



**CITY OF MANHATTAN BEACH  
LIBRARY COMMISSION MEETING**

**Monday, July 10, 2023**

**4:00 PM**

**Location: City Council Chambers and Zoom**

**A G E N D A**

**A. CALL TO ORDER**

**B. PLEDGE TO THE FLAG**

**C. ROLL CALL**

Commissioner Bond  
Commissioner Levitt

Commissioner Doll  
Commissioner Jones  
Commissioner Jester

**D. APPROVAL OF MINUTES**

May 8, 2023 and June 12, 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**

If unable to attend in person, 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 [lrobb@manhattanbeach.gov](mailto:lrobb@manhattanbeach.gov) and [mmccollum@manhattanbeach.gov](mailto:mmccollum@manhattanbeach.gov), no later than 3:00 PM, July 10, 2023 (the day of the meeting).

**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://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/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, May 8, 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 4:03 pm at City Hall in person and remotely via Zoom (hybrid).

**B. PLEDGE TO THE FLAG**

**C. ROLL CALL**

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

Absent: None

Others Present: Sr. Management Analyst (SMA) Linda Robb, Community Services Manager (CSM) Jan Buike, Recording Secretary Rosemary Lackow (remote)

**D. APPROVAL OF MINUTES – April 10, 2023**

A motion was made and seconded (Schreiner/Jones) to approve, with changes:

1. Page 3, G.1.c (Library Appreciation Events): first line, strike “first” after “the” as follows: “...reported that the ~~first~~ event recognizing the public...”.
2. Page 3, G.1.d (Book Giveaway): second paragraph, third line: insert “foster better rapport.” after “attend an FOL board meeting to”
3. Page 4, G.1.f (Library Photo Op Day continued), first line, top of page: strike “this” and replace with “concert” to read “...requiring a lot of work for the April 29<sup>th</sup> ~~the concert~~ event which is only about 30 days before the Photo Op Day”.

Chair Bond called for a voice vote and the motion passed unanimously 6-0.

**E. CEREMONIAL – None**

SMA Robb explained that outgoing commissioners (Chair Bond, Vice Chair Schreiner and Darrow) will be recognized at an upcoming City Council meeting.

CSM Buike expressed appreciation to Chair Bond and will be presenting a certificate, when signed at a city council-commission reception this Thursday.

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

## **Librarian's Report** – Library Manager, Josh Murray

Manager Murray announced the following events:

- May 10, 4–4:45 pm, “Paint in Polka Dots” class, ages 6-12 (at library).
- May 19, the library will have a booth at the Older Adults Health Fair at the Joslyn Center to promote library community resources.
- May 17, Wednesday, 1-3:00 pm; free COVID-19/flu vaccination clinic, partnering with LA County Public Health, for 6 months and older (at library).
- May 23, 6-7 pm., author Jasmine Bothwell will provide guidance on how to publish your own book (at library).
- May 24, Wednesday, 4–5:00 pm, for teens, glass fused suncatchers class with artist Anna Parkinson (at library).
- May 27, Saturday, 1-2:00 pm. Taiwanese pineapple pastry workshop with Phoebe Chow (at library).

## **G. GENERAL BUSINESS**

### **1. 2023 Work Plan Discussion**

a. **Learning at the Library**—Commissioner Levitt noted the speakers are lined up (in order: Con Artist author, pickleball author, and in October, cook book author Peggy Curry) but she still needs to reserve a room. It was decided that the event should be held late June. Publicity will be handled as with other prior events.

b. **MB Poetry Event**– Chair Bond will be taking charge of this, an ongoing project, with Commissioner Schreiner leaving. Commissioner Schreiner commented that she would like to see this event held in November.

c. **Library Appreciation Events**—Commissioner Jones reported that all is set for the event tomorrow for the library staff from 10:00 am to 12:00 noon, to be catered by Caffè Altamura. Then on the 15<sup>th</sup>, the Commission will be bringing certificates and a signed copy of “Hello Beautiful” to school librarians. Commissioner Schreiner has written up instructions that she will give to each commissioner.

d. **Library Commission Book Giveaway**—Chair Bond complimented Commissioner Schreiner for her six years of managing this program. Commissioner Schreiner estimated that over this period 3,000 books have been given away at, at least 13 events. She has 14 boxes of books that are available for future giveaways. Commissioner Schreiner advised that routinely she sets aside any donated valuable “coffee table books” to give to the Friends of the Library for their sales. FOL typically has their sales on a Saturday and on Monday at 10:00 a.m. unsold books are made available to teachers, librarians, collectors as well as the Library Commission. Commissioner Newell volunteered to take on this program, with guidance from Commissioner Schreiner. Chair Bond noted that when the new commission is seated there will be additional discussion as to outlets for the books. Commissioner Levitt stated there are opportunities to do an adult book giveaway. Commissioner Darrow

will suggest that the incoming student commissioner also assist with the giveaways.

e. **StoryWalk**– Chair Bond advised that the City Council approved the revised pathway by the botanic gardens and CSM Buike reported that tomorrow Parks and Rec staff will be discussing a schedule with Public Works for installing the stands. After installation is done, a ribbon cutting ceremony can be scheduled.

f. **Library Photo Op Day**– Commissioner Jones updated - the event will be on June 3<sup>rd</sup> from 11:00 a.m. to 1:00 p.m. and everything is ready. SMA Robb displayed poster design number 1 which was selected and which will be sent to schools, etc. as typically promoted, including through the city social media. Commissioner Jones will reach out to the commissioners to finalize time slots for story reading. Commissioner Jones recommended, depending on whether a concert will be done in April again, that, due to weather considerations, the two events be flipped, with Photo Op in April, and the concert, in June. She noted that she will not be handling the Photo Op Day next year as she will term out at the end of May, 2024.

SMA Robb advised that photos taken by the contracted photographer will not be eligible for submission in the upcoming community art show. She will investigate having a photo release form on hand at the event.

It was discussed and agreed that the flyer be modified to include a stock photo that shows a more ethnically diverse family, and to include a camera image to emphasize that photos will be taken (as on design number 2). Regarding the company providing 200 cookies, it was determined that the company can have marketing materials on the table in the community room being given away, and SMA Robb will investigate whether the logo or name can be added to promotional materials.

g. **Entertainment Series** – Commissioner Jones reported on the April 29<sup>th</sup> event: the venue and band were fantastic and many positive comments were received. The down side was that only about 100 attended and few young families. The discussion focused on how to increase or improve outreach. Manager Murray will investigate whether the Commission can provide city fliers for its events at library events and Commissioner Levitt will follow up. It was also suggested to send fliers to all local day care centers and preschools. Manager Murray added that the library will repost a city social media posting, upon being advised by the city. Commissioner Jones also advised that funding resources need to be looked into as the pledge by the Zislis group is now fulfilled. She added that the city’s Public Art Trust Fund is not an available funding source for library promotional events. Commissioner Levitt stated she would like to see of the two concerts per year, one targeted for small children and the other for teens, and perhaps feature high school bands. Commissioner Darrow informed that Mira Costa has a “Costachella” band event and there is a lot of talent.

SMA Robb informed that social media publicity was done for the April 29<sup>th</sup> concert and postings are scheduled to be done on May 30 for the June 3<sup>rd</sup> event.

Chair Bond asked if going forward, the September concert will be targeted towards small children; Commissioner Jones indicated that it depends on band availability and she also affirmed that she will not be managing the fall entertainment event but she will contact the band Jelly of the Month Club to determine their availability for the fall.

**h. Library Awareness Initiative** – Chair Bond reported that she will be addressing the Rotary Club on May 22 and on May 19<sup>th</sup> and will be attending the Older Adults Health Fair to see what materials are being provided by the library. She will start reaching out to community groups (e.g. Soroptimists, Neptunian Club; Sandpipers, etc.). Working with staff, she will put together a packet of information.

The Commission discussed the possibility that, when speaking to community groups comments may arise regarding a potential new library facility in Polliwog Park which has been featured in a local newspaper. SMA Robb emphasized that perhaps the most important thing to convey is that this concept is in very preliminary stages with no decisions made, and if, in the future, upon looking into this, the City Council decides to pursue it, then community outreach will be done, and, if this progresses to that point, the City Council may request assistance from the Library Commission for public outreach.

Regarding a suggestion to bring giveaways (e.g. library bookmarks) and possibly get some feedback from audiences, CSM Buike suggested based on her experience, that at meetings such as Rotary, members are unlikely to fill out a survey but bookmarks could be put out on a table for any interested persons. Chair Bond will contact Manager Murray regarding getting some bookmarks. Chair Bond emphasized that while there has been discussion about partnering with school librarians, the focus now will be on outreach to adults since the library has outreach programs with the schools.

The Commission discussed the format and use of the chart that Commissioner Schreiner has maintained for tracking commission work plan items. Chair Bond volunteered to be the note-taker for updating this chart and suggested, going forward, that whoever is the past chair can assume that role. In discussing, suggestions were made to improve the chart, such as inserting a column for due dates of action items and at the top of the chart, show the Commission's mission statement. Commissioner Jones stated she believes this is a good tool but by clearly identifying and documenting specific steps and time frames for accomplishing action items, the committees can most efficiently implement the work plan. Commissioner Jones cited the decision to have a poetry event in November as an example – with this as the goal, each month the committee can look at and lock in due dates for steps needed to make this happen. It was noted that the committees meet between the monthly commission meetings and in doing so can form action plans with steps needed and due dates and then bring this info back to the whole commission and update the chart. The committees, being of 3 or fewer commissioners are not violations of the Brown Act.

Chair Bond will work with Commissioner Schreiner to get the word file and convert to a spreadsheet, pulling out specific “to-dos” with a column for due dates, responsible person, and actions needed for the next meeting. She will avoid using google docs due

to Brown Act issues. CSM Buike suggested that the chair show this chart/spreadsheet to the new incoming commissioners and explain how it is used with committees.

## 2. Selection of 2023-2024 Chair and Vice-Chair

SMA Robb explained that these positions rotate by seniority and in the case that commissioners have the same level of seniority, then it is in order of seat number. Commissioner Levitt is in line for Chair and Commissioner Newell for Vice Chair.

It was moved and seconded (Bond/Schreiner) that Commissioner Levitt be the new chair of the Library Commission for 2023/2024.

The motion passed by voice vote 6-0.

It was moved and seconded (Bond/Darrow) that Commissioner Newell be the new vice chair of the Library Commission for 2023/2024.

The motion passed by voice vote 6-0.

**D. STAFF ITEMS** – CSM Buike mentioned: 1) This Wednesday, 1-4 p.m. there will be a teen/older adults program jointly with the library at the Joslyn Center and 2) as a reminder, commissioners should RSVP for the Council/Commission reception. Chair Bond reminded of the need to complete cyber security training.

**E. COMMISSION ITEMS** – None

**F. ADJOURNMENT**

It was moved and seconded (Bond/Newell) to adjourn the meeting at 5:22 pm to June 12<sup>th</sup>, 2023. The motion passed by voice vote 6-0.

CITY OF MANHATTAN BEACH  
MINUTES OF THE LIBRARY COMMISSION MEETING  
Monday, June 12, 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 Levitt at 4:15 pm at City Hall in person and remotely via Zoom (hybrid).

**B. PLEDGE TO THE FLAG**

**C. ROLL CALL**

Present: Commissioners Bond, Doll, Jones, Chairperson Levitt (remote)

Absent: Jester, Vice Chair Newell

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

**D. APPROVAL OF MINUTES – May 8, 2023**

A motion was made by Commissioner Bond and seconded by Chair Levitt to approve as written. Due to concern regarding meeting a quorum needed to approve, the Chair suggested postponing approval to the next meeting, and, with no objection, it was so ordered.

**E. CEREMONIAL**

Chair Levitt noted that Commissioner Newell has resigned her seat because she will be moving out of state. SMA Robb indicated that Commissioner Newell’s resignation has been forwarded to the City Clerk but it is yet unclear of the timeline for the council to appoint a new commissioner.

Chair Levitt welcomed new Commissioner Doll who gave a brief self-introduction noting that her family has lived in Manhattan Beach since 1997; she is lawyer/legal analyst, has two children in high school and college and is happy to contribute and serve on the Commission.

Library Manager Josh Murray announced or invited all interested parties to in-person library activities as follows:

- The annual “Summer Discovery Program” is now live, for all ages; accessed online at: [LACountyLibrary.org/Summer-Discovery](http://LACountyLibrary.org/Summer-Discovery) or a paper version is available in-person at the library.
- June 13, 10:15 am to 10:45 am: “Summer Songs and Stories”, children 0 to 3 years.
- June 13, 4:00 pm to 5:00 pm, “3D Star Constellation Cards”, for teens.



- June 20, 6:00 to 7:00 pm, adults, “Using DNA Testing in Family Research” with Charlotte Bocage.
- June 19<sup>th</sup> all libraries will be closed in honor of the Juneteenth holiday.
- The LA County Public Library has been selected as a recipient of the 2023 National Medal for Museum and Library Services, the nation’s highest honor given to museums and libraries that make significant and exceptional contributions to their communities.

**F. GENERAL BUSINESS**

1. 2023 Work Plan Discussion

- Learning at the Library**—Chair Levitt updated that Peggy Curry is lined up for October 21<sup>st</sup> and the library room is reserved. She will discuss further details with Ms. Curry during the summer.
- M.B. Poetry Event**—Commissioner Bond will now be chairing this. In a brief discussion, two ideas were raised for future discussion: having a poetry event, such as a reading at the library and incorporating in some way, the Mira Costa “Slam Poetry” for all ages.
- Library Appreciation Events**—Commissioner Jones reported that these events were very successful and very worthwhile. Chair Levitt read a letter from Manhattan Beach Middle School Librarian Cory O’Meara thanking the Commission. Commissioner Jones noted that owner of event caterer Un Caffe Altamura has posted its letter of thanks from the Commission at the restaurant.
- Library Commission Book Giveaway**—Chair Levitt noted with changeover in two key commission seats, perhaps this program should be paused until a full commission is seated.

Commissioner Jones suggested that the Commission discuss whether the program fits with the goals and vision of the commission and/or whether there is overlapping of the giveaways with book sales held by the Friends of the Library (FOL). She suggested FOL may want to take on the giveaway program and Chair Levitt suggested having a conversation with FOL.

Commissioner Jones noted that at the Photo Op event, the FOL held a book sale and the commission also gave away about 250, primarily children’s books. Commissioner Jones noted that the FOL was happy to be at the Photo Op event but she feels there has been some friction between the two groups due to overlap with what the two groups do. Chair Levitt noted her concern is whether the Library Commission has the capacity to staff this event and also questions whether FOL wants to take on this program including taking possession of the 14 boxes of books that have been stored for future giveaways.

Commissioner Jones explained the program, noting the FOL has held monthly book

sales over many years, and over the last six years the commission (led by Commissioner Schreiner) began to gather books for giving away at events, mainly for children—over 3,000 books over this period. Commissioner Bond emphasized that Commissioner Schreiner always carefully sorted through the donated books and set aside any that were of a high value to give to FOL to sell.

There was a consensus that the commission should discuss this program’s goals and what is the desired measure of success when a full commission is seated in July or August and meanwhile Chair Levitt will reach out to FOL.

- e. **StoryWalk**—Chair Levitt reported that all of the 16 book structures have been installed. Commissioner Bond explained the StoryWalk concept and that this originated as an eagle scout project by a local teen. Commissioner Bond will now install all of the existing book pages into the structures and will work with Kristin, the city’s graphic designer to develop and produce an introduction page, which will include a QR code linking to the author and when complete she will install.

Publicity was discussed. A ribbon cutting ceremony can be scheduled and there may be an opportunity to schedule it jointly with that for the new playground. Commissioner Jones suggested that the summer concert series would provide an opportunity for children to engage with StoryWalk; perhaps this can be announced on the stage. Commissioner Jones also suggested that individual Commissioners could be personally present at the structures for each of the concerts; Commissioner Jones volunteered to do so for the first concert (Sunday July 2<sup>nd</sup>, 5:00 pm). Commissioner Jones also suggested that to the degree possible, that the intro page be designed as a template that can be reused with each new book. As applicable for all commission projects, the publicity (flyers, etc) should also be designed as templates for recurring events (StoryWalk, Photo Op Day, etc.)

- f. **Photo Op Day**—Commissioner Jones reported that the event was a great success with a good turnout and positive vibe and overall was a good example of the vision of what the Commission is working to achieve. Photos were beautiful and volunteers were great and the two-hour time frame worked well.

Commissioner Jones emphasized that next year new private funding will be needed (believes Zislis Group pledge now fulfilled) and estimates between \$1,000 and \$1,200 is needed. It was inquired as to whether the city could fund this and Commissioner Jones indicated that she thought it was not in the city’s purview but will look into and report back next month.

The Commission discussed various suggestions for next year’s event: 1) additional publicity e.g., a paid ad (needs to be budgeted), perhaps a street banner across Highland, perhaps encouraging “tagging” in social media postings; 2) “feather flag” displays; 3) more attention to break down/cleanup (cardboard trash cans and orange cones still at event site); in social media posts use “tagging” (to be discussed); 4) compile a list and advertise ways this event can be used to

memorialize special milestone events (maternity, engagement, anniversaries etc); 5) continue to cross-promote with schools (graduates: come take a photo in your cap/gown) and follow up as to what was done (e.g. being included in newsletters?) and get on school email lists if possible; 6) story time in the library: direct children into library after vs. prior to taking photo; 7) consider ways photos taken can be used to promote the library and city (with consent forms signed as appropriate).

g. **Entertainment Series** – Chair Levitt noted that the plan to date has been for a Fall (September) entertainment event geared for children featuring the band “Jelly of the Month Club”. As this was being chaired by Commissioner Newell, focus needs to be on how this can now be managed going forward. Commissioner Jones noted that the band has indicated it is available (second Saturday in September, to be confirmed) and new funding will be needed if the Zislis Group is no longer sponsoring, (to be confirmed). About \$1,500 is estimated to be needed. The Commission also needs to determine who on the commission will be the contact to approach the band. Commissioner Doll indicated she would be willing to co-chair this event with the new commissioner. Discussion focused on possible alternate event dates (e.g., the third or fourth weekend in October, with a Halloween theme) and the need for new funding. It was agreed that this discussion should be tabled until a full Commission is seated and it was acknowledged that this may mean significantly delaying the event.

h. **Library Awareness Campaign**—Commissioner Bond emphasized that this campaign is to promote library services to adults by reaching out to community organizations. She continues to reach out to community groups but many are taking a summer break. Commissioner Jones noted that she believes that this goal can be enhanced if dovetailed with the speaker series, Learning at the Library. The idea is for the Commission to develop a list of speaker events (via Learning at the Library program) and provide this list while promoting the library at group meetings. Commissioner Bond met with Chair Levitt recently and discussed possibly broadening the Learning at the Library pool of speakers to include speakers who are not necessarily authors (poetry event, painting class etc.). The Commission discussed and expressed interest in this concept and suggested perhaps educators may be good speakers.

Commissioner Jones expressed her hope that by January, the Commission can compile a roster of speakers and make this a “turnkey” operation. The goal would be to have six speakers over the year. Commissioners Levitt noted her commitment to working with Commissioner Bond going forward.

**D. STAFF ITEMS** –Chair Levitt expressed her appreciation to CSM Buike as this is her last meeting, recognizing her years of service to the City; in addition to serving as the Commission staff liaison for the last year Jan has worked for the city in various capacities since 2017. CSM Buike thanked the commission, felt that the city was a great place to work and acknowledged fellow staff members and volunteers.

## **E. COMMISSION ITEMS**

Chair Levitt suggested that at the start of the next meeting that the Commission revisit their mission statement to enable checking that new projects will align with their mission without creating a burden on the County library staff. Commissioners Bond, Jones and Doll concurred; Commissioner Jones noted that it should be clear that the Commission’s job is not to do library programming but to promote literacy.

**F. ADJOURNMENT**

It was moved and seconded (Jones/Bond) to adjourn the meeting at 5:27 pm to July 10, 2023. The motion passed by voice vote 4-0-0-2.

DRAFT

**DATE:** July 10, 2023

**TO:**

Members of the Library Commission

**FROM:**

Melissa McCollum, Sr. Recreation 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
- Photo Op Day
- Entertainment Series
- Library Awareness Campaign

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