

CITY OF MANHATTAN BEACH  
MINUTES OF THE LIBRARY COMMISSION MEETING  
Monday, August 8, 2022  
5:00 PM  
Location: Virtual

**A. CALL TO ORDER** at 5:01 pm

**B. ROLL CALL**

Commissioner Bond	Commissioner Schreiner
Commissioner Levitt	Commissioner Jones
Commissioner Newell	Commissioner Darrow

Attending: Bond, Levitt, Newell, Schreiner, Jones, Darrow  
Absent: None

Others present: Community Services Manager (CSM) Jan Buike, Sr. Management Analyst (SRM) Linda Robb

**C. APPROVAL OF MINUTES** –July 11, 2022

Commissioner Jones requested the following corrections:

P.3, paragraph h – correct the word “restraints” to read “constraints”

P.4, paragraph 2 – correct spelling of names to read April Wayland and Karol Shrodes

Commissioner Schreiner moved to approve the minutes with the above changes  
Commissioner Levitt seconded the motion. The motion passed.

Ayes: Bond, Levitt, Newell, Schreiner, Jones, Darrow  
Nays: None  
Abstain: None  
Absent: None

**D. CEREMONIAL** – None

**E. AUDIENCE PARTICIPATION** (3-Minute Limit)

**Librarian’s Report** – Library Manager, Josh Murray

Manager Murray gave his report and announcements for August programming, along with the following updates:

Adult Services Librarian, Patrick Lait is now the contact for the Evening Book Club. The Book Club meets every first Monday of the month at 6:30. Anyone interested should contact Patrick at [plait@library.lacounty.org](mailto:plait@library.lacounty.org).

Claire Moore has left the library for the East Coast. She will be missed.

## F. GENERAL BUSINESS

### 1. 2022 Work plan updates:

- a) **Afternoon with an Author** – (Schreiner, Levitt, Bond) Commissioner Levitt has reached out to Belinda Tang, whose book, *A Map for the Missing*, is releasing this month. Commissioner Levitt noted that early reviews are very good. She reported that Terri Gillman is having a book event on August 22<sup>nd</sup>, with multiple authors, and Belinda Tang will be participating, and it should not be a conflict. Library Manager Murray recommended a Saturday afternoon and requested as much notice as possible in order to book the meeting room.
- b) **East Manhattan Beach Library Services** – nothing to report
- c) **MB Poetry Event** – Commissioner Schreiner will reach out to Shannon Vaughn (Mira Costa High School) to coordinate when school is back in session.
- d) **Library Appreciation Party** – Tuesday, November 15<sup>th</sup>  
Commissioner Jones would like to use a photo of the upstairs view to the ocean on the bookmark giveaway. She added that listing commissioner names make them correct for only one year and recommended listing key library services instead so that they would always be current. She would like to have the bookmarks printed in early November. Commissioner Levitt suggested adding a QR code. Manager Murray recommended only linking the QR code to the library main website. Commissioner Jones would like to look into using a restaurant other than The Kettle, in order to spread out the business.
- e) **Library Commission Book Giveaway** – will be present for the Entertainment Series Elvis Tribute Band event
- f) **Story Adventure** - Commissioner Bond reported that the display cases were delivered to Public Works and are ready for installation. She and CSM Buike attended Henry Johnson’s Eagle Scout award event. She will keep in touch with him regarding the timing of the ribbon cutting, which is on track for November in conjunction with the Polliwog Playground reopening. Commissioner Jones asked if Henry will be presented with a certificate for contribution.  
  
Commissioner Bond reached out to Seth Fishman, the author of the first featured book, but has not heard back from him yet. She will work with the City’s graphic artist on some artwork for the StoryWalk introduction.
- g) **Library Photo Op Day** - Commissioner Jones has set a tentative date of Saturday, June 3. Her hope is that the Zislis Group will be the sponsor, and a budget needs to be put together. She recommended budgeting for feather banners for all of the Commission events.

- h) **Entertainment Series** – Commissioner Jones reported that the Elvis tribute band will perform on September 24, 2022, 3:00-5:00 p.m. Set up will begin at 12:00 noon. The audience will begin arriving at 2:00 so the book giveaway table should be set up by then. The book giveaway will stop when the band is playing and restart at 5:00 for an hour. The purpose of the concert is to raise awareness that the library is back open and ready to serve. Commissioner Jones has reached out to the Mayor and City Council to participate. Commissioner Bond is working on the Eventbrite set up to go live September 6. There will be approximately 279 seats with the grass area and chairs.

Commissioner Newell will be in charge of checking in guests, along with Commissioner Darrow. Phones will be used for check in. Guests will be given wristbands.

6-10 volunteers have been requested from CERT.

Manager Buike will work on parking permits.

Commissioners Bond, Schreiner and Jones will be meeting with the Zislis Group to finalize details regarding food for the band and giveaways.

Commissioner Jones asked the commissioners to plan on being present for about 6 hours on the day of the event.

Commissioner Levitt had an idea to create an audio tour of the library in the future.

- i) **Library Awareness Initiative** – CSM Buike stated that this item needs to be added to the work plan at the January 2023 joint commission meeting.

**G. STAFF ITEMS - None.**

**H. COMMISSION ITEMS -**

Commissioner Jones feels strongly that the work plan updates need to be sent out a week to 10 days before the meeting so that everyone has their action items ahead of the meeting. Commissioner Jones moved to have the commission receive the work plan updates 10 business days prior to the monthly meeting. Commissioner Newell seconded the motion. The motion passed.

Ayes: Bond, Levitt, Newell, Schreiner, Jones, Darrow

Nays: None

Abstain: None

Absent: None

Commissioner Jones recommended signage at the library stating that everyone is welcome and that the library is free for everyone to enjoy. She would like a QR code outside the library for people to sign up for library cards. She feels that young people do not understand that the library is a free resource. Manager Murray stated that the

county library system likes to keep signage consistent across locations. He will forward any proposed signage for approval but is unable to approve signage himself.

Commissioner Levitt will work with Commissioner Darrow to increase awareness of the Belinda Tang book.

Commissioner Jones encouraged commissioners to map out their projects for presentation at the January joint meeting and reminded the commission that there often is not a meeting in December so there may not be as much time as everyone feels.

Commissioner Jones recommended using paper bags to distribute books at the giveaway, as well as putting Book Giveaway information on the library Facebook page.

Commissioner Jones suggested Gary McCauley, former head of the Historical Society and James Gill, who heads up the Pioneer Group (people who have lived in Manhattan Beach for over 30 years), as possibilities for the local speaker series.

Commissioner Levitt added that the history of the Scout House and the history of scouting in the City might be interesting.

## **I. ADJOURNMENT**

Commissioner Bond moved to adjourn the meeting. Commissioner Levitt seconded the motion.

Ayes: Bond, Levitt, Newell, Schreiner, Jones, Darrow

Nays: None

Abstain: None

Absent: None

Meeting adjourned at 6:01 pm to September 12, 2022.