



**CITY OF MANHATTAN BEACH  
LIBRARY COMMISSION MEETING**

**Monday, March 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 Schreiner
Commissioner Windes	Commissioner Jones
Commissioner Siemak	Commissioner Bailey

**C. APPROVAL OF MINUTES**

February 8, 2021

**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

**F. GENERAL BUSINESS**

1. Current Library Commission work plan item updates:
  - a) Library Anniversary Celebration
  - b) East Manhattan Beach Library Services
  - c) Afternoon with an Author
  - d) MB Writer Awards - Tabled
  - e) No Strings Attached
  - f) Library Appreciation Party
  - g) Communication with MBUSD – MB Library Updates
  - h) Library Welcome Back Celebration - Tabled
  - i) Reading Path
  - j) Summer Reading Program
  - k) Digitizing MB Historic Documents
  - l) Late Night at the Library
  - m) MB Poetry
  
2. Proposed addition to work plan - Honoring the Written Word

**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, March 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**

February 8, 2021  
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 December 14, 2020 minutes with the following correction, requested by Commissioner Siemak. Commissioner Jones seconded the motion. The motion was approved.

P.1 – Approval of Minutes – Commissioner Siemak was listed as absent, but was in fact, present.

Ayes: Windes, Jones, Schreiner, Bond, Siemak, Bailey

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 gave his monthly report including the following:

19,277 items were circulated since the last commission meeting, keeping Manhattan Beach one of the busiest libraries in the LA County system.

All teens are encouraged to participate in the Ancient Inventions of Mesopotamia virtual program. The program will highlight ancient innovations including the wheel, sail, writing and more. Teens will also learn how these ancient innovations influenced the modern world. Interested teens may register online at [www.lacountylibrary.gov](http://www.lacountylibrary.gov)

Adults may participate in a virtual book club event on March 1, at 6:30 p.m. The group will be discussing *Ms. Benson's Beetle*, by Rachel Joyce.

Commissioner Jones complimented Mr. Murray and the library staff for their new book

window display.

The floor was closed to public comment.

## **F. GENERAL BUSINESS**

**Library Anniversary Celebration** – There was no update available from Mr. Murray as there currently is no information on when the library will be able have public events again. The library system is following the LA County Health Department guidelines for reopening.

**East Manhattan Beach Library Services/Book Vending Machines** – Recreation Manager Buike reported that the cost to refurbish Mira Costa is prohibitive. The City Council is following up with the County to see if there are any other options. The district and County continue to work together and staff hopes to be able to share a proposal at the next commission meeting.

**Afternoon with an Author** – Commissioner Schreiner reported that there are no updates and that once the library is able to open the planning will go quickly.

**MB Writer Awards** – This event is currently tabled.

**Blind Date with a Book** – Commissioner Schreiner stated that there has been a change in the delivery method. In the past, people didn't seem to want the mystery of the wrapped books, wanting to know more about what the books were about. So the program will now be called No Strings Attached and books will be presented in genres so that people can pick a genre and the book can be chosen quickly. Commissioner Windes added that Librarian Claire Moore liked the new name and method. Commissioner Windes mentioned that there are book reviews written by teens, on the library website, and encouraged the commissioners to take a look them.

**Library Appreciation Event** – no action on this event at this time.

**Assistance with Friends of the Library Book (FOTL) Sales** – Melinda Reiter of the FOTL reported that once they are allowed to have book sales again, they will need help but that they already have about 20 people who assist with the sales. Ms. Reiter has been busy with Ebay book sales and has sold some in the \$100 range. FOTL also donated paperback books for distribution to LA County jails.

**Communication with Manhattan Beach Unified School District** – Commissioner Bond reported that she sends links from the library website, to the district every two weeks. She tries to send items that are appropriate for the different grade levels. Commissioner Windes asked Mr. Murray about tutoring services and homework help. Mr. Murray stated that the library does not provide homework help over the phone but there is online virtual homework help available through a service called Brainfuse.

**Reading Path** – Chair Windes mentioned that there is a display at Meadows school with a program called Story Walk. Commissioner Bond will look into Story Walk to see if that is something that can be done in Polliwog Park. Commissioner Jones suggested looking into placing at other elementary schools. Commissioner Bond would like to also look into placing on the greenbelt. Commissioner Jones recommended taking caution because residents are protective of the greenbelt. Manager Buike will assist in looking into using the greenbelt.

**Student Summer Reading Program** – Chair Windes reported that the program didn't happen last year but is on track for 2021. The program will be revisited in May.

**Digitizing Manhattan Beach Historic Documents** – Commissioner Bond volunteered to take the lead on this project. Manager Buike reported that the County may help with financing and assistance with the digitizing. Commissioner Jones suggested approaching a local non-profit to provide some people power.

**Late Night at the Library** – Commissioner Schreiner will take the lead on this project with Chair Windes assisting. This activity was previously planned and executed by city staff in the Cultural Arts Division. Manager Buike suggested that the Cultural Arts Division take the lead and make it a joint venture.

**Poetry Event** – Commissioner Bailey will take the lead on looking into a poetry event. There is currently a poetry circle associated with the older adult program. Manager Buike will be the staff liaison.

**G. STAFF ITEMS**

None

**H. COMMISSION ITEMS**

Commissioner Jones proposed a quarterly honor from the commission supporting the written word. Commissioner Bond will work with Commissioner Jones to present the full idea at the March meeting.

Commissioner Windes wondered if it would be possible for LA County Library Regional Administrator, Don Rowe, to join a meeting and provide a report. Library Manager Murray will check with Mr. Rowe.

**I. ADJOURNMENT**

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

The meeting was adjourned at 5:45 PM, to March 8, 2021.