



**CITY OF MANHATTAN BEACH
LIBRARY COMMISSION MEETING**

Monday, July 13, 2020

6:00 PM

Location: Virtual – Instructions within Agenda

A G E N D A

A. CALL TO ORDER

B. PLEDGE TO THE FLAG

C. ROLL CALL

Commissioner Bond

Commissioner Windes

Commissioner Siemak

Commissioner Schreiner

Commissioner Jones

Commissioner Bailey

D. APPROVAL OF MINUTES

March 9, 2020

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

1. Selection of 2020/2021 Commission Chair
2. Discussion of Library Commission work plan items:
 - a) Library Anniversary Celebration
 - b) East Manhattan Beach Library Services
 - c) Library Supper Club
 - d) MB Writer Awards
 - e) Blind Date with a Book

H. STAFF ITEMS

I. COMMISSION ITEMS

J. ADJOURNMENT

Pursuant to Governor Newsom's Executive Orders No. N-25-20 and No. N-29-20, City Council Chambers is not open to the public. In the interest of maintaining appropriate social distancing, 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 jbuike@citymb.info and lrobb@citymb.info, no later than 5:00 PM, July 13, 2020 (the day of the meeting), if you are unable to join the meeting via Zoom.

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 5:45 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://comb.zoom.us/j/95823663147> , 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.
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/95823663147>. 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

March 9, 2020
6:00 p.m.
City Council Chambers

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A. CALL TO ORDER

The meeting was called to order at 6:03 PM.

B. PLEDGE TO THE FLAG

C. ROLL CALL

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

Absent: None

Others present: Recreation Program Manager, Adela Cornejo; Recording Secretary, Linda Robb

D. APPROVAL OF MINUTES

Commissioner Windes moved to approve the February 10, 2020 minutes with the following changes:

P.2, paragraph 2 of General Business – 1st sentence to read “Mayor Pro-Tem, Richard Montgomery informed Chair Schreiner that he will ask Parks and Recreation Director, Mark Leyman to communicate with Mark Bauman from County Supervisor Janice Hahn’s office, to suggest days for the Bookmobile. 2nd sentence removed.

Commissioner Bond seconded the motion. The motion passed.

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

Nays: None

Abstain: None

Absent: None

E. CEREMONIAL

None

F. AUDIENCE PARTICIPATION –

Chair Schreiner opened the floor to audience participation.

Maria Manigbas reported that the meeting room was closed from February 18th through March 4th for the presidential primary. Tabling for the Commission’s library survey has been approved and the Commission’s request for library bookmobile has been forwarded. Request for banner removal has been forwarded.

29 programs were held in February with 1270 attendees.

Ms. Manigbas reported that library staff helped with the election by coming in early throughout the voting period and that staff worked until 11:30 p.m. on election day. Commissioner Windes relayed that the volunteers were grateful that they were able to borrow books and read while they had downtime. Commissioner Jones would like to acknowledge this help at the appreciation event.

The floor was closed to public comment.

G. GENERAL BUSINESS

Discussion of Work plan items for 2020:

East Manhattan Beach Library Services – 2 parts – Commissioner Siemak completed the survey which was given to Jan Buike. Linda Robb reported that the survey has been prepared in OpenGov and just needs review and approval by the City Manager. The survey will ideally run from March 10th through 31st. Ms. Manigbas stated that Tuesdays 11:00-12:00 and Saturdays 10:00-12:00, are good times for the library table. Commissioner Jones volunteered to be at the library on March 21st, 10:00-12:00, and Commissioner Bond, March 31st, 11:00-12:00.

Once the survey is complete, Mark Leyman will speak with Mayor Montgomery before making any requests for the bookmobile from the County. Commissioner Schreiner reported that she had spoken to Heather Hoffman from the Manhattan Beach Unified School District (MBUSD) and they are still awaiting word from the County. Commissioner Windes stated that MBUSD is considering a \$3.5M reduction in costs and the librarian has been pink slipped for the time being. Chair Schreiner reported that the Library specialists at elementary schools have also been lost. Commissioner Jones stated that, as such, it is even more important for the school librarians to attend the appreciation event so that they can be honored.

Library Appreciation Party – Commissioner Jones will invite the City Council members; name tags are made and bookmarks are forthcoming. She confirmed that arrival time is 1:15pm for commissioners. Commissioners Bond and Jones met with Jan Buike and Mark Leyman who confirmed that the City will be providing five City branded blankets. Teal will be the color scheme. Jan Buike will order the food from Corner Bakery and bring raffle tickets and a bowl. Commissioner Bond will handle the Pandora music. At 2:15, Commissioner Schreiner will welcome guests and Commissioners Jones and Bond will introduce the MB Writer Awards. A parking pass for the Civic Center lot will be provided to Commissioners Windes and Schreiner. Any feedback given to Ms. Manigbas will be relayed back to the commission. Commissioner Windes suggested having the honorees wear leis. Various other ways to distinguish the honorees were discussed. It was decided that the guests would include their place of employment and title on their nametag. There will be an estimated 35 guests, including the Friends of the Library, County Library employees, school librarians and City Council.

Library Supper Club – Commissioner Windes reported that she and Commissioner Schreiner had met with Marvin Mack, local director of Urban Plates and also spoke with the CEO of Urban Plates, who is very interested in catering the event. They have previously provided meals for the Police and Fire Departments. Chief Daryn Drum has been contacted via email, and is currently on vacation. Graphic Designer, Kristin Yamauchi is working on a flyer. Commissioner Jones thinks the name should be rebranded because supper may mean something different to different people and it may set an expectation for a meal. Commissioner Schreiner and Windes set the time at 4:00 so

that attendees could come and have some light fare before going home to have dinner with their families.

Library Summer Reading Program Outstanding Readers – Ms. Manigbas reported that the Summer Discovery program is in the works but she is not sure if the Outstanding Readers program is happening this year.

Blind Date with a Book – Commissioner Windes reported that 5 Blind Dates have been held (3 Valentine’s Day at the library, 1 North End Holiday Stroll, 1 Art Event). 6 teens have helped out and 75 books have been given away. It was discovered that if the description is too mysterious, it takes longer for people to take the books. From now on there will be more information (subject, author, age range) on the wrapper. Commissioner Windes asked about the possibility of having seniors to the library for a tour, possibly organized through the Older Adult Program. The idea came up to set up a Blind Date booth at the next Light Gate Sunset on November 14th.

MB Writer Awards – Commissioner Bond reported that she and Commissioner Jones had met with Mark Leyman and Jan Buike. It was decided that there will be a Writers Award page on the Parks and Recreation website so people can make online submissions. There will be a box at the Park and Recreation counter where people can drop off submissions. An announcement and call for volunteer judges at the library appreciation event will be made. Sponsorships may be allowed for prizes (Mark Leyman and Jan Buike to verify) and there will be verbiage thanking the sponsors. Marketing for the contest will be done via NextDoor, Facebook and Instagram. Commissioner Bond is compiling language from other contests so there is no need to reinvent the wheel. There will be a 1st and 2nd prize in each category.

Fifth Anniversary celebration – Ms. Manigbas has received confirmation for performers and will be bringing in Makmo blue blocks. Another organization is having an event on April 25th so this tentative date may need to be reconsidered.

H. STAFF ITEMS

None

I. COMMISSION ITEMS

Commissioner Jones brought some Rancho Mirage program booklets to the commissioners for inspiration. The Rancho Mirage City Council supported building a planetarium at the library.

Commissioner Windes stated that she had spoken with Melissa McCollum, the previous librarian, and her memory of the funding for the Late Night at the Library was ½ Cultural Arts and ½ Friends of the Library.

J. ADJOURNMENT

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

Ayes: Commissioners Bond, Jones, Schreiner, Parikh, Windes, Siemak
Nays: None
Abstain: None
Absent: None

The meeting was adjourned at 7:13 PM.

CITY OF MANHATTAN BEACH

MEMORANDUM

TO: Library Commission

FROM: Jan Buike, Recreation Services Manager

DATE: July 13, 2020

SUBJECT: Selection of 2020/2021 Library Commission Chair

Annually, the Library Commission is required to select a Chair and Vice Chair for the Commission. The Commission Chair is a one year term (June to May) and is rotated amongst the Commissioners in order of their seniority on the Commission. Commissioner Windes would be next in line to serve as Chair followed by Commissioner Jones.

Please note that due to the cancellation of meetings caused by COVID-19, the 2020/2021 term will be July 2020 to May 2021.