



**CITY OF MANHATTAN BEACH
LIBRARY COMMISSION MEETING
MONDAY, APRIL 8, 2024
4:00 PM**

**Location: City Manager's Conference room and Zoom and
Teleconference by Commissioner Levitt and Commissioner
Bond
(per Government Code Section 54953(b))
Cornell Tech Campus
Bloomberg Center Campus Cafe
2 West Loop Road
New York, NY 1004**

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

March 11, 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

2. 2024 Work Plan Updates:

- a) One Book, One County Program
- b) Library Appreciation Events
- c) StoryWalk
- d) Library Surplus
- e) Photo Op Day

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, April 8, 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, March 11, 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, Jones, Millea, Chairperson Levitt

Absent: Jester

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

D. APPROVAL OF MINUTES – January 8, 2024

Chair Levitt called for any changes. It was moved and seconded (Millea/Doll) to approve, subject to change requested by Commissioner Jones to correct spelling on page 3, five lines from the top – entertainer’s name to read “Nathalia”.

Chair Levitt announced the motion passed 5-0-1 (voice vote, Commissioner Jester absent).

E. AUDIENCE PARTICIPATION

1. Librarian’s Update – Filling in for Manager Josh Murray, Librarian Lauren Wubbels announced upcoming programs; registration as applicable may be accessed at the library website: www.lacountylibrary.org
 - Recurring children’s programs: Tuesday mornings, Baby Playdate continuing through first week of April; Wednesday mornings continuing Baby Rhyme Time – for non-walkers and Thursday mornings: Smarty Pants Story Time for toddlers and older children.
 - March 12 tomorrow evening adult Book Club will discuss “Absolution” by Alice McDermott.
 - On the 2nd (adult) floor: jigsaw puzzle in progress: “Women Get the Vote”.
 - March 13, 3 pm (after school) the Blue Submarine will be coming with marine animals.
 - March is Women’s History Month: Learn how to think Like a Zoologist.
 - March 14 (Thurs): Adults - Light Up Origami with LED lights – Japanese art of paper folding.
 - March 16 (Sat): Friends of the Library (FOL) book sale.
 - March 19: Learn about artist Frida Kahlo, using a Google app, learn to do a self-portrait
 - March 30th (Sat): Master Gardener Amy Carvel, presents inaugural gardening workshop (making organic eco pods, and bird feeder, with tea).
 - April 3, 3–3:30 p.m.: Total Solar Eclipse (learn about effects of a solar eclipse) 5-12 years.
 - April 8: Library Viewing party on the patio with refreshments.
 - Teen activity - How to Draw Super heroes (beginners).

Librarian Wubbels noted that the library now has a hotspot lending program.

Commissioner Jones suggested that the Library display an example of the LED origami paper folded creations; Librarian Wubbels responded positively and will try to find a place to display.

Librarian Wubbels updated on the progress for the speaker series: a no-cost partnership has been approved by the library regional manager so it appears that this will become a reality. Commissioner Jones stated that once a date is set, she knows an organization that is primed to attend and help spread the word about the series.

Rosemary Lackow the commission minute contractor announced on behalf of the South Bay Cities Council of Governments' (SBCCOG) that its 24th annual General Assembly will be held Thursday March 28 at the Carson Community Center - the theme is: Artificial Intelligence: Friend or Foe for the South Bay? All are invited to register for this free south-bay-wide community event at: www.southbaycities.org/24th-annual-general-assembly. For more information: www.southbaycities.org.

Chair Levitt announced some FOL items: 1) FOL needs volunteers to help this Friday and Saturday with the book sale; and 2) FOL has invited the Library Commission to attend a volunteers appreciation event on April 11 (3 pm to 4:30 pm) in the library's community room.

F. GENERAL BUSINESS

2024 Work Plan Discussion

1. One Book, One County

Chair Levitt noted that the City Council has been requested to approve funding for a kick-off event for the program (\$8,000+ from library surplus funds). Librarian Wubbels stated that a date has not yet been set for the kick off but several have been considered; SRS Bell will provide an update at the next meeting and tentatively council will consider at its March 19 meeting.

2. Library Appreciation Events

Commissioner Jones reported that everything is set up for the first event on Tuesday, May 28th. Commissioner Millea, who is transitioning to chair of the subcommittee, is working with Commissioner Jester to collect names of those who will receive certificates; Commissioner Jester will give the certificate list to staff (Linda Robb) by May 1st. It was determined that a copy of the book LA Weather will also be given. The Commission briefly discussed how residents might get copies of the book LA Weather. The downtown bookstore Pages was suggested as well as possible coordination for local purchases through Bookshop.org.

Chair Levitt suggested looking into having a city bookplate that could be put in the gifted books.

SRS Bell noted that if the City will be purchasing the LA Weather books as gifts, to start that process, she needs an email stating how many books to purchase and by what date the books will be needed.

3. StoryWalk

Commissioner Bond showed the new book “Little Blue Truck” that she will install next week in the park. A brief discussion followed about sending out a flyer announcing the new book installation to preschools and day care facilities. SRS Bell will send out an email asking for input from the Commission with a “respond by date.” After receiving input, SRS Bell will send out flyer, and Commissioner Bond noted that she has a list of facilities and will send to staff.

The Commission discussed ongoing maintenance and publicity for StoryWalk. Regarding condensation inside the page frames, Commissioner Bond does not believe that this is a result of weather but will look into this further (caused by sprinklers?). Regarding publicity: SRS Bell is working on getting a mobile sandwich board sign to advertise StoryWalk, once ready it will be put out every day down by the playground. She will provide an update next month.

Commissioner Bond will get a new copy of the explanation portion at the beginning of the installation as this fades over time. Commissioner Jones asked if there could be some synchronicity between StoryWalk and the Concerts in the Park program to draw attention to StoryWalk; possibly some mobile signage installed at various locations. SRS Bell will check with the Cultural Arts Manager to see what can be done. Also, it was suggested that the flyer, once done can be posted in the library, on days that young children’s activities are occurring.

4. Library Surplus

Chair Levitt noted that next week, the City Council will be considering the recommendation of the Library Commission to support a Manhattan Beach hosted kick-off event for the Los Angeles County-wide “One Book One County” program. Included in the request is to consider including a makerspace in the feasibility study for a new cultural center, which would be paid through the library surplus.

SRS Bell will bring back a report informing of the Council action on this matter.

G. STAFF ITEMS – none to report

H. COMMISSION ITEMS –

Photo Op Day was discussed. Commissioner Jones expressed appreciation that Commissioner Doll’s husband’s band has agreed to perform at the next Photo Op Day event. The timing of the music and Photo Op was discussed; Commissioner Jones stated she preferred that the Commission’s activity not conflict with or interfere with the Library event (summer reading launch). Commissioner Jones is setting up a meeting to discuss with Library Manager Murray (topics to be discussed include not just the timing of events, but flyers, advertising and expected attendance. SRS Bell emphasized that coordination with the Library is essential and will report back on the outcome of the discussion at the next meeting. Chair Levitt asked that this be a specific agenda item.

Commissioner Jones asked if the commission wants to maintain a table showing each work plan item with status. Commissioner Bond will work on this after the Work Plan is approved by council. Chair Levitt asked that Commissioner Doll email the table as used in the past to her.

Chair Levitt announced that she and Commissioner Bond will be attending the meeting remotely from Cornell University Tech Campus (café), which is a publicly accessed place.

I. ADJOURNMENT

Commissioner Jones moved to adjourn (seconded by Chair Levitt) to April 8, 2024. The motion passed 5-1 (Jester absent), ending the meeting at 5:01 p.m.

DRAFT

DATE: April 8, 2024

TO:

Members of the Library Commission

FROM:

Kari Bell, Sr. Recreation Supervisor

SUBJECT:

Library Commission Work Plan for 2024

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- Discussion of the Los Angeles County Library proposed date for the final event- One Book, One County event.
2. Library Appreciation Events
3. StoryWalk
4. Library Surplus- Melissa will discuss the MOU between the County of Los Angeles and the City of Manhattan Beach for the Manhattan Beach Library.