



**CITY OF MANHATTAN BEACH  
LIBRARY COMMISSION MEETING  
MONDAY, MARCH 11, 2024  
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**

February 12, 2024

**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**

2024 Work Plan Updates:

1. One Book, One County Program
2. Library Appreciation Events
3. StoryWalk
4. Library Surplus

**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](mailto:lrobb@manhattanbeach.gov) and [kbell@manhattanbeach.gov](mailto:kbell@manhattanbeach.gov), no later than 3:00 PM, March 11, 2024 (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, February 12, 2024

**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, Millea (4:05), Chairperson Levitt

Absent: None

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

**D. APPROVAL OF MINUTES – January 8, 2024**

Chair Levitt called for any changes; seeing none, it was moved and seconded (Jones/Bond) to approve as submitted.

Chair Levitt announced the motion passed 5-0-1 (voice vote, Millea absent for the minutes vote).

**E. AUDIENCE PARTICIPATION**

1. Librarian's Update - Manager Josh Murray

Library Manager Murray announced upcoming library programs; registration as applicable may be accessed at the library website: [www.lacountylibrary.org](http://www.lacountylibrary.org)

- February 13 (tomorrow) 4-5 pm: pearler bead keychains (learn about pixel art); teens. at 10:15 a.m. Baby Playdate; ages 0-3 years.
- February 20, 4-5 pm, teens, Make a binary bracelet (MakMo)
- February 22, noon, adults: Make Your Own Button in the style of artist Jean-Michel Basquiat
- February 27 & March 5, 10:15 a.m., guided fun for babies 0-3 months
- February 28 and March 6, 10:15, 0-24 months; playtime, music and storytime.
- February 29 and March 7, 10:15 a.m., SmartyPants Storytime, ages 2-5 years; registration on library website.
- March 2, (Saturday) 2:00 p.m. adults: Paint & Sip, instructor led art and hot tea.

Library Manager Murray reminded that the library has state park passes for checkout at the library. More info: [www.lacountylibrary.org](http://www.lacountylibrary.org)

**F. GENERAL BUSINESS**

2024 Work Plan Discussion

1. One County, One Book Program.

SRS Bell updated: the title of this agenda item should be “One Book, One County”; \$8,500 has been budgeted by the library for planning for Manhattan Beach related programming (SRS Bell to check as to whether the cost of books to be purchased is included in this amount); the book “LA Weather” by Maria Amparo Escandon has been chosen for the program. SRS Bell will look into and report back next month as to whether Pages bookstore will be allowed to sell LA Weather at the city events in large quantities and possibly autographed in advance by the author. Library Manager Murray believes the library will be purchases additional book copies including digital versions. No dates have been yet set for the city event.

2. Library Appreciation Events

Commissioner Jones reported that she and Commissioner Millea have met; the next appreciation event will be on May 28<sup>th</sup> (Tuesday) – a staff appreciation brunch. A request will be submitted to the city’s graphic designer for invitations to be made. School librarians will be appreciated on back to back days. Commissioner Jester will assist. It was agreed that this year the appreciation gift will be a copy of the book LA Weather. Assistance will be requested from the city for certificates. Also, it was suggested that “VIP sections” could be arranged at the One Book, One County city event for the library staff and school librarians.

3. StoryWalk

Commissioner Bond recently did some maintenance (condensation, bird droppings) at the page frames. She recommends that the pages be looked at regularly and the book replaced every three months - the next will be installed in March. It was suggested that the committee contact the StoryWalk frame manufacturer for tips on how to avoid condensation. Staff has been informed that a mobile sandwich board sign can be maintained in the park 24/7 and SRS Bell will send a flyer to the Commission for approval showing a photo of children at StoryWalk. She is also working on the material that will go on the mobile sign, including a QR code – she will be giving this to the Commission for review and approval.

4. Library Surplus

Chair Levitt noted that tomorrow is the city-wide work plan reviews between departments and the City Council; she will attend remotely and encouraged all to do so also. The Chair also confirmed she will be contacting the Malibu county library for information. Commissioner Doll noted that she and Commissioner Jones met with Library Manager Murray and reported: new adult services librarian Tim Olshefski will be the point person at the library for planning the speaker series and the committee will meet quarterly. Manager Murray reported that a few prospective speakers have been identified with USC and the library has sent a proposal for a partnership to the university. A time frame is to be determined. Some ideas for speakers arose from the Commission including a USC faculty member (gerontology specialty) who runs a stroke clinic for LA County and perhaps something about “blue zones” and longevity. The Commission was encouraged to forward contact info to Manager Murray.

Commissioner Bond inquired about Photo-Op Day noting that it is no longer a stand-alone work plan item but rather will continue in conjunction with another library program. (see discussion under Commission Items).

Commissioner Jones reported that the date for the summer reading launch event is June 1<sup>st</sup>.

**G. STAFF ITEMS – no report**

**H. COMMISSION ITEMS –**

**Photo Op Day:** Chair Levitt reminded that two library events are still part of the work plan, and a Photo Op Day will be held in connection with the kick-off for the summer reading program. She and Commissioner Millea have met and a new photographer has been found who has given them a quote. Regarding the event, the Photo Op will fit into the Library's program which includes a singer, Natalia, on the patio from 11:00 am to 11:45. After discussing it was decided that they could start Photo Op at 11:30 a.m. and go to 1:30 p.m. with music starting at noon. Can the City provide some names of bands, perhaps from Mira Costa (jazz band?) Commissioner Doll suggested a possible source of a local lawyers cover band who may do the gig for free. A few city permits will need to be processed. Alternative time frames were discussed – possibly 10:30 a.m. to 12:30 p.m. The Library will be making a flyer which would include Photo Op as one of three event components. It was decided that there should be one flyer that includes the three events and if the city does its own flyer – it should cover the same info as the County flyer.

SRS Bell asked that the committee advise if a band will be provided at Photo Op asap so that staff has sufficient time to process approvals.

It was decided that there would be no food sold at Photo Op. Commissioner Jones will send an email to SRS Bell about what the committee wants to do. Manager Murray advised that the FOL will be having a book sale at the event. Lastly the disposition of the photos was discussed – can the photos taken have a second life? This is something to consider – one suggestion is to publicize that photos can be tagged to publicize the event. How can be marketed to Mira Costa students?

It was suggested that the Commission come up with a range of dates that might be considered for the summer community read kick-off.

Commissioner Jones stated that her last day as a commissioner will be May 31 and it was suggested that at May 13<sup>th</sup> the date of her last meeting the commission may arrange a dinner.

## **I. ADJOURNMENT**

Commissioner Jones moved to adjourn (seconded by Chair Levitt) to March 11<sup>th</sup>. The motion passed unanimously, ending the meeting at 5:02 p.m.

**DATE:** March 11, 2024

**TO:**

Members of the Library Commission

**FROM:**

Kari Bell, Sr. Recreation Supervisor

**SUBJECT:**

Library Commission Work Plan for 2024

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**RECOMMENDATION:**

Discuss 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:**

**2024 Work Plan:**

1. One Book, One County Program.
2. Library Appreciation Events
3. StoryWalk
4. Library Surplus

Photo Op Day has been removed from the 2024 Work Plan as a stand-alone item with the intention to include it in conjunction with another library program.