

## Library Commission

### Regular Meeting

**Monday, September 8, 2025**

**4:00 PM**

**City Council Chambers**



#### **APPOINTED OFFICIALS**

**Chair** Samuel Braitman

**Vice Chair** Jacquelyn Chou

**Commissioner** Rita Crabtree-Kampe

**Commissioner** Amy Ferris

**Commissioner** Diane Levitt

**Commissioner** Dina Doll

**Commissioner** Kylie Cullen

#### **CITY STAFF**

**Parks and Recreation Director** Mark Leyman

**Cultural Arts Senior Supervisor** Kari Bell

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#### **MISSION STATEMENT:**

Our mission is to provide excellent municipal services,  
preserve our small beach town character, and enhance the quality of life for our  
residents, businesses and visitors.

**A. CALL MEETING TO ORDER****B. PLEDGE TO THE FLAG****C. ROLL CALL****D. APPROVAL OF MINUTES**

1. This Item Contains the Library Commission Regular Meeting Minutes of June 9, 2025 (Parks and Recreation Director Leyman).

[LC 25-0001](#)**APPROVE**

**Attachments:** [Library Commission Adjourned Regular Meeting Minutes of June 9, 2025](#)

**E. LIBRARIAN'S REPORT**

*Librarian's Update - Manhattan Beach Library Manager Cassandra Sargent*

**F. PUBLIC COMMENTS (3 MINUTES PER PERSON)**

*Speakers may provide public comments on any business/items not on the agenda. While all comments are welcome, the Brown Act does not allow the Library Commission to take action on any item not on the agenda.*

*The Library Commission encourages the public to participate by submitting comments in advance of the meeting, no later than 2:00 PM, the day of the meeting, via:*

- 1) eComment at <http://www.manhattanbeach.gov/ecomment> or
- 2) Email to [lrobb@manhattanbeach.gov](mailto:lrobb@manhattanbeach.gov) and [kbell@manhattanbeach.gov](mailto:kbell@manhattanbeach.gov)

*All of your comments provided by the deadlines above will be available to the Library Commission and the public prior to the meeting.*

**IN PERSON PUBLIC PARTICIPATION**

*Please complete the "Request to Address the City Council or Commission" card by filling out your name, city of residence, the item(s) you would like to offer public comment, and returning it to the Clerk.*

**ZOOM PUBLIC PARTICIPATION**

*Join Zoom Meeting via the internet (download app if needed):*

*Direct URL: <https://citymb-info.zoom.us/j/95823663147>*

*Meeting ID: 958 2366 3147*

*If you wish to speak, you can use the "Raise Hand" button, 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.*

**G. GENERAL BUSINESS**

*Each speaker may speak for up to 3 minutes on each general business item.*

2. Library Commission Work Plan for 2025/2026  
**DISCUSS AND PROVIDE UPDATES**

[LC 25-0004](#)

**H. STAFF ITEMS**

**I. COMMISSION ITEMS**

**J. ADJOURNMENT**



**CITY OF MANHATTAN BEACH**

1400 Highland Avenue Manhattan Beach, CA 90266  
[www.manhattanbeach.gov](http://www.manhattanbeach.gov) • (310) 802-5000

# STAFF REPORT

**Agenda Date:** 9/8/2025

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**TO:**

Honorable Chair and Members of the Library Commission

**THROUGH:**

Mark Leyman, Parks and Recreation Director

**FROM:**

Kari Bell, Senior Recreation Supervisor  
Linda Robb, Senior Management Analyst

**SUBJECT:**

This Item Contains the Library Commission Regular Meeting Minutes of June 9, 2025  
(Parks and Recreation Director Leyman).

**APPROVE**

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**RECOMMENDATION:**

The attached minutes are for the Library Commission approval:

Attachment:

1. Library Commission Adjourned Regular Meeting Minutes of June 9, 2025.

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

Monday, June 9, 2025

4:00 PM

Location: City Council Chambers, 1400 Highland Avenue and Zoom

**A. CALL TO ORDER**

Chair Braitman called the meeting to order at 4:03 p.m.

**B. PLEDGE TO THE FLAG**

**C. ROLL CALL**

Present (5): Commissioners Doll, Cullen, Crabtree-Kampe, Vice Chair Chou, Chair Braitman

Absent (2): Ferris, Levitt,

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

Chair Braitman welcomed new Commissioners Crabtree-Kampe and Cullen who gave self-introductions. Commissioner Crabtree-Kampe, a long-time resident is very active in the community, managing a non-profit “MB SAFE – Safe Alternatives for Everyone” the Chair added that she has done a lot of good work with unhoused issues. Commissioner Cullen is a Mira Costa Junior, is very involved in various activities and loves research. Both look forward to working with the other commissioners to help meet project goals.

**D. APPROVAL OF MINUTES – May 12, 2025**

It was moved and seconded (Doll/Chou) to approve, with one change: page 2, under 2.b. (Speaker Series) strike “Vice” (Chair Doll...); motion carried 5-0-2 (Ferris, Levitt absent).

**E. AUDIENCE PARTICIPATION**

1. Librarian’s Update – None (Manhattan Beach Library Manager not in attendance)

**F. GENERAL BUSINESS**

1. Discuss adding commissioners to sub-committees

Chair Braitman led discussion resulting in the following sub-committees:

Library Appreciation Events: Ferris, Cullen

Speaker Series: Braitman, Chou, Levitt

StoryWalk: Chou, Crabtree-Kampe, Cullen (Commissioner Chou noted the Juneteenth book has been installed).

Library Needs Assessment: Doll, Levitt, Braitman.

2. 2024/2025 Work Plan Discussion

a. Library Appreciation Events (Commissioners Ferris, Cullen) Chair Braitman was happy to note success for library staff appreciation event on May 13, 12-2 pm (food catered by Caffé Altamura, everything good); and May 27 school librarian event – signed copies of the Choi cookbook were given, and much appreciated. Commissioners participated in the event.

b. Speaker Series (Commissioners Braitman, Braitman, Chou, Levitt) Chair Braitman opened discussion. It was noted by SRS Bell that the City Council approved an expenditure in the work plan of \$75,000 as requested by the Library Commission; the next speaker series event will be in the fall; tomorrow there will be a planning team meeting with LA County Library for a recap of Roy Choi and next steps.

c. StoryWalk (Commissioners Chou, Crabtree-Kampe, Cullen) See 1. above.

d. Library Needs Assessment (Braitman, Doll, Levitt)

See Staff Items report

**G. STAFF ITEMS** – SRS Bell noted that she has received a tentative timeline for the Needs Assessment project from the project consultant and will email information to the Commission. And additional progress reports will be forthcoming. future progress reports will be made.

April - May: gather information

June - July: hold focus groups, conduct survey(s)

August - September: develop an action plan, including designing a workshop

September – October: conduct a site spatial assessment and another workshop

Post October – submit a report.

**H. COMMISSION ITEMS** – Chair Braitman asked for a commissioner volunteer to bring bagels to the library ahead of the next commission meeting; Commissioner Crabtree-Kampe volunteered for this task. SRS Bell requested Commissioner Crabtree-Kampe to coordinate city payment with her.

**I. ADJOURNMENT**

It was noted that there will be no meeting in August. It was moved and seconded (Chou/Crabtree-Kampe) to adjourn the meeting at 4:21 pm to July 14; motion passed 5-2 (Ferris, Levitt absent).



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# STAFF REPORT

**Agenda Date:** 9/8/2025

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**TO:**

Library Commissioners

**FROM:**

Kari Bell, Senior Recreation Supervisor

**SUBJECT:**

Library Commission Work Plan for 2025/2026

**DISCUSS AND PROVIDE UPDATES**

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**RECOMMENDATION:**

Staff recommends that the Library Commission discuss the 2025/2026 Library 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:**

**2025/2026 Work Plan Updates:**

- a) Library Appreciation Events (Commissioners Cullen, Ferris)
- b) Speaker Series (Commissioners Braitman, Chou, Levitt)
- c) StoryWalk (Commissioners Chou, Cullen, Crabtree-Kempe)
- d) Library Needs Assessment (Commissioners Braitman, Doll, Levitt)