



**CITY OF MANHATTAN BEACH
LIBRARY COMMISSION MEETING**

**December 9, 2019
City Hall
City Council Chambers
1400 Highland Ave.
Manhattan Beach, CA 90266
6:00 PM**

A G E N D A

A. CALL TO ORDER

B. PLEDGE TO THE FLAG

C. ROLL CALL

Commissioner Bond	Commissioner Schreiner
Commissioner Windes	Commissioner Jones
Commissioner Siemak	Commissioner Parikh

D. APPROVAL OF MINUTES

November 4, 2019

E. CEREMONIAL

F. AUDIENCE PARTICIPATION (3-Minute Limit)

The public may address the Commission regarding City business not on the agenda.

Librarian's Report – Library Manager, Maria Manigbas will discuss library programs, activities and updates.

G. GENERAL BUSINESS

Library Commission Workplan for presentation to City Council

H. STAFF ITEMS

I. COMMISSION ITEMS

Library survey discussion

J. ADJOURNMENT

CITY OF MANHATTAN BEACH
MINUTES OF THE LIBRARY COMMISSION

November 4, 2019
6:00 p.m.
City Council Chambers

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A. CALL TO ORDER

The meeting was called to order at 6:01 PM.

B. PLEDGE TO THE FLAG

C. ROLL CALL

Present: Commissioners Bond, Jones, Schreiner, Siemak, Parikh, Windes

Absent: None

Others present: Recreation Services Manager, Eve Kelso; Recording secretary, Linda Robb, Sr. Recreation Services Manager, Jessica Vincent

D. APPROVAL OF MINUTES

Commissioner Windes moved to approve the October 7, 2019 minutes with the following correction:

P. 2, Paragraph 5 - add June 12th to the list of dates reserved for the Library Lunch Club.
Commissioner Bond seconded the motion. The motion passed.

Ayes: Commissioners Bond, Jones, Schreiner, Siemak, Parikh, Windes

Nays: None

Abstain: None

Absent: None

E. CEREMONIAL

None

F. AUDIENCE PARTICIPATION –

Chair Schreiner opened the floor to audience participation.

Library Manager, Maria Manigbas gave her program and staffing updates:

38 programs were held in October with 1395 attendees.

The bookmark making contest ended with 220 submissions in grades K-12. Winners will be notified by November 15. Library staff did the preliminary judging with the top three decided by staff.

The Teens learned about finance and did an escape room in October and can look forward to public speaking instruction and an anime screening in November.

There will be a Meet and Greet with guide dog puppies on November 16 as part of their training to become seeing-eye dogs.

Adults will be offered instruction on library digital resources at the new, monthly drop-in tech café; and representatives from the LA county registrar will demo the new voting system on Wednesday Nov 6th, 1:00 – 6:00 and November 23, 1:00-4:00
Latin Line dancing, yoga, an interactive forum, and a demo of social dances will also be offered in November.

The floor was closed to public comment.

G. GENERAL BUSINESS

Discussion of Work plan items for 2020:

Commissioner Windes proposed to add Blind Date with a Book, which has been done on February 14th every year. There has been talk of having it on a different date, possibly associated with the North End Art Walk. Manager Kelso will add to the recurring items.

Commissioner Jones requested to add the proposed survey. Manager Kelso will add the survey with timelines into the East Manhattan Beach library services items. Should include summer library needs, survey, potential book drops, study place will be separate. Ms. Manigbas stated that if the commission would like to put up a table or be at the library to publicize the survey, approval will be needed. Manager Kelso stated that older adults, in general, do not like to take surveys online. Commissioner Jones offered that hardcopies of the survey may be effective at the library.

Commissioner Windes mentioned the text-to-vote program she used recently to give her opinion. Ms. Robb stated that the Text-to-vote system costs about \$100 per month per question.

Commissioner Siemak asked Ms. Manigbas to review the survey and offer feedback. The survey will to be added as an agenda item for December.

East Manhattan Beach Alternate Library – Commissioners liked the survey draft and will bring back in December to discuss if anyone has any edits. There was discussion about removing the Teen Center as an option for a study room. Commissioner Parikh didn't think that the Teen Center is a viable option or would get much usage. Commissioner Parikh will research the Mira Costa library and College and Career Center after school hours. Commissioner Jones asked Commission Parikh to also see if any other space options might be available at Mira Costa.

Commissioner Jones mentioned that Journey of Faith church has a lot of space and that it might be a good idea to approach the church for study space. Commissioner Parikh thought that if students had a choice between Coffee Bean and Journey of Faith for studying, students would choose the Coffee Bean. She added that just a room is not enough to attract students, there has to be a cool factor, and the ability to bring in food is important.

Manager Kelso asked the commission to keep in mind using library surplus funds to pay for study rooms space and staff.

Commissioner Windes reported that she would like to use the school's grant funds to pay for any space or staff for the study rooms. She added that the school's grant funds and the

City library funds are linked in a complicated way and Dr. Matthews meets with City representatives and school district staff monthly on the subject. Commissioners Windes and Schreiner met with Dr. Matthews and were informed that now that the Mira Costa library is open, Dr. Matthews has contacted LA County Library Director, Skye Patrick for a tour. The question is whether school librarians or County librarians will staff the extra hours. There will be another meeting with the School District, County and City next month. Manager Kelso will show the survey to Director Leyman for review by the School District.

Library Meet and Greet – April 23rd – Commissioner Bond and Jones met and discussed the event. They will work with the graphic designer to design a flyer and would like to develop a Spring theme. There will be sandwiches and fruit and are soliciting gift cards or ideas for giveaways. Commissioners Windes and Schreiner will do plants that can also be given away. Graphic Artist, Kristin Yamauchi to send a template from the previous year to Commissioners Bond and Jones for editing and updates for the January meeting.

Library Lunch Club – Commissioner Schreiner announced that it is time to look for a new author. Commissioner Windes added that attempts to connect with the previous prospects were unsuccessful. Commissioner Jones suggested reaching out to Ms. Manigbas, library manager for suggestions. Commissioner Windes will reach out to Kristin at {Pages}. It is important to get the right speaker. She is not in favor of making a book purchase a part of the ticket. {Pages} has indicated that they can bring books for purchase at the event. Commissioners Windes and Schreiner will have two or three author options available to present at the December 9th meeting. Commissioner Jones stated that perhaps a different time should be considered as the library is open until 9:00 p.m. a few days a week. The commission asked Ms. Manigbas to hold the June 12th date for a luncheon. There was some discussion on lunchtime vs. evening event. Ms. Manigbas will check for available evening dates. She will also ask to see if a Late Night at the Library type event is possible. Commissioner Schreiner and Windes will consider the scale of the event, the room and other factors in making a recommendation for the time of the event and author choice.

MB Writer Awards – Commissioners Jones confirmed that the City Council wants adults involved. Commissioners Jones and Bond met to discuss and there will need to be 5 age groups: grades K-2, 3-5, 6-8, 9-12, and adult. Incentives could include: monetary prizes possibly provided by different real estate companies. Manager Kelso mentioned that the department developed a sponsorship package that could be used as a template for this purpose.

Commissioner Jones thought it would be wise to advertise in the Beach Reporter, social media and school newsletters to get the word out and let people submit. She does not think it would be wise to ask teachers to make it an assignment.

As for judging panels, it seems that retired English teachers have no interest in this assignment. It may be good to present to Sandpipers, Soroptimist Club International, Rotary and Friends of the Library, etc. to ask clubs to help on judging panels. 15 judges will be needed. Manager Kelso suggested a short application for review by the commission. Judges could possibly go to the volunteer dinner. Commissioner Windes stated that professionals should be judging. Commissioner Windes added that school librarians might be willing with the right incentive. Commissioner Bond will reach out to other places that do this and find out what they do.

Library Anniversary celebration (Books and Cooks) – Manager Kelso clarified that we are looking at ways for the commission to help with the libraries celebration and waiting for a request from the library. Ms. Manigbas informed the commission that the Friends of the Library are funding many current programs and will likely help fund the 2019 celebration.

Children and Teen events – Commissioner Bond spoke with the newsletter folks at Mira Costa and MBMS, and the teen library events will now be publicized in the PTA newsletters for both schools. She is still working to get the information added in the elementary schools.

H. STAFF ITEMS – This item was moved on the agenda and followed audience participation.

Sr. Recreation Services Manager, Jessica Vincent provided a Parks Master Plan update and asked for input from the commission. The last Parks Master Plan was prepared in 1988. The goal is to identify, analyze and define the parks and facility interests and needs of the residents to provide a practical, comprehensive plan of action for meeting the immediate short-term and long range parks and facility maintenance, restoration and renovation projects for the City of Manhattan Beach. Manager Vincent gave an overview of the timeline and community outreach.

The following input was received from the Library Commission:

Commissioner Windes stated that the equipment is aging and is not toddler proof. She encouraged review of the playground equipment in Polliwog Park. Manager Vincent reported that the Polliwog Playground in the process of being replaced.

Commissioner Siemak clarified that the Parks Master Plan is about Capital improvements to the City. He asked if the plan will also address programming. Manager Vincent replied that the plan will deal with Capital Improvements and programming. In addition to facility needs, we are using this process to identify programming needs. Commissioner Siemak expressed his concern of people putting signs and speed bumps in the streets so that kids can play in the street instead of going to a park. He asked how we can get more parkettes established, so they are not playing in the street.

Commissioner Windes added that Larsson Park is nice because it has gates and the kids are contained. Commissioner Siemak likes the botanical garden and added that facilities should be eco-centric and have an educational component. Commissioner Windes reported that the South Coast Botanical Garden had a fairy event and other interactive events that are tied to literacy.

Commissioner Jones stated that it would be a good idea to reach out to the surrounding businesses for sponsorships. She added that walks that spotlight the public art would be great. Commissioner Bond offered that the greenbelt is very pretty and safe from cars, and would be a great place to do some interactive programs. Commissioner Bond added that volleyball courts and basketball courts are very limited and more gym space can be very versatile.

Commissioner Jones mentioned that everywhere she goes she is asked why there aren't more pickleball courts. She has pondered that Northrop Grumman has a lot of acreage, and

staff should approach Northrop Grumman to request use of the parking lots for pickleball on the weekends. Manager Vincent informed the commission that we are in the process of adding pickleball courts to Manhattan Heights.

Commissioner Siemak summarized that Exercise, Educate and Environment seems to be the theme.

Commissioner Schreiner mentioned that the Sand Dune area has a lot of area that could be used. Manager Vincent stated that the school district is adding two soccer fields in the Ladera area and we will be considering the area for nature trails. Commissioner Windes added that the tot lot in Sand Dune Park needs improving.

Meeting – after some discussion, it was decided by the commission that the December 9th meeting will be held as scheduled.

I. COMMISSION ITEMS

None

J. ADJOURNMENT

Commissioner Windes moved to adjourn the meeting. Commissioner Parikh seconded the motion. The motion passed.

Ayes: Commissioners Bond, Jones, Schreiner, Siemak, Parikh, Windes

Nays: None

Abstain: None

Absent: None

The meeting was adjourned at 7:51 PM.