



**CITY OF MANHATTAN BEACH
LIBRARY COMMISSION MEETING
MONDAY, November 13, 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. APPROVAL OF MINUTES

October 10, 2023

E. 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. Librarian's Update – Manhattan Beach Library Manager Josh Murray

F. 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

2. 2024 Work Plan Discussion:

- a) Professors' Talk
- b) Music at the Library
- c) Jelly Fish Hunt Event
- d) James Webb Space Telescope Talk
- e) One City/One Story
- f) Poetry Month
- g) Preparedness Plan with Fire Department
- h) Program with Botanical Garden
- i) Local Artists Displayed at Library
- j) Learning at the Library

- k) Library Awareness
- l) Library Makerspace

G. STAFF ITEMS

H. COMMISSION ITEMS

I. 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 kbell@manhattanbeach.gov, no later than 3:00 PM, November 13, 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, October 10, 2023

A. CALL TO ORDER

Chair Levitt called the meeting to order at 4:00 p.m.

B. PLEDGE TO THE FLAG

C. ROLL CALL

Present: Commissioners Bond, Doll, Jester, Jones, Chairperson Levitt

Absent: Millea

Others Present: Senior Recreation Supervisor (SRS) Kari Bell; Senior Management Analyst (SMA) Linda Robb; Recording Secretary Rosemary Lackow.

Chair Levitt called for a moment of silence to remember MBPD Officer Chad Swanson.

Chair Levitt called for a moment of silence to send thoughts to residents whose family or friends are impacted by violence in Israel.

D. APPROVAL OF MINUTES – September 11, 2023

Chair Levitt called for any changes to the minutes. SMA Robb advised she will remove the entire sentence “SMA Robb noted that this will be clarified in the minutes for this meeting,” on Page 1, Approval of Minutes, fourth paragraph, last sentence.

It was moved and seconded (Jones/Bond) to approve the September minutes as revised. The motion passed 5-0-1 in a voice vote.

E. AUDIENCE PARTICIPATION

1. Librarian’s Update - Manager Josh Murray

Library Manager Murray announced upcoming library programs:

- October 10, 4 pm; (starting right now) “A Taste of Chocolate”
- October 14, 1:00 – 2:00 pm, “Scott and Shayna: Seeing Beyond” - in-person speaker event.
- October 16, 6:00 p.m., Henry Winkler, Dan Santat and Lin Oliver, meet and greet, regarding their “Detective Duck” series for early grades.
- October 17, 4 – 5 p.m. Escape the Library! In -person program in the Teen Space.
- October 18, 4:00 – 3:30 p.m. “Monster Mash Puppet Show” for children 6-12 years.
- October 28, 1:00 – 2:00 p.m. “Silent Running: The Submarine War Against Japan 1945”.
- October 21, 2:00 p.m., Peggy Curry, author of “Great Gluten Free”, w/cooking demonstration (added by Chair Levitt).
- Starting next Tuesday, signups for study rooms will be able to be made online.

F. GENERAL BUSINESS

1. 2023 Work Plan Discussion

Chair Levitt stated that she recently learned that the 2024 Library work plan review by the City Council will be delayed until March, and it is best at this meeting, then, to focus on the 2023 work plan items, and which to carry over to 2024. At the following (November) meeting she proposed that the commission focus on the 2024 work plan, including new initiatives.

SMA Robb clarified that the budget for the current work plan is active until June 30, 2024; she will look into and report at the next meeting, on the funding balance for 2023.

The Commission briefly discussed overall goals and ideas. Chair Levitt reminded that the mission statement should act as a guide and serve as a way to measure success. Commissioner Doll reiterated that she would like to see an annual high profile event, perhaps a speaker event or a “community read” event, possibly co-sponsored with the Library. Commissioner Jones would like to see more but lower profile events for adults (e.g., monthly professor talks) that will occur regularly and help to build a brand for adult services at the library.

Chair Levitt reported a meeting she was in with library staff including Manager Murray and her takeaway that the library would be open to running city sponsored events both small and large scale. Manager Murray confirmed this and also noted that there is a possibility that more library staff will be provided to support more adult library activities.

The following 2023 work plan items were updated and straw polled as to whether to be continued in 2024.

a. Learning at the Library—Chair Levitt noted that there are two remaining author speaker events scheduled through November 2023: Peggy Curry (10/21) and Lara Love Hardin (11/5). Promotional plans were discussed. Manager Murray clarified that once the city posts an event, the library can re-post it. SRS Bell will contact Library Manager Murray with the city posting info and will post on a bulletin board and distribute flyers at older adult events.

Straw poll: after the remaining two events are completed, discontinue because the library already has a very robust series of speakers.

b. Poetry Event

Straw poll: Discontinue, because this was mainly an older adult program driven by former Commissioner Schreiner.

c. Library Appreciation Events (for county library staff and school librarians) Commissioner Jones noted the fall event for the public library staff is scheduled for November 14 and will be catered by Caffe Altamura. She will email commissioners regarding volunteering for set-up and attending. All Commissioners are invited to mingle with library staff as time allows, after the lunch.

Straw poll: Continue.

d. Library Commission Book Giveaway (donation drives of used books, as previously managed by former Commissioner Schreiner). Commissioner Jester updated regarding a book drive she has organized with Commissioner Jones, sponsored by Commissioner Jones “Single Mom Project” non-profit, to benefit Animo South LA, a charter high school which currently has no library. Over 600 books will be delivered Monday to the school which is most appreciative. Commissioner Jones indicated that she hopes in the future that new resources will be available to fund new books to such schools and this project will continue, independent of the Commission.

Straw Poll: Discontinue —doesn’t align well with the Library Commission mission.

e. StoryWalk—Ongoing tasks include replacing book pages on a regular basis (involves eight books per year).

Straw Poll: Continue with a small budget to cover cost estimated at \$300 for book purchases and lamination.

f. Photo Op Day—Commissioner Doll affirmed that she will not be chairing this project. Commissioner Jones supports as it is unique and well worth the effort, but will need a new chair as she will be terming out next May. She believes that the photos taken at the event could be showcased in some way. Chair Levitt commented that this event aligns with their mission but feels there could be tie-in to other library events; Commissioner Bond believes that the Commission could handle this event. Commissioner Doll suggested that this is a project that should be looked at in context of the full range of work plan items.

Straw Poll: Continue and develop further; needs a Chair.

g. Entertainment Series – Chair Levitt suggested that this item might be something that the library can do. Manager Murray reported that the Library has a catalogue of music programs, and can do, provided there is an educational component. Chair Levitt stated, in talking with the County, however, that there is an issue, that it requires music events be held indoors for security reasons, necessitating further discussion with the County. (Manager Murray noted that the Beatles outdoor music event was a special Covid-19 exception to the indoors only policy.) Other suggestions included perhaps combining this item with another event such as the Community Read or Photo Op Day.

Straw Poll: Table until more information is obtained from County Library.

h. Library Awareness Campaign—Involves developing a plan to showcase and promote the library to various community groups through a presentation (PowerPoint or video).

Straw Poll: Take off work plan, as feedback from LA County is that the County wants to directly handle its promotion.

2. 2024 Work Plan Discussion

Chair Levitt suggested, and it was agreed that this topic be tabled until the November meeting.

G. STAFF ITEMS

SRS Bell announced that the city council is no longer pursuing developing a plan for an eastside library service facility in Polliwog Park with surplus library funds. SRM McCollum will attend the Council meeting on October 17 with a request that the Council provide input on priorities for spending the city's surplus library fund.

H. COMMISSION ITEMS

Commissioner Jones requested status of “feather signs”. Robb will check into.

I. ADJOURNMENT

It was moved and seconded (Bond/Bond) to adjourn the meeting at 5:11 pm. The motion passed unanimously by voice vote.

DATE: November 13, 2023

TO:
Members of the Library Commission

FROM:
Kari Bell, Sr. Recreation Supervisor

SUBJECT:
Library Commission Work Plan for 2024

RECOMMENDATION:
Discuss potential 2024 Library Commission Work Plan items.

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 Library Commission plans to develop and finalize their 2024 Library Commission Work Plan recommendations for future consideration by the City Council.

Library Commissioners submitted the following ideas for consideration. They also will discuss if there are items on the 2023 Library Commission Work Plan that they would like to recommend for continuance, removal, and/or adjustments.

2024 Ideas

1. Professors Talk (submitted by Commissioner Jones)

Invite local professors to give talks on their area of specialization. With a range of colleges in LA (UCLA, LMU, USC, El Camino, etc.) that have speakers' bureaus, feature a lecture four times annually. USC's Emeriti Center College for retired and current faculty offers hundreds of experts who can speak on topics ranging from AI to Sports Medicine to Pop Culture.

NOTE: This initiative would require a robust budget to cover appearance and transportation costs.

2. Music at the Library (submitted by Commissioner Jones)

Feature diverse performers inside the library or outside on the large stage. At LAX, the airport launched “LAX Presents” that places a culturally diverse roster of soloists and groups in the terminals throughout the spring and summer. We could potentially reach out to those same talented performers. Also, the musicians could perform at Library Photo Op Day. NOTE: This would require a robust budget to cover performance and transportation costs.

Potential Performers:

Tres Souls – Vintage songs of the 1940’s-1970’s in Bolero style
Dayren Santamaria – Violin with a Cuban flair
Greek Rebertiko Trio – Authentic Greek folk music
Al Olender – Singer/Songwriter/Guitarist
Brass Connection – 5-piece brass band

3. Jellyfish Hunt Monthlong Event – Library Awareness Initiative (submitted by Commissioner Jones)

This past July, MB’s downtown businesses sponsored a “Where’s Waldo?” hunt that asked children to find Waldo at stores and at the library in order to be entered into a raffle. A “Jellyfish Hunt” event at the library could have miniature replicas of the jellyfish sculpture that would be perched on shelves at various points in the building. The winner(s) could be part of an opportunity drawing from local businesses such as Pages. The closing event could be an hour of relay races on the grassy knoll behind the library coupled with a brief talk from a Roundhouse Aquarium expert on jellyfish.

4. James Webb Space Telescope Talk (submitted by Commissioner Jones)

Since its launch into the universe several months ago, the James Webb Space Telescope has proven to be one of the greatest boons to scientific research in history. Because it was built at Northrop Grumman in Redondo Beach, the engineers and others involved in the massive project could speak about the impact it’s already making. The library could feature the main event, but it could also include talks at Mira Costa science classes.

5. One City/One Story (submitted by Commissioner Bond) and Community Read (submitted by Chair Levitt)

Giant book club for the city. Two books chosen over course of a year and authors invited to speak. Pasadena does this, and I believe MB at one time did. Promoted through city, library, {pages}, book clubs, all our current PR channels. (Bond)

Bring back the Community Read to Manhattan Beach as a Library Commission event. Community Reads brings cities together around a single

book, spawning events big and small: book groups, read aloud, books sales, etc. culminating in a single, communitywide event with the author. Create a subcommittee of librarians, library commissioners and staff to identify potential authors and related events. The approximate cost of a Community Read is \$25,000 (more if the city chooses to purchase and give out books for free to some or all readers). (Leavitt)

6. Poetry Month (submitted by Commissioner Bond)

April is poetry month. There are endless workshops, displays and speakers we could have to highlight this genre.

7. Preparedness Plan with Fire Department (submitted by Commissioner Bond)

Work with MB Fire to develop presentation and activities to prepare for any natural disaster.

8. Program with Botanical Garden (submitted by Commissioner Bond)

How to incorporate native plants into your garden. Perhaps partner with a local nursery for this presentation.

9. Local artists displayed at Library (submitted by Commissioner Bond)

I know this is in the Cultural Arts Center but perhaps we could do more around this idea.

10. Learning at the Library (submitted by Commissioner Bond) and Speakers Series (submitted by Chair Levitt)

We have talked about this at length; there are so many ideas for this! We would need to get some funding, Malibu does \$125K/year. Some ideas:

- a. Actors Company to present a play
- b. Mahjong workshop
- c. Film Screening
- d. Health Seminars
- e. Musicians
- f. Authors

(Bond)

Recommend that library surplus funds be used to run a high quality speaker series similar to the Malibu Library (also an LA County Library), which features well known "experts, authors, and other notable figures discussing a wide range of subjects, including the entertainment industry, literature,

science, motivation, the arts, education, sports, travel, food, and the environment." (Levitt)

11. Library Awareness (submitted by Chair Levitt)

Continue to build out, create assets, prepared Commissioners, and book Library Commission talks at Manhattan Beach nonprofits, schools, and business associations

12. Investigate the possibility of including a robust, state of the art Makerspace in any eastside library project (submitted by Chair Levitt)

According to the American Public Library Association, "**Library makerspaces** are transformative, inviting **library** users to create, innovate and collaborate." A makerspace can support the growth of small business and startups through rapid prototyping, provide a space for designers and residents to brainstorm and create simple products to make life easier and better in the community, provide a place for youth, teens, and adults of all ages to imagine and create. These 21st century spaces are found in libraries across the country.

2023 Library Commission Work Plan

- 1. Learning at the Library**
- 2. Manhattan Beach Poetry**
- 3. Library Appreciation Events**
- 4. Library Commission Book Giveaway**
- 5. StoryWalk**
- 6. Library Photo Op Day**
- 7. Entertainment Series**
- 8. Library Awareness Campaign**