



**CITY OF MANHATTAN BEACH
LIBRARY COMMISSION MEETING
MONDAY, JUNE 10, 2024
4:00 PM**

**Location: City Council Chambers and Zoom
Teleconference by Commissioner Levitt
(per Government Code Section 54953(b))
Cornell Tech Campus
Bloomberg Center Campus Cafe
2 West Loop Road
New York, NY 10044**

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 Braitman
Commissioner Huber

D. APPROVAL OF MINUTES

May 13, 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

3. Work Plan Committees

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, June 10, 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, May 13, 2024
4:00 PM
Location: City Council Chamber and Zoom

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 Doll, Jester, Jones, Chairperson Levitt

Absent: Bond, Millea

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

D. APPROVAL OF MINUTES – April 8, 2024

It was moved and seconded (Jones/Doll) to approve, subject to a change on page 2, second bullet under Manager Murray’s responses: after “annual showcase of a local” – pluralize author to read “annual showcase of local authors”.

Ayes: Commissioners Doll, Jester, Jones, Chairperson Levitt

Noes: None

Absent: Bond, Millea

Abstain: None

Chair Levitt announced the motion passed 4-0-2

E. AUDIENCE PARTICIPATION

1. Librarian’s Update – Library Manager Josh Murray made the following announcements regarding library programming; registration may be accessed at the library website: www.lacountylibrary.org

- The Manhattan Beach Library eclipse viewing this morning was a fantastic success and was named by the LA Times as one of the top 6 places to view in LA area. An article, photos can be accessed in The Easy Reader at <https://easyreadernews.com/huge-crowd-celebrates-eclipse-at-manhattan-beach-library/>
- Children programs, recurring: Tuesday mornings, 10:15-10:45 a.m.: Baby Playdate on May 14, 21, 28, and June 4; Wednesday mornings, 10:15 – 10:30 a.m.;
- Special Children’s programs (registration available): Toddler and Me Yoga – ages 0-4 on May 15, 22, 29, 10:15 – 10:45 am.; Ages 5-12: celebrating Pacific Islander Heritage Month: sushi workshop, May 22, 3-4 p.m.
- Teen special programs: May 14, 4-5 p.m. Adult 101 series: stress management program; and May 21, 4 p.m. (twens also welcome): celebrate Asian American and Pacific Islander Heritage Month with a workshop on boba tea (registration required). Teen Study Hall for

finals in meeting room, ages 12-18, Wednesday June 5, 3-7:30 p.m., Thursday, June 6 and Friday, June 7, 3 – 5:30 p.m.

- Adult programs, recurring: Adult Book Club, May 14, 6:30 – 7:30 pm, will discuss “Happiness Falls” by Angie Kim.
- Adult programs, special: May 25 (Sat), 1-2:30 pm: Orchids 101; June 9, 2-3 p.m., DIY Oyster Shell Trinket dish program (advance registration required)
- Special Library/Library Commission programs: June 1, 10-2 p.m. Library Kickoff, Summer Discovery Program, with Friends of Library book sale (10 am-2 pm) and Library Commission Photo Op Day, 11:30–1:30 p.m. at Light Gate sculpture. For the Juneteenth holiday: June 19th library will be closed; June 20, 3-4 pm, storytelling and drumming event, followed by a talk/reception upstairs at the Bruce’s Beach Collection where Dr. Anthony Lee, donor, will be present to unveil the collection.

Manager Murray responded to inquiries: Although the USC Speaker series, as initially envisioned, is not going forward at this time, the conversation can be continued through surplus library fund discussion. One Book One County: the library has announced the book, LA Weather, there will be an event in Manhattan Beach in July, but the details have not yet been finalized, and he is not aware if this has been publicized; however, it will be an exciting program and will involve the author.

F. GENERAL BUSINESS

2. 2024 Work Plan Discussion

a. One Book, One County Program. Chair Levitt and Manager Murray provided an update: Overall, the program will launch June 1 and go through July; the concluding event will now be an extravaganza with the author at Grand Park in DTLA; this week he will be meeting with organizers and the author to set a date, work out details for a smaller intimate event at the Manhattan Beach branch earlier in July with the author. Manager Murray is not yet sure how many hard copy books will be available in Manhattan Beach but there will be unlimited digital copies. He will follow up regarding getting an event poster for the city in time for the June 1st launch.

b. Library Appreciation Events

Commissioners Jones and Jester reported: for school librarians on May 22 and 23, a drop in and surprise the school librarians where they work is scheduled. Commissioner Millea will finalize the schedule. Commissioner Jester will follow up when he returns from vacation and will re-send information to the principal(s) as needed regarding RSVPs. The idea of doing the school drop ins all on the 23rd was raised; it was noted that the scheduling will be up to Commissioner Millea.

The breakfast for library staff will be held Tuesday May 28th for the library staff at the library. Catering again will be by Caffe Altamura. Commissioner Jones will email all commissioners.

Appreciation certificates have been printed and SRM Robb will contact Commissioner Jones when ready for pickup.

Gift-wrapped copies of LA Weather are ready to be distributed to all honorees and were given by Commissioner Jones to Commissioner Jester. Chair Levitt thanked Commissioner Jones for expertly organizing and executing these events; the next appreciation event will be in November.

c. StoryWalk

Chair Levitt reported for Commissioner Bond that Commissioner Bond: 1) has the books recommended by the library for Juneteenth on hold at the library, will pick one and install prior to any Juneteenth events; 2) has sent the Photo Op Day flyer to schools, and media outlets Easy Reader, MB United and MB News, will post on Patch and NextDoor when closer to the event; 3) would like to make sure the Photo Op Day flyer is included in Manhappenings (published by the City); 4) will confirm whether in the PTA newsletters.

Commissioner Jones suggested that the Commissioners bring the Photo Op Day posters to the schools (and request to be posted) when they visit for library appreciation.

Discussion briefly focused on selection of a Juneteenth related book and Commissioner Jones noted that, in addition to books selected by the children's librarian, she gave Commissioner Bond a name of a book by a local author that is not in the library catalogue. SRS Bell will discuss this with Commissioner Bond. Commissioner Jones feels that the Commission needs to be vigilant and check to see that the StoryWalk flyer and all publicity as appropriate, gets published in the PTA newsletter.

d. Library Surplus

Chair Levitt and Commissioner Doll reported that the committee and Manager McCollum met with Library Manager Murray for a library walk-thru and made a list of deferred maintenance "to-do's", such as a lack of air conditioning on the second floor; the committee intends to give a full list to staff/city council. The committee reported they also met with the Malibu library people and learned that Malibu has a speaker series paid out of their library surplus, with a \$100k annual budget for 8 events a year; attracting about 50 persons (can seat 80) for smaller events and 200 (can seat 300) for larger events. Library staff helps retain the speakers in collaboration with city staff; they would be happy to assist Manhattan Beach in making introductions with speaker bureaus. Stay tuned for more announcements.

e. Photo Op Day. Commissioner Jones/Manager Murray reported: set for Saturday June 1st; the event poster was shown and is being distributed at City Hall and around town. Manager Murray is advertising along with two other library events and will find a space for the city poster; the emcee will be Caitlyn, children's librarian who will direct attendees to Photo Op (Manager Murray will work with her); the library doesn't need a police permit, provided the host is the County Library; Friends of the Library will have an outdoor banner at the rear facing east; 20 orange cones will be placed to cordon off the Photo Op Day area and the professional photographer who will be on hand to take photos will NOT take cell phone photos. Briefly there was discussion about the sign-in form and whether to use a QR code (was decided to not use). Chair Levitt will give the sign-in form used last year to Commissioner Bond to finalize with the recommendation that it provide more (at least double) space on lines for writing names and with a request clearly displayed "Please write legibly" and she will reprise her role of getting attendees aware and interested and channeled into the Photo Op area. All commissioners should arrive at 10:30 a.m. Volunteers and library staff will help direct attendees. Commissioner Jones will email to Senior Supervisor Bell, notes documenting procedures for Photo Op Day.

3. August Meeting

It was moved and seconded (Levitt/Doll), to cancel the August 12th meeting due to vacation schedules. No objection, the chair announced the motion was approved.

4. Selection of 2024-2025 Chair and Vice-Chair

Chair Levitt announced the rotation of Chair and Vice-Chair. Chair Levitt nominated herself for Vice Chair explaining that Commissioners Millea (next in line) and Bond have declined to serve as vice chair this year. It was subsequently moved and seconded (Jester/Jones) and carried 4-0 by voice vote that Commissioner Doll serve as Chair for 2024-2025. It was then moved by Commissioner Doll, seconded by Commissioner Jones, that Commissioner Levitt serve as Vice Chair. The motion carried 4-0 by voice vote. Commissioners Doll and Chair Levitt expressed their appreciation for support.

- G. STAFF ITEMS** – SRS Bell showed the StoryWalk poster to be displayed on a sandwich board in Polliwog Park. She also reported that an inquiry alluded to in a letter to the editor, as to whether the City can request the County Library to charge the city less for its services has been directed to the City Attorney and staff is awaiting a response and when she receives, will provide a report.

SRS Bell thanked Commissioners Jones and Jester for their hard and creative work and wished them best in the future.

H. COMMISSION ITEMS

Commissioner Doll updated regarding the Surplus Programs: the subcommittee will meet quarterly with the library manager; has asked the library manager whether the Commission can display or promote local authors in the library. She is putting together a list of Manhattan Beach authors, noting that there are two (Mike Magnola and Anthony Lee) already in the library catalogue—to give to Library Manager Murray. Other local authors mentioned were cookbook author Peggy Curry, and Glennon Doyle (“Untamed”) and children’s author April Wayland (in the library catalogue). Any other names, Jan Dennis suggested, should be directed to Commissioner Doll. It was suggested that there might be a library display of local authors at the library during the Old Hometown Fair weekend. Commissioner Jones introduced incoming Commissioner Samuel (John) Braitman and explained this task.

The Chair gave flowers and, joined by with other commissioners, gave a heartfelt tribute to Commissioners Jones and Jester leaving at the end of May. Very successful projects they led include book drives for three schools without libraries (Commissioner Jester) and the Photo Op Day and library appreciation events (Commissioner Jones). Both Commissioners expressed gratitude for serving.

I. ADJOURNMENT

It was moved and seconded (Jones/Jester) at 5:04 p.m. to adjourn to June 10, 2024 at 4:00 p.m. The motion carried unanimously.

DATE: June 10, 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:

A) 2024 Work Plan:

1. One Book, One County Program-
2. Library Appreciation Events
3. StoryWalk-Update on the Juneteenth StoryWalk book
4. Library Surplus

B) Work Plan Committees

1. Create work plan committees and select members for each