

**CITY OF MANHATTAN BEACH
MINUTES OF THE LIBRARY COMMISSION MEETING**

Monday, February 10, 2025

4:00 PM

Location: City Council Chambers, 1400 Highland Avenue and Zoom
Teleconference by Commissioner Levitt (per Government Code § 54953(b),
Cornell Tech Campus Bloomberg Center Campus Café; 2 West Loop Rd, NY, NY 1004
and
Teleconference by Commissioner Chou, 41935 Switzerland #22, Big Bear Lake, CA 92315

A. CALL TO ORDER

Chair Doll called the meeting to order at 4:01 p.m.

B. PLEDGE TO THE FLAG

C. ROLL CALL

Present: Commissioners Bond, Braitman, Chou (remote), Huber, Vice Chair Levitt (remote),
Chairperson Doll

Absent: None

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

D. APPROVAL OF MINUTES – January 13, 2025

Commissioner Braitman requested: Page 2, F. General Business, 1. a (Library Appreciation Events), first sentence: insert “and other edible treats” after “agreed to continue rotating the task of providing bagels”.

It was moved and seconded (Doll/Braitman) to approve as revised; motion carried 6-0.

E. AUDIENCE PARTICIPATION

Chair Doll called for public comment; seeing none, the Chair called for reports from LA County Library.

1. Librarian’s Update – Manhattan Beach Library Manager

- a. Update on Library building upgrades including HVAC and furniture replacement.

Library Manager Murray introduced supervising Library Manager Amy Crow who showed slides of replacement furniture that has been ordered for children, teen and adult areas. Librarian Crow noted: basic furniture layouts will remain the same; final finishes tbd; computer hardware not being upgraded; and tables and workstations will be USB enabled. The Commission provided input and responses were provided by Librarians Crow, Murray and Olshevsky:

- Ergonomics: Librarian Crow explained that ergonomics was not a primary

issue because the library furniture is used by the general public who are transitory visitors with a wide range of physical attributes. Adult chairs were showroom tested for comfort and weight.

- Table heights, teen study area: Library Manager Murray explained that library staff has observed situations whereby a smaller group want to be separate from a larger group, therefore one smaller circular table and a larger oblong table have been ordered for the teen study area. Although heights may be different, the tables can be pushed together and sufficient chairs will be provided so that teens won't be required to stand at a table.
- Ottoman in teen lounge/ furniture flexibility: Teen Librarian Olshevsky and Library Manager noted that the lounge including the single ottoman is intended to provide a primarily social space, but chairs will be available for reading.
- Furniture selection input: A public survey was not conducted, rather the furniture selections were based on staff observations of existing visitor use and complaints.
- Funding: will be through the library surplus fund.

Teen Librarian Report

Teen Librarian Tim Olshevsky updated regarding teen oriented library programs including final exam study hall with 200 participants in December; Dragon Fly Design workshop; upcoming Student Financial Aid workshop; Teen Book Club, and Teen Advisory Board; "Coming to America – Transformations" performance celebrating Women's History Month; teen poetry workshop and Earth Day education by teens for children, initiated by the TAB.

Librarian Olshevsky discussed his interactions with the schools. He feels information is getting through to parents as he sends information to PTSA (Parent Teacher Student Association). Librarian Olshevsky will work directly with Commissioner Huber to get library announcements into Mira Costa live announcements. The Library has some larger event posters that can be displayed in the library, and Chair Doll encouraged Librarian Olshevsky to think of teen topic-oriented speakers for the speaker series.

Library Manager Report

Library Manager Josh Murray detailed several library events and activities available to the public for all age groups through to early March. Manager Murray reported regarding wood refinishing (walls and floors, first floor); other than two Sundays, February 9th and 16th, when library will close, all work to be done during after-hours. The HVAC project is still in the works and furniture replacement has been reported.

For more information on the announced library activities and events, visit: www.lacountylibrary.org.

2. Cultural Arts staff Update-Eric Brinkman

- b. Digitization project update- ongoing archival support for historical collection

Senior Recreation Manager Eric Brinkman reported: digitization of city historic materials by HAI is completed and the City is working on developing access to the collection, both internally, creating a city server and externally on the LA County Public Library website.

SRM Brinkman reported that the Historical Society (Red House, Polliwog Park) is closed for repairs (roof and interior cosmetic things). The City is working with the Historical Society board on having rotating historic exhibits; the first will be at the MB Art Center in April.

The Red House roof repairs are expected to be done by fall and interior sooner, and access of the collection through the library will need to go through an MOU process with LA County and hopefully will be available by the end of 2025. Until that is set up, people desiring access can contact the Historical Society.

Mr. Brinkman noted, for more details, a document *Historical Collection - Collection Policy* has been approved by council and is available on the city website.

The Commission discussed possible opportunities to display the historical artifacts; the Library and lobby of the Public Services Facility (Fire/Police building) were suggested.

SRM Brinkman stated that to his knowledge, there have not been discussions on having physical artifacts on display in the library and feels this is a good idea but this topic is in the early stages. He believes that loan agreements and protocols would need to be established in order for physical artifacts to be displayed in the library. Manager Murray noted that space is limited at the library; SRM Brinkman suggested photographs of historic items may be an option.

F. GENERAL BUSINESS

1. 2025/2026 Work Plan Discussion

Chair Doll announced with brief descriptions of the projects for the next work plan which will be funded July 1, 2025.

a. Library Appreciation Events

Commissioner Levitt summarized the current scope of appreciation events for the county library staff and school librarians. It was briefly discussed and decided that the current budget amount should be sufficient to continue into the next work plan, including two lunches, spring and fall, an edible treat before each Commission monthly meeting and a book for each of the school librarians.

b. StoryWalk

It was determined that the description and budget for the next work plan will continue to 2025/2026. Commissioner Bond will give the cost amounts to SRS Bell.

c. Speaker Series in partnership with LA County Library

The current \$37,500 budget was discussed and it was suggested that this amount be raised for

next year. The amount of \$75,000 was agreed on, justified by: the success and excitement of this year's inaugural event; desire for high quality speakers especially for the large venue, and high estimates being received for the upcoming spring 2025 speaker. SRS Bell endorsed this amount but recommends only two events as this program is still in its infancy but this is up to the Commission. It was suggested that if two smaller events can be held, one would be geared for adults, and a second, to teens/children.

Additional Recommendations for use of the LA County Set aside funds.

SRS Bell clarified that this category would include funding for any remaining 2024/2025 items related to digitization or building upgrades as well as contracting for a consultant to conduct a needs assessment for spending the surplus money. Once hired, the consultant will seek input from the Library Commission and a new ad hoc committee will need to be formed;

It was moved and seconded (Doll/Bond) to approve the Library Commission's 2025/2026 work plan as discussed, including a budget of \$75,00 for the speaker series, with all other plan budgets continuing as for 2024/2025. The motion carried unanimously 5-0 by voice vote.

2. Discussion of adding another commission committee for the needs assessment consultant project and adding commissioner Chou to an existing committee.

It was briefly discussed and **decided that the Commission wait** until after the work plan is approved by council in March, to form a committee for the needs assessment project, however this item meanwhile should remain on the monthly meeting agenda.

Commissioner Chou was introduced and gave a self-introduction. She is thrilled to be on the Commission as a longtime resident and library user; is a vice president with a health economics consulting firm.

It was agreed that Commissioner Chou will serve on the StoryWalk committee and in June there will be other committee opportunities.

3. 2024/2025 Work Plan Updates:

- a. Library Appreciation Events (Commissioners Braitman, Huber)

Chair Doll requested that Commissioner Bond be added to the committee. The next event will occur in April and suggested that the committee discuss a possible date with Manager Murray.

- b. Speaker Series (Commissioners Braitman, Doll, Levitt)

The LA County team is still finalizing the spring speaker, hopefully at the next meeting a decision can be announced and some publicity signage will be made available, possibly including a street banner. It was noted that a preliminary date for the spring speaker event is May 17th. Action items: staff will keep the commission informed; Commissioner Levitt will update Pages bookstore owner Linda Figel as appropriate.

- c. Story Walk (Commissioners Bond, Huber, Chou)

Commissioner Bond reported that she just installed a new book "The Very Impatient Caterpillar" and explained the criteria that should be met for a book: minimum size, compelling illustrations, number of pages (less than 32 pages) etc.

Action items: Staff will add the requirements for a book to the city website, cultural arts page; Commissioner Bond will give Commissioner Chou the list of books that have been installed;

and the committee (Commissioners Bond and Huber) will brainstorm and report back at the next meeting on finding such a volunteer group and SRS Bell will connect the committee to the Parks and Recreation volunteer coordinator. The organization NCL – National Chairty League, was suggested.

d. Library Events/Programing (Commissioners Braitman, Levitt)

It was moved and seconded (Doll/Levitt) that the “Library Events Programming” committee be disbanded in that the Photo Day project will not be going forward and the committee is no longer relevant. The motion carried 6-0, by voice vote.

G. STAFF ITEMS

Comments made – see under individual 2024/2025 work plan reports.

H. COMMISSION ITEMS – None

I. ADJOURNMENT

It was moved and seconded (Doll//Braitman) to adjourn the meeting at 5:35 pm to March 10, 2025 at 4:00 p.m. in City Council chambers at City Hall.