



**CITY OF MANHATTAN BEACH
LIBRARY COMMISSION MEETING**

Monday, February 8, 2021

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

December 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. Current Library Commission work plan item updates:

- a) Afternoon with an Author
- b) Blind Date with a Book
- c) East Manhattan Beach Library Services
- d) Friends of the Library sale support
- e) Library Appreciation event update
- f) MB Writer Awards – Tabled
- g) Poetry event options
- h) Reading Path

G. STAFF ITEMS

H. COMMISSION ITEMS

Awards to People Who Foster Reading (Commissioner Jones)

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, February 8, 2021 (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

December 14, 2020
5:00 p.m.
Virtual – Zoom meeting

CONTENTS

A. CALL TO ORDER

The meeting was called to order at 5:00 PM.

B. ROLL CALL

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

Absent: None

Others present: Recreation Services Manager, Jan Buike; Management Analyst, Linda Robb

C. APPROVAL OF MINUTES

Commissioner Schreiner moved to approve the November 9, 2020 minutes as written.

Commissioner Siemak seconded the motion. The motion passed.

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

D. CEREMONIAL

Former commissioner, Karina Parikh, was unable to attend due to finals, but sent a message through Chair Windes with her appreciation for the plaque that she received from the City for her service as Library Commissioner.

E. AUDIENCE PARTICIPATION

Chair Windes opened the floor to audience participation.

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

Mr. Murray thanked the Commission for the Library Appreciation Event held in November.

He shared that LA County Library employees countywide have volunteered at 60 recent food distribution events throughout LA County, helping to distribute 3200 tons of food to 98,981 households.

The library has received six internet enabled laptops for public checkout. They can be checked out for three weeks at a time. The laptop checkout program has been running at some of the other library locations with very positive feedback, including from newly unemployed customers who used the library laptops to apply for and gain employment. Anyone interested in checking out a laptop should contact the Manhattan Beach library at 310-545-8595.

10,118 items were circulated in the last month, making Manhattan Beach one of the busiest libraries in the system.

All teens are encouraged to participate in the Artificial Intelligence: How Computers Learn 2-Part series. Part 1 will take place on December 18th. Registration is available online.

There was a virtual book club event on December 2, for the older adults through the Older Adult Program. Seven people participated.

The floor was closed to public comment.

F. GENERAL BUSINESS

Chair Windes thanked Commissioner Jones for chairing and coordinating the Library Appreciation Event, and Commissioners Schreiner and Bond for assisting. She also thanked Commissioner Jones for penning the letter of appreciation that appeared in the Letters to the Editor in both The Beach Reporter and The Easy Reader.

Discussion of Work plan items to present to City Council at the joint City Council/Commission meeting:

Afternoon with an Author (formerly Library Supper Club) – Commissioner Schreiner reported that the event is on hold until further notice. She added that she really likes Urban Plates but also really loved what The Kettle did for the Library Appreciation Event so they should be considered as well. Commissioner Jones stated that this is the time to be supporting local family owned businesses, not the chain restaurants. Commissioner Jones mentioned that there are innovative things that can be done on zoom type apps. The ad-hoc committee does not want to hold this event online and will wait until it can be done in person. This item will stay on the workplan.

Blind Date with a Book – The ad-hoc committee is hoping to hold an event for Valentine’s Day. The County denied a request to make wrapped books available around Christmas time (due to COVID), for customers to take when they come to pick up their check out/holds. Books, wrapping supplies and volunteers are ready. Director Leyman is interested in possibly adding Blind Date with a Book to Light Gate sunset dates as well.

For the joint meeting with City Council, Chair Windes will report that the event last Valentine’s Day was a success. It was the largest group of teen volunteers to date and librarian, Claire Moore was wonderful. The event will stay on the workplan.

MB Writer Awards – Commissioner Jones reported that this event will not happen before the end of 2021 and her term will expire in May so if it is to continue, another commissioner will need to take the lead. This event will stay on the workplan.

Reading Path – this project is to put laminated pages of a children’s book along a park path for children to read as they explore. Commissioner Bond is doing some preliminary research for the project. This item will be mentioned at the joint meeting for possible inclusion on the workplan.

Library Appreciation Event – Commissioner Jones shared a thank you card for the commission, received from library staff. She added that the event was seamless, the Kettle was a great partner and she appreciated the help of Commissioners Schreiner and Bond, who did a wonderful job preparing the invitations, posters and placards for the event. This event will stay on the workplan.

East Manhattan Beach Library Services/Book Vending Machines – A survey has been prepared and will be sent out once the library is open again. Commissioner Bailey will assist in getting the survey out to Mira Costa students. There have been a couple of meetings between the City, School District and County Library regarding the use of the Mira Costa Library. The City Council is waiting for some details from the County that should arrive in January. Decisions made by the City Council may render the survey unnecessary. This item will stay on the workplan.

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

G. STAFF ITEMS

There was some question about the commission's role in determining budget and Management Analyst, Linda Robb clarified that the County prepares a report with recommendations on how to use the Library surplus funds. The commission discusses those recommendations and then makes their own recommendation to the City Council. This is separate from requesting funds from the City Council for commission events.

H. COMMISSION ITEMS

Commissioner Jones recommends proposing an event to welcome the community back to the library when it reopens. Commissioner Windes suggested that this could be combined with the 5th Anniversary party, which was cancelled due to COVID. Library Manager Murray stated there isn't a plan right now because they are not sure what the reopening process will look like. The commission agreed to request this to be added to the work plan.

Commissioner Bond reported that she has been pushing information out through the School District and that the City Council should be aware that this is being accomplished.

I. ADJOURNMENT

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

The meeting was adjourned at 6:00 PM, to the joint City Council/Commission meeting on January 4, 2021.