



**CITY OF MANHATTAN BEACH  
LIBRARY COMMISSION MEETING**

**Monday, December 14, 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**

November 9, 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. Workplan items for City Council
2. Current Library Commission work plan item updates:
  - a) Library Appreciation event update
  - b) East Manhattan Beach Library Services
  - c) Library Supper Club
  - d) MB Writer Awards - Tabled
  - e) Blind Date with a Book

**G. STAFF ITEMS**

**H. COMMISSION ITEMS**

**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 4:00 PM, December 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 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**

November 9, 2020  
4:00 p.m.  
Virtual – Zoom meeting

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**A. CALL TO ORDER**

The meeting was called to order at 4:00 PM.

**B. ROLL CALL**

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

\*Commissioner Siemak arrived at 4:29 p.m.

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

**C. APPROVAL OF MINUTES**

Commissioner Jones moved to approve the October 13, 2020 minutes as written.

Commissioner Bond seconded the motion. The motion passed.

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

**D. CEREMONIAL**

None

**E. AUDIENCE PARTICIPATION**

Chair Windes opened the floor to audience participation.

Acting Library Manager, Josh Murray gave his monthly report including the following:

2020 marks the 100 year anniversary of the ratification of the 19<sup>th</sup> amendment. The library system is celebrating with an artistic partnership and has created special edition library cards, available by calling 310-545-8595 to arrange a pick up. The new card will replace the old one so the number will change.

14,402 items were circulated in October.

He received approval to submit updates to local newspapers and schools.

The book club is reading *The Most Fun We Ever Had* by Claire Lombardo. Anyone interested in participating in the book club should contact Claire Moore at the library.

Commissioner Jones thanked Mr. Murray for being open and responsive to the commission's suggestions. She suggested that the windows could be used for displays of books. Commissioner Windes thinks that this subject should be presented to the City Council as it could alter the aesthetic.

The floor was closed to public comment.

**F. GENERAL BUSINESS**

Discussion of Work plan items for 2020:

**Library Appreciation Event** – Commissioner Jones reported that the event is ready to go and the invitation has gone out. The Kettle is catering the event and Commissioner Jones will be dropping off the food. Signage and bookmarks will be delivered to the library on the date of the event. A thank you certificate will be prepared for The Kettle. She thanked Commissioners Bond and Schreiner for their help.

**East Manhattan Beach Library Services/Book Vending Machines** – no updates at this time

**Library Supper Club** – Commissioner Schreiner suggested rebranding to Afternoon with an Author. The commission approved the new name. No other updates on the event as gatherings are not currently allowed.

**MB Writer Awards** – no updates at this time

**Blind Date with a Book** – The event will not happen in November at the Light Gate sunset, due to COVID-19. Manager Buike added that it should be assumed that January Light Gate event will not happen due to the increase in COVID cases. The commission will keep Valentines Day as a possibility.

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

**G. STAFF ITEMS**

Manager Buike reported on the following items:

There will be a preliminary meeting with the County Library in preparation for a December 15<sup>th</sup> meeting. East side library services may be discussed.

The Joint City Council/Commission meeting will be held on Monday, January 4 at 6:00.

A local realtor submitted an idea to place pages of a children's book and laminate and post throughout Polliwog Park. Manager Buike is working with Josh Murray on logistics, and copyright and permission requirements. Commissioner Bond volunteered to talk with Pages regarding local children's book authors. Commissioner Windes mentioned April Whalen as a possible local author.

The Older Adults Program is working with librarian Claire Moore, on establishing the Older Adults book club.

**H. COMMISSION ITEMS**

Commissioner Jones received approval to submit the commission thank you letter to the Beach Reporter. The letter was drafted to thank the Library staff for their hard work to keep up library services during the pandemic.

Commissioner Jones requested that the commission meetings be moved to 5:00 p.m. moving forward. All commissioners present agreed. Linda Robb will contact Commissioner Siemak for his reply.

Commissioner Jones asked about the commission recognizing outgoing Commissioner Parikh. Commissioner Windes reported that Ms. Parikh would like to wait until the next in-

person meeting. Linda Robb stated that the City Council recognizes outgoing commissioners with a plaque and recognition at a City Council meeting. Commissioner Windes will contact Ms. Parikh to see what she would like to do.

Commissioner Windes shared an email she received from former library manager, Maria Manigbas describing her new library and position in New Jersey.

**I. ADJOURNMENT**

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

The meeting was adjourned at 4:49 PM, to December 14, 2020.

DRAFT

**DATE:** December 14, 2020

**TO:**

Members of the Library Commission

**FROM:**

Jan Buike, Recreation Services Manager

**SUBJECT:**

Library Commission Work plan for 2021-2022

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**RECOMMENDATION:**

Discuss and approve the Library Commission work plan for 2021-22 to be presented at the January 4, 2021 City Council and Commissions joint meeting.

**FISCAL IMPLICATIONS:**

Fiscal implications, if any, will be developed for the January 4 meeting.

**DISCUSSION:**

The City Council met with the Library Commission in a joint meeting on January 6, 2020 to provide direction and approve topics for the 2020-2021 Library Commission work plan. This is the current status of the active work plan items.

**1. East Manhattan Beach Library Services**

- Postponed due to COVID-19. Survey delayed until Library re-opens.

**2. Library Meet and Greet**

- Postponed due to COVID-19.

**3. Library Supper Club**

- Postponed due to COVID-19 Rebranded and planned for June, 2021

**4. Blind Date With a Book**

- Postponed due to COVID-19. Tentatively rescheduled for Valentine's Day 2021

**5. Manhattan Beach Writer Awards**

- Tabled due to COVID-19 and school returns to normal sessions

**6. Library Appreciation Party**

- Modified to have lunch delivered to Library staff on November 17, 2020

Commission to discuss which items to recommend for action and addition to work plan for 2021-2022.