



**CITY OF MANHATTAN BEACH
LIBRARY COMMISSION MEETING**

Monday, April 10, 2023

4:00 PM

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

A G E N D A

A. CALL TO ORDER

B. PLEDGE TO THE FLAG

C. ROLL CALL

Commissioner Bond

Commissioner Levitt

Commissioner Newell

Commissioner Schreiner

Commissioner Jones

Commissioner Darrow

D. APPROVAL OF MINUTES

March 13, 2023

E. CEREMONIAL

F. 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

G. GENERAL BUSINESS

1. 2023 Work Plan Discussion:

a) Learning at the Library

b) MB Poetry Event

c) Library Appreciation Events

d) Library Commission Book Giveaway

e) StoryWalk

f) Library Photo Op Day

g) Entertainment Series

h) Library Awareness Campaign

H. STAFF ITEMS

I. COMMISSION ITEMS

J. 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, April 10, 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, March 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 4:02 pm at City Hall in person and remotely via Zoom (hybrid).

B. ROLL CALL

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

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

C. APPROVAL OF MINUTES – February 13, 2023

A motion was made and seconded (Levitt/Newell) to approve, with the following changes on Page 2 requested by Commissioner Jones:

- Paragraph d. regarding the book giveaway, end of first sentence: add “and nonprofits” (“.....to underserved schools and nonprofits.”)
- Paragraph d, second sentence: spell out the full name “Richstone Family Center”.
- Paragraph f. regarding the photo op day: revise time frame 11:00 a.m. to 1:00 p.m.
- Paragraph f. strike:
“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.”

And replace with:

“A photographer and entertainer are set and will be outdoors. The Commission may conduct a running storytelling in the library; Library Manager Murray will check on room availability. Advance publicity was discussed.”

- Paragraph g. regarding the entertainment series, third line: add “Club” to the end of the band name where it appears: “Jelly of the Month Club”.
- Paragraph g., at end of second sentence add: “and cannot comp a room for the band Identity Theft at the Shade Hotel, as it is undergoing renovations.”

It was moved and seconded (Levitt/Newell) to approve the minutes as amended

Roll Call:

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

Abstain: None
Absent: Chair Bond

The motion passed 5-1

D. CEREMONIAL – None

**E. AUDIENCE PARTICIPATION (3-Minute Limit)
Librarian’s Report – Library Manager, Josh Murray**

Manager Murray announced Library sponsored events:

- In-library: 1) March 14: 10:00 a.m. to noon, COVID-19 vaccination clinic; 2) March 14: 4 p.m. CrEATive Plate for children 5-12 years; 3) Baby Band program for young children 0-24 months; 4) March 22, 1-5 p.m. Teen Create Month modeling clay program for grades 6-12.
- Joslyn Center: March 22 MakeMo (Maker Mobile) will have activities for various ages. CSM Buike provided more detail, noting it will be multi-generational with groups of up to 20 (10 teens and 10 older adults) in time slots at 2, 3, and 4 p.m.

Manager Murray stated that the Commission bookmarks are kept on hand for the public in the library.

F. GENERAL BUSINESS

1. Consider and Recommend StoryWalk Location

CSM Buike provided a brief background and the staff recommendation: to recommend to City Council a new StoryWalk location as shown on a map submitted - away from the Braille Trail, closer to Manhattan Beach Boulevard, Botanic Garden and new playground.

Commissioner Schreiner stated that she and Chair Bond visited the site and discussed; there are two concerns: first safety related - that the location is too close to busy Manhattan Beach Boulevard; could the installation be farther from the street? This could be achieved by installing the posts each a little closer to each other. Secondly, Commissioner Schreiner noted Chair Bond, in resolving this safety concern, did not want to cause a delay.

CSM Buike explained that the installation would not be immediately adjacent to the street, but there would be an intervening sidewalk. It was suggested that the installation be 6-8 feet further back from the sidewalk.

It was moved and seconded (Levitt/Newell) that the Library Commission recommend to City Council that StoryWalk be installed as indicated on the submitted map with the caveat that the initial sign post moved back 6-8 feet away from the public sidewalk.

The motion passed 5-1.

2. 2023 Work Plan Discussion

a. **Learning at the Library (formerly Afternoon with an Author)** The Commission discussed that author Peggy Curry is not available on Saturday, April 22nd and will not be available until October. In looking for an alternate author, the committee will reach out to Tony Tetro (“The Con Artist”) and Lily Rose Dalton (“Light Pirate”). Vice-Chair Schreiner reported that she read the “Light Pirate” by Ms. Dalton and LOVED IT. Publicity for the April event will include outreach to the older adults group; at Library Manager Murray’s suggestion, the committee will book the room online for April 22; the library could then release other dates.

b. **MB Poetry Event** – CSM Buike reported that, as the high school teens (Shannon’s class) are still very interested, a second multigenerational event is scheduled for April 12th. The event will be publicized; Dial-a-Ride will be available if more than 2 passengers. Vice-Chair Schreiner reported on the first event: 8 adults attended mainly members of the Poetry Circle group and the school was very well represented.

Commissioner Jones commented that metrics for all Commission events should be reported and entered into the minutes as this will be useful at the joint meetings with council. Commissioner Levitt suggested that as numbers don’t tell the full story, perhaps a simple exit poll can be provided for attendants to fill out and leave in a box. It was decided that the committee could experiment with this, in trying to ascertain both quantitative and qualitative public response to their events including the photo op day. It was also suggested that photos be taken at the events that can be used for publicity. Commissioner Levitt agreed but suggested a sign should be displayed at the events disclosing that photos are being taken and in attending, consent to use is implied. She clarified that for people outdoors in public there is an implied consent, but for private indoors event, this is where in her experience, this applies (so signs may be taped to an entry door).

c. **Library Appreciation Events**—Commissioner Jones reported that everything is set for the annual breakfast: it is scheduled for Tuesday, May 9th, Un Caffé Altamura is providing food and she is doing the invitations. Discussion followed on how to recognize 7 school librarians. It was decided to choose two dates (May 15 and 22nd tentatively) and with a budget of \$250 give each a plant and gift certificate or Commissioner Levitt may donate a new book (suggested title: “Hello Beautiful” bestseller by Ann Napolitano). Manager Murray noted that he felt a plant would be fine as he personally does not buy books.

Staff will let the committee know that the city policy is for amounts of gift certificates. A schedule for visiting the campuses will be set and the commissioners will advise of their availability for the two dates in May.

d. **Library Commission Book Giveaway**—The following was reported regarding nonprofits: Headstart: there are many in the surrounding community - they are very happy to receive any or all books. 1736 House: cross off the list for now as they are not in need of books. Richstone Family Center: Commissioner Jones will look into this nonprofit.

It was also reported: 1) local comic book artist (Hellboy) Mike Mignola has several (11 boxes) of high-quality art books to donate. While these may be given to the Friends of the Library,

options were discussed such as KIPP (“Knowledge is Power Program”) and charter schools for older children. The books can be brought to Commissioner Levitt. CSM Buike suggested getting permission from the author as to beneficiaries other than city of Manhattan Beach and the vice chair will do that. 2) The giveaway is scheduled for April 29th. Volunteers are being recruited. Books for pre-K through first grade have been received from one teacher, Myra Karis and a thank you has been sent.

e. **Story Adventure** – already discussed. Chair Bond is working on the introductory verbiage.

f. **Library Photo Op Day** – Commissioner Jones reported that the event is scheduled for June 3rd. She questioned whether the graphic done by Kristen could be given to the Easy Reader for a quarter page ad; Staff advised yes, possible, IF there is still money in the budget for such, but it was determined that this funding for 2023 is exhausted. It was discussed however that word of mouth and other methods such as posting in the community calendar have been very effective and a social media plan would be good to have also. Commissioner Jones commented that the goal is to double (to 300) the number of participants from last year. It was decided that there would be no food or drink due to initially COVID-19 restrictions but also because this is only a 2-hour event.

The subject of food and drink was discussed: what can be brought or what can be arranged? Commissioner Newell volunteered to inquire as to whether a food truck (independent, or not hired by the city) would be possible. For the upcoming entertainment event on April 29th, no food and only water is to be permitted.

The subject of how to keep the photos of the event in the public eye was discussed. CSM Buike reported that a portal is being discussed as part of an overall communications plan, but this will not be ready for this year. The possibility of including on the Library Commission page on the city website was mentioned. Again, posting online is an avenue but not steady currently. CSM Buike advised that the Commission could send a picture from the event to her and she could include this in her City Council activity report and then may be able to be sent to the Easy Reader or local media outlet. It was also suggested that the Commission could submit photos in the annual community art “Showcase” exhibit at the MBAC and this could be prepped by a high school student. Any ideas can be brought to the next meeting.

Commissioner Jones noted that there should be a greeter for all events and in this case, to welcome attendees and bring them into the library. She will recruit someone. Commissioner Levitt suggested booking the community room for relatively clean treats like cookies and this would lure attendees into the library. Manager Murray noted that having food can present problems and need cleanup and so far, the library has not charged the Commission for this.

g. **Entertainment Series** – no discussion.

i. **Library Awareness Initiative** – Commissioner Levitt reported that she met with the children’s librarian and the main take away was that the library is not set up for handing a large group of children who would visit and expect to get a library card on the spot. The discussion now perhaps should be on how to work this out with the schools in advance. Manager Murray

explained that in their school visits, the teachers send applications for cards home and these then are submitted and cards can be processed in advance. As to library use data, he would need to request formally the numbers on children using their cards in Manhattan Beach. Commissioner Levitt stated she feels this data would be very instructive for this initiative and she will reach out to Manager Murray to arrange a meeting to discuss how the library can interact with the Commission.

Commissioner Darrow stated and it was affirmed by Manager Murray that for the teens the study rooms are very popular and in demand. Commissioner Levitt feels that she doesn't see a lot of kids in the library and that is why she feels the data would especially be helpful even though overall circulation is very high.

Vice-Chair Schreiner commented as per Chair Bond, the initiative would encompass two parts – she (Chair Bond) would be working on creating a speaker's bureau while Commissioner Levitt would be working with the schools.

It was determined, for the speaker bureau, it might be most effective to explain the call for books at the end of a presentation, not expect that the audience would be able to bring a book to the meeting. Commissioner Jones speaking to the teens and study rooms asked if a small video a template, would be useful for them; Commissioner Darrow explained that teens may appreciate a video but there should be caution as the rooms are already very popular – Manager Murray confirmed this and suggested that it be stressed that the rooms are on a first come basis and students should even call in advance. Commissioner Jones noted that Commissioner Darrow could host an information video (1.5 minutes) which could be presented either on Mustang Morning News or for any group. Commissioner Darrow will investigate the school's Mustang Morning News as a possible outlet

G. STAFF ITEMS – None reported.

H. COMMISSION ITEMS – Vice-Chair Schreiner suggested that the Commission or City Council recognize Friends of the Library President (Melinda). Staff advised that the Commission should submit to the City Clerk, through CSM Buike such a request and this will be City Council preference and recognition should be done at the Council level on behalf of the whole city. Manager Murray suggested that the Commission can attend the next (this Thursday) FOL meeting and check with them.

I. ADJOURNMENT

It was moved and seconded (Newell/Jones) to adjourn the meeting at 5:36 pm to April 10, 2023. The motion passed by voice vote, 5-0.

DATE: April 7, 2023

TO:

Members of the Library Commission

FROM:

Jan Buike, Sr. Recreation Supervisor

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
- Photo Op Day
- Entertainment Series
- Library Awareness Campaign

Ad-hoc committees have been established for each project. Updates will be provided at the meetings.