



**CITY OF MANHATTAN BEACH
LIBRARY COMMISSION MEETING**

**Monday, August 14, 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
Chair Levitt
Commissioner Millea

Commissioner Doll
Commissioner Jones
Commissioner Jester

D. REORGANIZATION OF THE COMMISSION

E. APPROVAL OF MINUTES

July 10, 2023

F. AUDIENCE PARTICIPATION (3-Minute Limit)

Speakers may provide public comments on any matter that is within the subject matter jurisdiction of the Library Commission, including items on the agenda.

1. Introduction of Senior Recreation Supervisor Kari Bell
2. Librarian's Update – Manhattan Beach 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 and mmccollum@manhattanbeach.gov, no later than 3:00 PM, August 14, 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, July 10, 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 4:02 pm at City Hall in person and remotely via Zoom (hybrid).

B. PLEDGE TO THE FLAG

C. ROLL CALL

Present: Commissioners Bond, Doll, Jester, Vice Chair Newell, Chairperson Levitt

Absent: Jones

Others Present: Sr. Management Analyst (SMA) Linda Robb, Senior Recreation Manager (SRM) Melissa McCollum, Recording Secretary Rosemary Lackow

D. APPROVAL OF MINUTES – May 8, 2023 and June 12, 2023

SMA Robb advised that if there are no changes to both sets of minutes, they can be voted on in one motion. Chair Levitt called for any additions or corrections to the minutes of either meeting. Seeing no changes proposed, it was moved and seconded (Levitt/Bond) to approve both sets of minutes as written. Chair Levitt called for a voice vote.

Chair Levitt stated that the motion passed 5-0-0-1 (Jones absent) by a voice vote.

Chair Levitt encouraged all Commissioners to review the draft minutes that are circulated prior to meetings. SMA Robb noted that she and Administrative Analyst Janeth Medina can be contacted in advance of a meeting regarding issues with the minutes.

The Commission briefly discussed absences. SMA Robb advised that three absences are permitted per year with the exception of the student commissioner who is excused during June, July and August. SMA Robb stated that she is the person to be contacted regarding an absence; Chair Levitt explained that Commissioners can participate remotely but this must be carefully coordinated with staff before the agenda is posted.

E. CEREMONIAL

Chair Levitt welcomed Senior Recreation Manager (SRM) Melissa McCollum who will be the interim staff liaison until former liaison Jan Buike's position is filled. SRM McCollum mentioned that she used to serve as the Library Manager at the Manhattan Beach Library, and she and Director Mark Leyman are always available to assist the Commission as needed.

SRM McCollum expressed appreciation and best wishes to Commissioner Newell and welcomed student commissioner Jester to her first meeting. Commissioner Jester gave a brief introduction, noting she is a rising senior at Mira Costa and looks forward to serving.

Chair Levitt made statements:

1) She is delighted to serve as chair and aims to make monthly meetings and serving on the Commission a positive and friendly experience.

2) The mission of the Library Commission, as stated in the Board and Commissioner Handbook is: “Established by resolution, the Library Commission serves in an advisory capacity to the City Council regarding library services provided by the Los Angeles County Library System to the citizens of Manhattan Beach. This Commission also serves as a liaison between the County, City and public/private community groups supportive of library services. The Library Commission consists of 6 members who meet the second Monday of each month at 4 pm.”

F. AUDIENCE PARTICIPATION

Seeing no one present remotely or in-person wishing to speak, Chair Levitt invited Library Manager Murray to address the Commission. Manager Josh Murray provided an update of upcoming library activities:

- July 10, 6:30 pm the adult book club will discuss “Undercooked” by Dan Ahdoot
- July 11, 10:15 am to 10:45 am: “Summer Songs and Stories”, children 0 to 3 years
- July 11, 3 pm; teens workshop “DIY Smartphone Speaker”.
- July 12, 10:15 am, “Baby Band”
- July 12, 4 pm, STEM event “The Science of Ice Cream”, children 6-12 years
- July 12, 4 pm, Teen Advisory Board meeting
- July 13, 4 pm, Smarty Pants story time
- July 18, 4-5 pm, “Teen Sushi Making Demonstration” with chef Andy Matsuda

Manager Murray responded to commission inquiries: 1) regarding children’s programs, some do and some don’t require advance registration; the best way to check is through the library website; 2) The Teen Advisory Group has support by 4-5 regular participants and some volunteer for lower level programs but additional support is always welcome; and, 3) library programming is typically posted on the library website 3 weeks in advance.

G. GENERAL BUSINESS

1. 2023 Work Plan Discussion

a. **Learning at the Library**—Chair Levitt updated on her progress in finding speakers: 1) she has been in contact with pickleball spokesperson/advocate Roger BelAir, 2) She has spoken to the city ceramics program supervisor, Eric Brinkman; he is willing to speak about ceramics (history of Metlox, pot-making process, etc.) possibly in September; 3) Peggy Curry is committed to speak October 21st; Chair Levitt will make the room reservation. Potentially events could be lined up for three months depending on availability.

Other suggestions for speakers were discussed: Chair Levitt mentioned two authors recently recommended to her: Lara Love Hardin, author of “The Many Lives of Mama Love” (a memoir coming out in August) who may be available Sunday October 5th, and Jeff Hobbs, author of “Show Them You’re Good” (about high school boys applying for college) possibly for September to coincide with school starting.

Commissioner Doll suggested Stuart Gibbs, a popular children’s author, and Commissioner Jester suggested Glennon Doyle, author of “Untamed” who is local. All suggested authors and experts mentioned were endorsed by the Commission as potential speakers.

b. **M.B. Poetry Event**—Commissioner Bond noted that this item is paused for the summer since it is a collaboration with Mira Costa High School.

Chair Levitt inquired with Manager Murray as to whether the library sponsors any poetry celebrations. Manager Murray responded that the library celebrates poetry on an ongoing basis but he cannot recall any recent special poetry events. Chair Levitt noted that April is poetry month and perhaps a future Commission poetry event can be programmed around that theme.

c. **Library Appreciation Events**—Commissioner Bond noted that this item, typically held in November, is on hold for now and will be taken up in September when school resumes.

d. **Library Commission Book Giveaway**—Chair Levitt noted this is tabled until conversations can be held with Friends of the Library. Should the Library Commission continue with the giveaway program, former Commissioners Tracy Windes and Ro Schreiner have volunteered to help.

e. **StoryWalk**—Chair Bond reported that the author page will soon be laminated and inserted into the frames, completing the installation. Follow up action items include:

- Condensation issue: Commissioner Bond will continue to work with the Eagle Scout who provided the book page frames to find a possible solution.
- Ribbon cutting: SRM McCollum to look into whether this can be folded into Polliwog Park playground ribbon cutting.
- Summer Concert promotion: SRM McCollum will pass on to Cultural Arts Manager Eilen Stewart, the Commission’s request to promote StoryWalk as an announcement during the summer concerts.
- Next cycle: Commissioner Bond will suggest the title and author of the next book this fall, most likely in September.

f. **Photo Op Day**—No report; tabled until 2024 Work Plan discussion.

g. **Entertainment Series** – No report; tabled until 2024 Work Plan discussion.

h. **Library Awareness Campaign**—Commissioner Bond reported that she plans to attend a Rotary Club meeting and present regarding library services. Chair Levitt suggested and it was agreed that with a script, other commissioners can share this task. For the next meeting, Chair Bond will prepare a spreadsheet of community organizations so that Commissioners can sign up to make presentations.

Chair Levitt suggested that at the October meeting the Commission have an agenda item that will begin the process of developing the next (2024) Work Plan and that in developing a new plan the Commission’s mission statement shall be considered.

D. STAFF ITEMS –Senior Recreation Manager McCollum announced:

- The recruitment for Jan Buike’s replacement is going well and hopefully a new Senior

- Recreation Supervisor will be on board as early as August.
- A “Listening Session” or community meeting to receive input on developing a plan for city recognition/celebration of the Juneteenth holiday in 2024 will be held Saturday, July 22, 10:30 am at the Manhattan Beach Library. Interested persons who wish to provide input can also complete a survey online at www.manhattanbeach.gov/survey.
 - The Summer concerts series at Polliwog Park has started and the next concert will be on July 16, 5-7 pm, with entertainment by U.S. 99, a local band that plays a variety of types of music.
 - A new “Parks Photo Contest” that celebrates July as Parks and Rec Month is receiving applications in three categories by age: 13-17, 18-54, and 55 and older. See www.manhattanbeach.gov/photocontest for more info. Entrants are responsible for obtaining permission of people who appear in their photographs.
 - The annual Community Art Exhibit opening reception will be held at the Manhattan Beach Art Center, July 28th, 6 - 9 pm with food and refreshments.
 - The Older Adults program has several upcoming activities in July, including intergenerational chess with Mira Costa students (started July 8), ice cream social (July 19, 2 pm); and a presentation by City Manager Bruce Moe (July 25 at 1 pm).

E. COMMISSION ITEMS

The Commission shared book recommendations: Commissioner Newell: “Raw Shark Texts” by Steven Hall and “The Breakaway” by Jennifer Weiner; Commissioner Doll: “Book Lovers” by Emily Henry; and Commissioner Levitt: “Crook Manifesto” by Colson Whitehead.

Chair Levitt gave a heartfelt tribute to departing Commissioner Newell, recognizing her many contributions both on the commission and personally through a deep commitment to children and literacy, and demonstrating resilience, compassion and generosity.

Library Manager Murray expressed appreciation for Commissioner Newell’s support of the library.

Commissioner Newell thanked everyone.

F. ADJOURNMENT

It was moved and seconded (Levitt/Newell) to adjourn the meeting at 5:01 pm to August 14, 2023. The motion passed by voice vote 5-0-0-1 (Jones absent)

DATE: August 14, 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.

MB LIBRARY COMMISSION

August 14, 2023

WORK PLAN ACTION ITEMS

Mission Statement:

Project	Date of Event	Status on Action Item (Actions Needed)	Responsible	Status
Learning at the Library	Various	Plan a series of events, suggested 6 per year. Follow Event Planning Checklist for marketing materials, publicity, room set up and author relations	Bond/Levitt	Speakers proposed for 2023, 2024 TBD
	10/21/23	Work with Kristin to develop art template for Learning at Library	Bond	Setting up meeting, goal completion is 9/22/23
		Peggy Curry Event	Levitt/Bond	
	TBD	Roger BelAir Event Ceramics/Eric Brinkman	Levitt/Bond	Levitt in communication to find dates
		Suggestion to include "Attendance Tracking" and "Exit Card" for each event. Include photography (implied consent). INCLUDE TRACKING/EXIT/PHOTOS FOR ALL LIBRARY COMMISSION EVENTS		
	Budget of \$150/event for drinks, cookies, cups and napkins			

Library Poetry Event	November	<p>Visit to Mira Costa combining Older Adults Program/Mira Costa students/Older Adults Poetry Circle led by Bob Perkins, Shannon Vaughn's Creative Writing Class. Consider combining with Slam Poetry for a bigger event.</p> <p>April is National Poetry Month – Poetry Workshop?</p>	Bond	Will coordinate with Shannon Vaughn once school starts
Library Appreciation Parties	<p>11/14/23 Tuesday</p> <p>May 2024</p> <p>May 2024</p>	<p>Lunch Event (Grab and Go) Determine restaurant Develop invitations Budget of \$500/food, \$100/decorations</p> <p>Brunch Grab and Go</p> <p>Recognize 7 librarians (Certificates of Appreciation and possible book)</p>	<p>Jones Bond</p> <p>Jones/Bond</p> <p>Levitt</p>	<p>Report back by 9/23 Deliver by 11/1/23</p>
Library Commission: Book Giveaway	Ongoing	<p>Collect and organize books for giveaway Consider outreach targeting Head Start, KIP Charter Schools. Consider book donation at KIP Graduation. Adult fiction, consider Foster Closet.</p> <p>Consider asking for book donations: Soroptimists, Neptunians, Rotary, Scouts. (Donations after outreach presentation.)</p> <p>Visit FOL on Monday after book sale to collect books for upcoming events, contact Melinda Reiter, FOL chair</p>	TBD	

StoryWalk	Ongoing	<p>Ribbon Cutting Ceremony on 8/11/23</p> <p>Review next book selection with Commission</p> <p>Laminate pages</p> <p>Install new pages</p>	<p>Bond</p> <p>Bond</p> <p>Bond</p> <p>Bond</p>	<p>Bond to coordinate with Seth Fishman and Henry Johnson when date is set.</p> <p>Present at September meeting September 2023</p> <p>September/Oct 2023</p>
Library Photo Opportunity	TBD	<p>MB residents will be invited to have professional photos taken near Lightgate. Music outside and Story Hour inside</p> <p>Will need a new sponsor for the event – budget approximately \$1K</p>	TBD	Determine if commission will continue event.
Entertainment Series	TBD	<p>Possible entertainers for event #3 - Jelly of the Month Club, a Family Event. Will need a new sponsor going forward. Approximate cost is \$3K. F/U on feather flags.</p> <p>Events scheduled 3X a year, approx 300 person capacity. Free. Next event for “Littles”, consider Teens Event with Costa Students</p>	TBD	Determine if commission will continue event.
Library Awareness Initiative-	Ongoing	Develop a plan to showcase the library, publicize the resources/services available to guests of all ages, perhaps a one day event, partnering with schools.	Levitt	Evaluate given Library staff commitment.

		<p>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.</p> <p><u>Speaker's Bureau</u> - Speak AT DAC, Neptunians, Soroptomists, Rotary, MB Temple, Boy and Girl Scouts, OAP, Teen Center, Older Adults Health Fair. 2 minute talk, describe DIGITAL OFFERINGS and include packet (application for library card) and request for book giveaway donations.</p> <p><u>Schools</u> Partner with 8 school librarians and MB Children's Librarian to create greater library awareness.</p> <p>Social Media campaign (FB, IG, TikTok) Include BR, ER, MB News, in publicizing Library Awareness. Include MB Library on Library's FB Page. Include city wide social media.</p>	<p>TBD</p> <p>Bond</p> <p>Levitt</p> <p>Bond Murray/Robb</p>	<p>Bond to bring spreadsheet of organizations for commissioners to sign up for</p>
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