



**CITY OF MANHATTAN BEACH  
LIBRARY COMMISSION MEETING**

**Monday, November 9, 2020**

**4:00 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**

October 13, 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

c) Library Supper Club rebrand and update

d) MB Writer Awards - Tabled

e) Blind Date with a Book

**G. STAFF ITEMS**

**H. COMMISSION ITEMS**

Thank you letter to Library Staff

**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](mailto:jbuike@citymb.info) and [lrobb@citymb.info](mailto:lrobb@citymb.info), no later than 3:00 PM, November 9, 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://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**

October 13, 2020  
5:00 p.m.  
Virtual – Zoom meeting

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**A. CALL TO ORDER**

The meeting was called to order at 5:04 PM.

**B. ROLL CALL**

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

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

**C. APPROVAL OF MINUTES**

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

Commissioner Schreiner seconded the motion. The motion passed.

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

**D. CEREMONIAL**

None

**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 Book club started virtually. Tuesday evening sidewalk service has begun, available Tuesdays 12:00-7:00 pm. Sidewalk service is available Monday, Wednesday, Thursday and Friday 10:00 am – 5:00 pm.

The evening book club met online and is discussing A Long Petal of the Sea by Isabel Allende. The next meeting will be on November 9<sup>th</sup> at 6:30 pm. Anyone interested in participating in book club should contact Claire Moore at [CMoore@library.lacounty.gov](mailto:CMoore@library.lacounty.gov)

The annual bookmark contest has begun and is open for children ages Kindergarten through 12<sup>th</sup> grade. The winning bookmark will be distributed at libraries throughout LA County. Submission Deadline is November 5, 2020.

The Manhattan Beach library circulated 12,611 items in the last month, making it the 2<sup>nd</sup> highest circulating library in the system. Culver City is number one.

Commissioner Jones asked about getting out the word about what exactly services are available at the library at this time. What can be done to improve communication to the community? Commissioner Bailey suggested a putting a notice in the Mira Costa

newsletter and other methods of student communication. Mr. Murray stated that whenever a new program or service is offered, it is publicized on the library website and social media channels. Commissioner Jones is concerned that people do not know exactly what is available. Commissioner Windes suggested MB Patch and DigMB. Commissioner Schreiner inquired if an ad can be placed in the Beach Reporter or Easy Reader. Management Analyst Linda Robb replied that there is no budget to place ads for the library and suggested trying to get an article written on the library. Commissioner Jones stated that since more people than ever are calling in to the library, the recorded message on the library line, should be updated. The current recorded voice is of a previous librarian from about a decade ago. Mr. Murray will push that message forward. She also suggested that the phone tree is confusing and needs to be more user friendly. She asked what can be done to make the library better under the circumstances. It is important that the community knows what is available and when. Some suggestions were having better signage outside when people are coming to pick up books and using the windows to post more signs. Commissioner Jones asked how parents are able to choose books for their children right now. Mr. Murray replied that they can browse websites and staff are able to recommend books. Commissioner Bond reported that she has been sending library programming links to Heather Hoffman at MBUSD so if the commission can send a little paragraph, it can be posted in the school newsletters. Commissioner Jones asked Mr. Murray how the commission can help. He thanked her for the feedback.

The floor was closed to public comment.

#### **F. GENERAL BUSINESS**

Discussion of Work plan items for 2020:

**Library Appreciation Party/Letter** –Commissioner Jones informed Mr. Murray that every year the commission does an appreciation event but COVID sidetracked the event this year. She asked what the commission could do to show appreciation. Mr. Murray replied that food is always good and now that Tuesday evening service is available, it is mostly all hands on deck on Tuesdays. Mr. Murray will coordinate with Commissioner Jones to choose a date. Commissioners Schreiner and Bond will assist Commissioner Jones. The budget for the event is \$300.

**East Manhattan Beach Library Services/Book Vending Machines** – Survey on hold until the library opens. The vending machines have been taken off the table.

**Library Supper Club** – Needs to be rebranded. Commissioner Windes and Schreiner will bring three to five suggestions for the name of the event, to the next meeting. Commissioners are encouraged to send suggestions.

**MB Writer Awards** – program on hold indefinitely

**Blind Date with a Book** – This event was scheduled for November 14, at the Light Gate but will not happen due to COVID-19, so hopefully it can happen on January 27, 2021. Usually there is a Blind Date with a Book event on Valentine’s Day, at the library, so that can be a goal to work toward.

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

#### **G. STAFF ITEMS**

Manager Buike informed the commissioners that staff is working with Claire Moore to reestablish an Older Adult Book Club. A message was sent out in the monthly newsletter and so far two people have shown interest. It is uncertain if it will go forward unless there

is more interest.

**H. COMMISSION ITEMS**

Commissioner Jones volunteered to write a thank you note to the library staff to be approved by the Commission. The letter would be an appreciation to staff in the form of a letter to the editor of the Beach Reporter and Easy Reader. Commissioner Jones suggested waiting until after the election. Commissioner Windes suggested that it would be nice to do bullet points about how proud we are that our library is open and offering services.

Commissioner Jones stated that the commission meetings need to be more productive and commissioners should all come back with ideas on how the commission can do better and figure out how to help the library. The commission is still being entrusted to help improve the library. Commissioner Bond stated that this commission is difficult because it has less control over what it can do because the library is a county facility. Appreciation and communication seem to be the limits.

**I. ADJOURNMENT**

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

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

The meeting was adjourned at 5:47 PM, to November 9, 2020.