 2023 Work Plan Discussion:

a) Learning at the Library

b) MB Poetry Event

c) Library Appreciation Events

d) Library Commission Book Giveaway

e) Library Photo Op Day

f) Entertainment Series

g) 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 and lrobb@manhattanbeach.gov, no later than 2:00 PM, February 13, 2023 (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, Feb 13, 2023
4:00 PM
Location: MB City Hall/remote (hybrid)

A. CALL TO ORDER

The meeting of the Library Commission was called to order by Chairperson Bond at 4:00 pm at City Hall in person and remotely via Zoom (hybrid).

B. ROLL CALL

Present: Commissioners, Levitt, Newell, Vice Chairperson Schreiner, Chairperson

Bond Absent: Darrow, Jones

Others Present: Sr. Recreation Supervisor (SRS) Jan Buike, Sr. Management Analyst (SMA) Linda Robb, Recording Secretary Rosemary Lackow

C. APPROVAL OF MINUTES – December 12, 2022

A motion made and seconded (Schreiner/Newell) to approve as submitted.

Ayes: Levitt, Newell, Vice Chair Schreiner, Chair Bond

Nayes: None

Abstain: None

Absent: Jones, Darrow

The motion passed 4-0-0-2

D. CEREMONIAL – None

E. AUDIENCE PARTICIPATION (3-Minute Limit)

Librarian’s Report – Library Manager, Josh Murray

Manager Murray commented that February is “Library Lovers Month” and announced the following events:

- In-library events: 1) 2/25/23, 12-1pm: Author Talk: Middle grade author Stuart Gibbs; book is “Whale Done: for ages 8 and up; 2) 3/6/23, 6:30 – 7:30: Evening Book Club to discuss The Night Ship by Jess Kidd.
- Farmers Market: 2/14/23, 1 pm: Story time

F. GENERAL BUSINESS

1. Work plan discussion:

a. **Learning at the Library**

Chair Bond commented on the Belinda Tang event which went very well and was very well attended.

Commissioner Levitt noted the goal is to alternate between fiction and non-fiction for these events, to promote variety. She has connected with cookbook author Peggy Curry (“Damn Good Gluten Free”) and it is looking positive that Peggy can come to Manhattan Beach in March/April. She will confirm dates with the author and check availability of the library with Josh Murray and work with Jan Buike and the Graphic Artist regarding publicity materials. Commissioner Levitt also reported that she has another possible lead on a fiction author and will check whether this might be able to be scheduled for summer.

Commissioner Levitt also will work on the “How To” document and make it into a turnkey spreadsheet to help track events along a timeline.

The Commission brainstormed on ways to locate good speakers. Chair Bond summed up action items going forward: 1) firm up a date with Peggy Curry; 2) Contact the Literary Women group in Long Beach for possible authors; 3) contact a publicist “Hashette” regarding availability of authors of the Art Forger, and the author of “The Light Pirate, and 4) Commissioner Levitt will speak to someone further regarding another fiction author.

b. **MB Poetry Event** Commissioner Schreiner reported on the recent poetry event at Mira Costa High. Although there were fewer than hoped for additional older adult participants besides the Poetry Circle members, leaving a lot of space in the Dial-a-Ride van), overall, it was a wonderful event with much support and well attended by the school, including the principal and the school communications manager who publicizes school events. Commissioner Schreiner believes it is very worthwhile but for now, recommends only doing one time per year.

c. **Library Appreciation Party.** There was brief discussion regarding the May date (the 9th or 16th); the date and room reservation and restaurant venue – these details will be checked with Library Manager Murray and Commissioner Jones. At the March meeting, the topic of how to best recognize school librarians will be discussed.

d. **Library Commission Book Giveaway.** In December there was discussion about expanding the giveaway to underserved schools. It was suggested that in doing so, they need to be very careful and keep to a focus on children’s books and elementary schools. Commissioners Schreiner and Levitt will follow up in looking into various programs where they can donate books, such as Headstart, Richstone, the ‘Second Nurture’ program, and, as suggested by SRS Buike, the 1736 domestic violence shelter in Hermosa Beach. Commissioner Newell also suggested Harvest Home in Venice if needed.

e. **Story Adventure (StoryWalk)** – Ready to go and now working on where the structures will be located. Next steps: a map is being drawn and a sign planned to direct users back into the park and botanical garden. Staff will be going back to City Council for approval of the location and once approved, the installation will be scheduled by Public Works.

f. **Library Photo Op Day** –Status report: the date is set for June 3rd but the time frame needs to be set (11 am to 1:00 pm or 2:00 pm). A photographer and entertainer are set; no activity will be inside the library, it will all take place outside. Regarding possibly using the library for a running story time for two hours, Library Manager Murray will check on room availability. Advance publicity was discussed.

g. **Entertainment Series** – Status report on April and Fall events: The band “Identity Theft” is confirmed for April 29th and in the Fall, the committee is targeting a children’s band “Jelly of the Month”. The Zislis group has stated while willing to fund both events, it has a donation cap of \$3,000 maximum for both. Also the Zislis can not this time comp a hotel stay for Identity Theft as the rooms are all booked at Shade and the Strand House is undergoing construction. It is questionable that “Jelly of the Month” band will do the Fall gig for an amount to stay within the budget. Commissioner Levitt suggested to keep working with “Jelly of the Month” but request the City Council to allocate additional money to cover the budget shortfall. Publicity will follow the same format as the Learning at the Library event and will target a local audience. CMA Buike suggested, and it was agreed, that the Commission will talk to community groups before going to council, starting with the Friends of the Library and also perhaps Soroptimist group or Rotary. SMA Robb also pointed out that all monies allocated for programs at the January meeting apply to the next fiscal year, starting July 1st. Going forward, it was pointed out that alternative sources of funding should be explored.

Discussion turned to event signage. It was determined that the Commission can do “feather flag signs” but not until after July 1st. These would be used for multiple events. It was determined that such signs have vendors and the signs do not appear to be expensive, but the wording would have to be worked out. CMA Buike pointed out that the signs cannot show the Library Commission as the host, instead it must be clearly a city sponsored event. Next steps: The Committee will talk to Jan Buike as how to proceed.

i. **Library Awareness Campaign** – Status report: The Committee has itself met to do planning and then another meeting was held with the County Library Children’s Librarian. The program concept is to have five “School Days at the Library” one for each of the elementary schools. Held on a Saturday, the idea is to have a scavenger hunt within a children’s section at the library. A different concept will be developed for the older grades.

Within the committee the plan is to: 1) write letters to all school librarians; 2) work with Josh to craft a turnkey plan that can be applicable to all of the events; 3) Discuss with the current or future student commissioner. The County children’s librarian emphasized that the County cannot staff these events – they do not have resources. Lastly the committee has a contact at the DAC or coordinating council and that group will be inviting the committee to attend one of their meetings.

Commissioner Levitt pointed out that this year’s events will be swag-less as there is no

budget for such. Manager Murray confirmed that the library has no source such as an online library store that could be tapped.

Manager Murray encouraged the committee to work with him, however regarding having something.

The second part is to publicize the library to community organizations (Soroptimists, Rotary, Neptunian Club, Chamber of Commerce etc. Can remind the older citizens group and CMA Buike mentioned some events scheduled with Oleg and MakMo for teens and older adults together. Mr. Murray cautioned the committee that it should be careful to not label anything as “Manhattan Beach Library” – needs to be kept generic to the library.

The Committee could create a QR code to be used to publicize library events – the code will take people to the Manhattan Beach page on the library website.

G. STAFF ITEMS – None reported.

H. COMMISSION ITEMS – Chair Bond asked for clarification as to whether she can remotely chair the March meeting and who would be the next chair? SMA Robb will check on the remote chair issue but checked and found that Commissioner Levitt (seat 2) would be the next chair, followed by Commissioner Newell (seat 3).

I. ADJOURNMENT

It was moved and seconded (Bond/Newell) to adjourn the meeting at 5:20 pm to Monday March 13th. The motion passed by voice vote, 4-0-0-2.

TO:

Members of the Library Commission

FROM:

Jan Buike, Senior Recreation Supervisor

SUBJECT:

Recommend new location for StoryWalk in Polliwog Park

RECOMMENDATION:

Staff recommends that the Library Commission consider approve the StoryWalk location for recommendation to City Council.

FISCAL IMPLICATIONS:

If approved, cost estimates for the installation by Public Works will be estimated for City Council approval. The costs to purchase the StoryWalk stands were raised by Eagle Scout Henry Johnson.

BACKGROUND:

At the January 9 Joint City Council/Library Commission meeting, Council directed staff to evaluate a new location for the placement of the StoryWalk.

DISCUSSION:

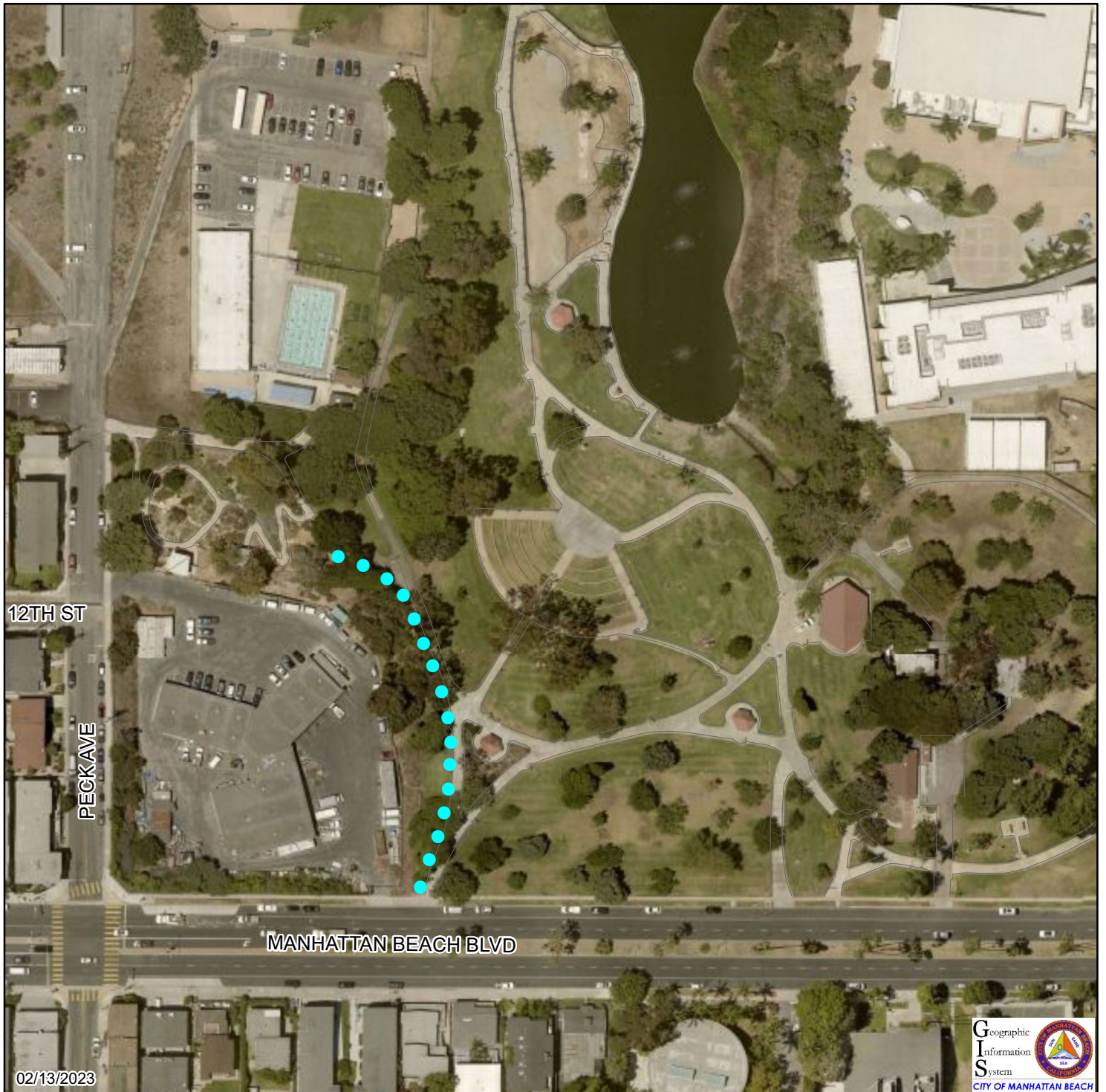
Staff, Library Commission members, along with Public Works staff evaluated a variety of sites and after the January 9 meeting the path indicated on the attached map was selected. The path provides an avenue that promotes usage by children, is easily accessible from Manhattan Beach Boulevard and provides visibility of the Manhattan Beach Botanical Garden and playground at Polliwog.

ATTACHMENT/ATTACHMENTS:

1. Map of StoryWalk Location

City of Manhattan Beach

Polliwog Storywalk Installation Locations



DATE: March 13, 2023

TO:

Members of the Library Commission

FROM:

Jan Buike, Community Programs Manager

SUBJECT:

Library Commission Work Plan for 2023

RECOMMENDATION:

Discuss Library Commission Work Plan items approved by the City Council on January 9, 2023 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 9, 2023 to provide direction and approve the following topics for the 2023 Library Commission Work Plan.

- Learning at the Library
- MB Poetry Event
- Library Appreciation Events
- Library Commission Book Giveaway
- StoryWalk
- Spring/Summer Reading Program
- Photo Op Day
- Entertainment Series
- Library Awareness Program

Ad-hoc committees will established for each project. Committees will provide a written update prior to each commission meeting, which will be attached to the agenda monthly.