



**CITY OF MANHATTAN BEACH
LIBRARY COMMISSION MEETING
TUESDAY, November 12, 2024
4:00 PM**

**Location: City Council Chambers and Zoom
Teleconference by Commissioner Bond
(per Government Code Section 54953(b))
Marriott Manhattan Midtown Lobby
151 W. 54th Street
New York, New York. 10019**

A G E N D A

A. CALL TO ORDER

B. PLEDGE TO THE FLAG,

C. ROLL CALL

Commissioner Bond
Vice-Chair Levitt
Commissioner Millea

Chair Doll
Commissioner Braitman
Commissioner Huber

D. APPROVAL OF MINUTES

October 16, 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 and Teen Librarian Tim Olshefski.

F. GENERAL BUSINESS

1. 2024 Work Plan Updates:

- a) Library Appreciation Events (Commissioners Braitman, Huber, Millea)
- b) Speaker Series (Commissioners Bond, Doll, Levitt)
- c) Story Walk (Commissioners Bond, Huber, Millea)
- d) Library Events/Programing (Commissioners Braitman, Levitt)

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 12, 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, October 16, 2024

4:00 PM

Location: City Council Chambers, 1400 Highland Avenue and Zoom

A. CALL TO ORDER

Chair Doll called the meeting to order at 4:02 p.m.

B. PLEDGE TO THE FLAG

C. ROLL CALL

Present: Commissioners Bond, Braitman, Huber, Millea (arrived 4:05), Vice Chair Levitt, Chairperson Doll

Absent: None

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

D. APPROVAL OF MINUTES – September 9, 2024

Chair Doll called for any changes; seeing none, it was moved and seconded (Braitman/Levitt) to approve as submitted; motion carried 5-1 (Millea absent at the vote).

E. AUDIENCE PARTICIPATION

1. Librarian's Update

Library Manager Josh Murray announced several library events and activities available to the public for all age groups through November.

Manager Murray highlighted the inauguration event of the Manhattan Beach Speaker Series, on Saturday, November 16, 2:00 - 3:30 pm. Cory Richards, renowned American alpinist, photographer and master storyteller will share his insights from his book "Bi-Polar". The County has produced a flyer with a speaker series logo and QR link.

For more information on all of the announced activities and events, visit:

www.lacountylibrary.org.

The Commission brainstormed ways the Cory Richards event can be promoted; The County will work with the press; SRS Bell and Commissioner Huber will contact Beach Cities Health District; Commissioner Huber will check if the event can be added to the high school morning announcements and share with clubs; and staff will coordinate posting on the city website and social media.

The Commission expressed concern that the October 28th college application workshop is too late for current seniors; an earlier date in August or September would be better. Commissioner Bond will send the info regarding the workshop to Heather Hoffman at the school district. Mr. Olshefski noted that the presenter of the college workshop is a relatively new vendor and due to timing issues, the event was unable to be held earlier, but next year if the event if well

received and continued, there will be more time to schedule earlier.

Vice Chair Levitt suggested that a college program may be helpful for parents as well as students (e.g. how to parent and support students through the college application process).

Teen & Adult Librarian Tim Olshefski discussed various teen/student events and programs. He has met with the Mira Costa and Middle school librarians who are promoting library programs and the high school college/career counselor is also aware. He also regularly emails a flyer promoting all library digital resources to Hibah Samad, the district's Public Information Officer; he has been in touch with the PTA which has included library events and programs on its weekly newsletter.

Mr. Olshefski spoke briefly on "Brainfuse" the library's online 'live' tutoring program, available at no charge daily 1 pm to 10 pm for all types of subjects including test prep. Mr. Olshefski noted that a big issue brought to his attention from the school librarian is that few high school students seem to have a County library card which is needed to access online resources. He is working with the librarian to develop a procedure for facilitating the application process for student library cards (new or replacement).

Mr. Olshefski stated as a start, he will reach out to the Public Information Officer and his other school contacts to explore ways library resources such as Brainfuse can be better promoted and accessed by students. Other suggestions from the Commission for promoting the library resources to the schools include: 1) Teen librarian and children's librarians to hold a meeting at the library with school representatives to discuss library resources; 2) Commissioners to email contact info for school outreach to Mr. Olshefski; and 3) Library to submit an article about library resources to local newspapers. Mr. Olshefski will report back to the Commission on this topic at the November meeting.

F. GENERAL BUSINESS

1. 2024 Work Plan Discussion

a) Library Appreciation Events (Commissioners Braitman, Huber, Millea)

Commissioner Braitman informed that the date for the library staff luncheon is Tuesday, November 12, 12:00 noon to 2:00 p.m.; a sandwich lunch will be ordered from Bristol Farms. All commissioners were encouraged to attend at staggered intervals and photos were encouraged to be taken with the library staff. Any photos taken should be emailed to SRS Bell to possibly be used as publicity and show the city's appreciation of library staff.

b) Speaker Series (Commissioners Bond, Doll, Levitt)

Chair Doll updated that the graphic on the flyer is a logo to be used for all speaker series events. The committee has met with the County and in addition to the November 16th event, the committee is now brainstorming for a speaker for the Spring, 2025 event, which council has directed will be tied into the library's tenth anniversary and would be much larger audience held at the Mira Costa auditorium. The county has suggested Amy Tan and Commissioner Levitt has suggested Celeste Ng, both best-selling authors. Commissioner Braitman suggested Erin Brockovich. Possible dates at the Mira Costa venue are May 10 and May 17 (Saturdays); the time has not yet been determined. The Commission committee will continue to work with the county on this project and the commissioners are encouraged to brainstorm and any additional speaker ideas should be emailed to SRS Bell.

It was noted that the event will be funded through the Public Art Trust Fund. A street banner was suggested; SRS Bell will look into. Chair Doll clarified that, to start, there will be only two events (Fall/Spring) but this could change in the future.

c) StoryWalk (Commissioners Bond, Huber, Millea)

Commissioner Bond has installed “Hello Coco!” She suggested that, as her term will sunset next year, while a Commission committee would still spearhead this project, the installation in the future could be through youth or student service groups (scouts, e.g.) whereby community service points can be earned (SRS Bell would be able to certify the hours). Commissioner Bond will create a document that provides a record of all books that have been installed historically and describes the format for organizing the installment of new book pages on a quarterly basis (January/April/July/October). She will work with SRS Bell to identify youth service groups that might be interested in assisting with the installation and any suggestions on possible youth groups would be appreciated.

d) Library Events/Programming (Commissioners Braitman, Levitt)

Commissioner Braitman noted that he has a photographer contact for a Photo Op event. Chair Doll reminded that the Photo Op event is no longer part of the Commission’s official work plan, and it is now up to the County as to whether this event (or some variation) might be incorporated into a library event. It was suggested that Commissioner Braitman discuss possible County interest in a Photo Day activity with Manager Murray and update the Commission at the next meeting.

2. Information on previous Collaboration with Friends of the Library

Commissioner Braitman reported that he went to a recent Friends of the Library (FOL) book sale and the FOL volunteers suggested that the FOL and Library Commission collaborate in some way.

Vice Chair Levitt mentioned that the Library Commission in the past, held used book sales but this has been discontinued at the request of the FOL since used book sales is one of its main activities. She suggested that the Commission invite FOL to attend a Commission meeting to discuss collaboration opportunities. SRS Bell suggested that, due to the already heavy work load, that any collaboration should be done as part of the existing work plan.

Kelli McCabe, President of the Manhattan Beach Friends of the Library stated that their two main programs are the quarterly book sales and a farmers market booth two weeks prior to each book sale; the next book sale will be December 7. She welcomes collaborating with the Commission in any way that supports the library. It was clarified that FOL accepts book donations at the farmers market, but it is preferred that donations be made at the library. Manager Murray asked that all book donations be made during operating hours, at the customer service desk.

Suggestions for collaboration between FOL and the Commission were discussed; The FOL could promote the speaker series and explore through its membership and contacts, suggestions for a speaker for the Spring event and the Commissioners might individually volunteer for FOL activities.

Manager Murray clarified that he had been contacted by a representative of the Young At Art program and the children’s librarian is working with the organization to identify books on art topics that it will be presenting to the schools. Vice Chair Levitt suggested that a good topic

for Young at Art could be Metlox pottery. Chair Doll asked that Manager Murray keep the Commission informed about this.

G. STAFF ITEMS

1. SRS Bell announced that the annual pumpkin race will be held this Sunday, October 20, at the pier; 1:30 p.m. Commissioner Huber will spearhead an entry for the Commission and Commissioners Bond, Braitman, and Levitt will attend in support.

2. SRS Bell requested that the Commissioners complete a Parks and Recreation Department survey emailed from SMA Robb.

3. Library Maintenance and repair status: SRS Bell reported that a timeline for repair items has not yet been received. Manager Murray reported that the County HVAC tech has been working on the AC system and the library administration is considering furniture replacement as recommended by a vendor.

4. SRS Bell clarified that the Commission can distribute the flyer for the November speaker event; the County has a publicist who will work with the local press.

5. Vice Chair Levitt inquired and SRS Bell will look into pricing for ordering t-shirts with the speaker series logo, identifying the Manhattan Beach Speaker Series and the collaboration with LA County, that could be worn by a select group (e.g. city council, commissioners, and key city and/or library staff) at the speaker events.

6. December meeting: SRS Bell indicated that the City commissions will not be meeting in December but the Library Commission can make a final decision at its November meeting.

H. COMMISSION ITEMS

Commissioner Braitman suggested that local historian and author Jan Dennis might be a potential speaker in the spring. The Commission briefly discussed that this could be a consideration, but would be more appropriate for the smaller (Fall) event.

I. ADJOURNMENT

It was moved and seconded (Levitt/Millea) that the meeting be adjourned at 5:30 pm to 4:00 p.m., November 13, 2024 (special meeting date due to holiday).

DATE: November 12, 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. The committee will give updates on the status of each Work Plan item.

FISCAL IMPLICATIONS:

Fiscal implications, if any, will be developed on a project-by-project basis and presented to the City Council as necessary.

Librarian's Update – Manhattan Beach Library staff will update Commission on programs and outreach to teens.

DISCUSSION:

A) 2024 Work Plan:

1. Library Appreciation Events
2. Speaker Series
3. Story Walk
4. Library Events/Programming