



**CITY OF MANHATTAN BEACH
LIBRARY COMMISSION MEETING**

Tuesday, October 13, 2020

5:00 PM

Location: Virtual – Instructions within Agenda

A G E N D A

A. CALL TO ORDER

B. ROLL CALL

Commissioner Bond

Commissioner Windes

Commissioner Siemak

Commissioner Schreiner

Commissioner Jones

Commissioner Bailey

C. APPROVAL OF MINUTES

September 14, 2020

D. CEREMONIAL

E. 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.

F. GENERAL BUSINESS

1. Discussion of Library Commission work plan items:

a) Library Appreciation event

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

c) Library Supper Club rebrand and update

d) MB Writer Awards

e) Blind Date with a Book

G. STAFF ITEMS

H. COMMISSION ITEMS

Thank you letter to Library Staff

Library Communication to the Public

I. 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 4:00 PM, October 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 4:45 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://citymb-info.zoom.us/j/95823663147> 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/aByWMRmYK>. 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

September 14, 2020
4:00 p.m.
Virtual – Zoom meeting

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A. CALL TO ORDER

The meeting was called to order at 4:06 PM.

B. ROLL CALL

Present: Chair Windes, Schreiner, Bailey, Bond, Siemak

Absent: Jones

Others present: Recreation Services Manager, Jan Buike; Recording Secretary, Linda Robb

C. APPROVAL OF MINUTES

Commissioner Bond moved to approve the July 14, 2020 minutes as written.

Commissioner Schreiner seconded the motion. The motion passed.

Ayes: Bailey, Bond, Schreiner, Siemak, Windes

Nays: None

Abstain: None

Absent: Jones

D. CEREMONIAL

Commissioners and staff spoke briefly about their backgrounds.

Chair Windes mentioned that a small, socially distanced, going-away gathering had been held on the library back patio, for departing library manager, Maria Manigbas. The Commission and Mayor expressed their thanks and well wishes at the event.

E. AUDIENCE PARTICIPATION –

Chair Windes opened the floor to audience participation.

Acting Library Manager, Josh Murray reported that in the past two weeks library staff had circulated 5,257 items, and filled 5,604 customer holds through the sidewalk service program, making it the 2nd busiest LA County library. Virtual programs are being offered and can be found on the library website. E-library cards are also available online.

The floor was closed to public comment.

F. GENERAL BUSINESS

Discussion of Work plan items for 2020:

Library Appreciation Party/Letter – This event will not be held in person.

Commissioner Jones has an alternative idea that she will share with the group. In her absence, Commissioner Windes shared that they had spoken of Commissioner Jones' idea to use the funds that would have been spent on the party to have lunch delivered to

library staff. Commissioner Schreiner mentioned that having all the staff there together may be an issue as schedules have changed due to the pandemic. Library Manager Murray confirmed that staff is rotating and that staff is not all there at the same time. Commissioner Windes stated that the commission would need to work with Manager Murray to coordinate.

Commissioner Jones volunteered previously to draft a letter of appreciation to the Library staff on behalf of the Commission.

East Manhattan Beach Library Services/Book Vending Machines – Commissioner Jones requested prior to the meeting that this be added to the agenda. Commissioner Windes mentioned an LA Times article, that she and Commissioner Jones had read, about UC San Diego and the book vending machine they have made available because their library is not accessible. The commission may consider adding this idea back in to their workplan.

Library Supper Club – Commissioner Windes spoke about the rebranding of the event and asked for name suggestions. The commissioners were asked to think of, and suggest names.

MB Writer Awards – Commissioner Bond reported this item will need to wait until school gets back to normal session. Current learning conditions are hard enough on the students and teachers; the commission does not want to add any new tasks to students at this time.

Blind Date with a Book – Commissioner Schreiner reported that she had hoped that the event would be held at the Light Gate sunset in November, but it doesn't look like that will be allowed due to COVID. She hopes that it will happen in January.

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

G. STAFF ITEMS

Manager Buike informed the commissioners that she has a list of volunteers who previously applied to be library commissioners. They will be a great resource when the commission needs assistance.

H. COMMISSION ITEMS

Commissioner Schreiner inquired if there is a partnership between the Older Adults Program (OAP) and library to offer a book club. Manager Buike replied that there was previously a book club but that went away with COVID. She has been speaking with librarian, Claire Moore about reinstating the program and has also talked to the former leader of the club. A call for interest will be put out in the OAP November newsletter. If there is enough interest, the hope is to start back in January, 2021.

I. ADJOURNMENT

Commissioner Schreiner moved to adjourn the meeting. Commissioner Bond seconded the motion. The motion passed.

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

The meeting was adjourned at 4:35 PM.