



**CITY OF MANHATTAN BEACH
LIBRARY COMMISSION MEETING**

Monday, September 14, 2020

4:00 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

July 13, 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 – Acting Library Manager, Josh Murray will discuss library programs, activities and updates.

G. GENERAL BUSINESS

1. Discussion of Library Commission work plan items:

a) Library Appreciation event (September/October)

b) East Manhattan Beach Library Services (Book vending machines)

c) Library Supper Club

d) MB Writer Awards

e) Blind Date with a Book

H. STAFF ITEMS

I. COMMISSION ITEMS

Thank you letter to Library Staff

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 3:00 PM, September 14, 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 3:45 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

July 13, 2020
6:00 p.m.
Virtual – Zoom meeting

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A. CALL TO ORDER

The meeting was called to order at 6:07 PM.

B. PLEDGE TO THE FLAG

C. ROLL CALL

Present: Chair Schreiner, Bailey, Bond, Jones, Windes, Siemak,
Absent: None

Others present: Parks and Recreation Director, Mark Leyman; Recreation Services Manager, Jan Buike; Recording Secretary, Linda Robb

D. APPROVAL OF MINUTES

Commissioner Jones moved to approve the March 9, 2020 minutes as written.

Commissioner Windes seconded the motion. The motion passed.

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

E. CEREMONIAL

Commissioner Schreiner acknowledged former commissioner Karina Parikh.

F. AUDIENCE PARTICIPATION –

Chair Schreiner opened the floor to audience participation.

Library Manager, Maria Manigbas reported that the library closed on March 13th, and began providing express holds. On March 26 the library was closed for all services. MB Library staff responded to assist with food distribution. The MB Friends of the Library donated \$100 to a mask sewing project. MB Library staff was also deployed to assist with 100% contact tracing and homeless services. The rest of the staff are on a rotating schedule between teleworking and onsite providing sidewalk and reference services. The library opened for sidewalk services on June 8. Since reopening, there have been 8,428 items requested for pick up, 4,627 holds have been filled and 4,920 items have been checked out. Staff has answered 3,147 phone calls and welcomed 1,503 sidewalk pickups. All numbers are for the month of June. Virtual programming is being offered. Staff started an online book club but it is now on hold due to lack of staff time. Staff is providing book reviews on Facebook. Services are provided M-F 10:00-5:00.

Commissioner Schreiner would like for The Patch to do a feature about the library. She will reach out to Liz Spear.

Melinda Reiter from Friends of the Library has been busy selling books on eBay and has sold \$3,000 worth of books.

The floor was closed to public comment.

G. GENERAL BUSINESS

Selection of Chair July 2020-May 2021 – Commissioner Schreiner nominated Commissioner Windes for Chair. Commissioner Bond seconded the motion. The motion passed.

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

Selection of Vice Chair July 2020-May 2021 – Commissioner Windes nominated Commissioner Jones for Vice Chair. Commissioner Bond seconded the motion. The motion passed.

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

Discussion of Work plan items for 2020:

Library Anniversary Party - There are currently no plans to reschedule the anniversary celebration.

East Manhattan Beach Library Services – A brief survey was created by Commissioner Siemak but has not been sent out due COVID-19 library closure. Commissioner Windes reported that former Commissioner Parikh was planning to distribute the survey to members of her classes and hopes that Commissioner Bailey will be able to carry that on.

Library Supper Club – Commissioner Windes gave some background on the party. Middle of day was not ideal. The ad-hoc committee decided that the name Library Supper Club was confusing (based on feedback) and Library Tea with an Author is being considered. Planning for the event will resume and they are securing Jan Dennis and will invite the new fire chief and some of the fire fighters. Commissioner Jones appreciates all of the work done but the branding of afternoon tea suggests that it is for females only. Commissioners are to try and think of names and come back. Commissioner Siemak jokingly suggested Beer with a Buddy and a Book. Commissioner Jones suggested Books and Cooks as a possibility.

MB Writer Awards and Library Appreciation Party – Commissioner Jones and Bond met and discussed the events. Due to COVID-19, these events will need to be pushed out and are currently tabled.

Blind Date with a Book – Commissioner Schreiner described Blind Date with a Book and mentioned that she hopes that it will restart at the next Light Gate activity. Commissioner Windes has bags of books that need wrapping and asked for some support. Ms. Manigbas suggested that it may be difficult for library staff to assist as they are very busy with the sidewalk services.

The floor was opened to public comment. Seeing none, the floor was closed.

H. STAFF ITEMS

Jan Buike reported that the Joslyn Center is closed and is offering zoom activities. She would like to work with Ms. Manigbas on a joint book club program.

I. COMMISSION ITEMS

The commission welcomed new commissioner Bailey and each gave a brief introduction.

The commission decided to cancel the August meeting due to the lack of business. The next meeting will be on September 14, 2020.

J. ADJOURNMENT

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

Ayes:	Bailey, Jones, Schreiner, Siemak, Windes
Nays:	None
Abstain:	None
Absent:	Bond*

*Commissioner Bond left the meeting at 6:45.

The meeting was adjourned at 6:56 PM.