



**CITY OF MANHATTAN BEACH  
LIBRARY COMMISSION MEETING**

**Monday, April 12, 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**

March 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) Afternoon with an Author
  - b) East Manhattan Beach Library Services
  - c) Late Night and the Library/MB Poetry
  - d) Library Anniversary Celebration
  - e) Library Appreciation Party
  - f) Library Welcome Back Celebration - Tabled
  - g) MB Writer's Awards
  - h) No Strings Attached
  - i) Story Walk
  - j) Summer Reading Program

**G. STAFF ITEMS**

**H. COMMISSION ITEMS**

- a) MBUSD and American Martyrs Library updates

**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, April 12, 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**

March 8, 2021  
5:00 p.m.  
Virtual – Zoom meeting

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**A. CALL TO ORDER**

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

**B. ROLL CALL**

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

Absent: Bond

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

**C. APPROVAL OF MINUTES**

Commissioner Schreiner moved to approve the February 8, 2021 minutes with the Commissioner Siemak seconded the motion. The motion was approved.

Ayes: Windes, Jones, Schreiner, Siemak, Bailey

Nays: None

Abstain: None

Absent: Bond

**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:

10663 items circulated since last meeting. Anyone interested in checking out books through the sidewalk service is encouraged to call the library at 310-545-8595.

The public is invited to a virtual photographic tour of early Victorian era Los Angeles as seen through images from the Homestead Museum. The event will be led by Museum Director, Paul Spitzerri at 5:00 p.m. on March 11<sup>th</sup>.

Adult members of the community are invited to the virtual book club on April 5<sup>th</sup> at 6:30 p.m. to discuss *The Liar's Dictionary* by Eley Williams. Please contact librarian, Claire Moore at [Cmoore@library.lacounty.gov](mailto:Cmoore@library.lacounty.gov).

Mr. Murray reported that he will coordinate with Recreation Manager Jan Buike to schedule Don Rowe of the LA County Library for a future meeting.

Commissioner Jones suggested a tabulation board to show library statistics to the public. Mr. Murray stated that he received information weekly and that he will forward the suggestion. Commissioner Schreiner stated that it could be as simple as a whiteboard or chalkboard for people to look at while they are waiting.

Commissioner Schreiner asked how the ancient Mesopotamia and book club events went. Mr. Murray reported that the virtual book club events are better attended than expected with double digit attendance each meeting. The Mesopotamia event was run by the County so he doesn't have the stats. Commissioner Windes, Mr. Murray suggested visiting the virtual programming page at [lacountylibrary.gov](http://lacountylibrary.gov).

Mr. Murray confirmed that the teen book reviews that Chair Windes had seen on the library website are from teens county wide, and very few, if any are from Manhattan Beach.

The floor was closed to public comment.

## **F. GENERAL BUSINESS**

**Library Anniversary Celebration** – Mr. Murray has no update on this at this time.

**East Manhattan Beach Library Services/Book Vending Machines** – Recreation Manager Buike reported that the County report will be sent out to the commission later this week. After reviewing the report, the commission can determine whether or not to send the survey. It has been decided that Mira Costa library is no longer an option for East Side library services. Commissioner Siemak stated that the survey will be reconsidered after seeing the County report and will need to be reviewed to see if the questions are still relevant. Commissioner Bailey will coordinate administering the survey at Mira Costa once it is ready to send out.

**Afternoon with an Author** – Commissioner Schreiner – nothing to update until group events are allowed.

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

**No Strings Attached** – Commissioner Schreiner had no updates. Chair Windes mentioned that they would like to hold an event when library opens again. The ad-hoc committee will coordinate with Parks & Recreation. There may be an opportunity to have an event at the end of the school year to pick up some summer reading.

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

**Communication with Manhattan Beach Unified School District** – Chair Windes relayed Commissioner Bond's report that she has been communicating with the district and sending pertinent library program information twice a month. Commissioner Windes is interested in adding American Martyrs to the distribution list.

**Library Welcome Back event** – no action or update

**Digitizing Manhattan Beach Historic Documents** – The plan is to ask the county to use the surplus library funds to digitize the documents. This is currently a staff responsibility and will be removed from the work plan until assistance is needed from the commission.

**Late Night at the Library** – Manager Buike reported that this was previously a Cultural Arts initiative and suggested that Acting Cultural Arts Manager, Eilen Stewart come to the April meeting to talk about the how to plan an event of this kind and a possible tie-in with the Cultural Arts Commission. Chair Windes, suggested including the FOL in the discussion as they contributed funding to the past events.

**Poetry Event** – Manager Buike introduced the idea of combining the poetry event with the Late Night at the Library event and involving the Older Adult program poetry circle

and Mira Costa High School student poetry groups. Commissioner Bailey will speak with teacher Shannon Vaughn to see if there is interest.

**Manhattan Beach Library Commission awards** – Commissioner Jones, explained the essence is to recognize Manhattan Beach residents of any age and background who go above and beyond to foster the appreciation of reading, writing and literacy. The commission would nominate, vote on and determine recipients to be honored quarterly. Chosen recipient(s) would then be invited to a commission meeting and presented with a framed certificate, featuring the library and Light Gate. Manhattan Beach merchandise may be included as a prize. In addition to being honored at a meeting, the hope is to advertise on the City website, perhaps the Beach Reporter. Some examples of people to consider for recognition: PTA group at Robinson for installing Story Walk, a librarian, teen reviewers, Friends of the Library. Commissioner Windes would like to add Reading Specialist to the list and suggested that they could be honored as a group. Manager Buike asked how to define this broad idea. Commissioner Jones would like for it to remain broad in order to honor a variety of recipients. Commissioner Schreiner recalled that the City Council has conveyed more than once that the City Council likes to do the recognition for the City. Manager Buike will run the idea by City Council to see if they agree to allow.

**G. STAFF ITEMS**

Management Analyst Linda Robb informed the commissioners that staff is creating one sheet summaries of the projects on the work plan. The ad-hoc committee lead will be responsible for updating the project sheet monthly and send back to Ms. Robb for inclusion in the next agenda packet. Project sheets will be developed and sent out in time to include for the April meeting.

**H. COMMISSION ITEMS**

Commissioner Windes asked when commission meetings may be allowed in City Hall again. Manager Buike replied that it looks like we'll be moving into the red tier and City Council is considering having their meetings back in City Hall. Commission meetings will be considered after that.

**I. ADJOURNMENT**

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

The meeting was adjourned at 5:45 PM, to April 12, 2021.

**DATE:** April 12, 2021

**TO:**

Members of the Library Commission

**FROM:**

Jan Buike, Recreation Services Manager  
Linda Robb, Management Analyst

**SUBJECT:**

Park and Recreation Work Plan for 2021-2022

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**RECOMMENDATION:**

Discuss Library Commission Work Plan items approved by the City Council on January 4, 2021 at the City Council and Commissions joint meeting.

**FISCAL IMPLICATIONS:**

Fiscal implications, if any, will be developed on a project-by-project basis and presented to the City Council as necessary.

**DISCUSSION:**

The City Council met with the Library Commission in a joint meeting on January 4, 2021 to provide direction and approve the following topics for the 2021-2022 Cultural Arts Commission Work Plan.

- Afternoon with an Author
- East Manhattan Beach Library Services
- Late Night and the Library/MB Poetry
- Library Anniversary Celebration
- Library Appreciation Party
- Library Welcome Back Celebration - Tabled
- MB Writer's Awards
- No Strings Attached
- Story Walk
- Summer Reading Program

Ad-hoc committees have been assigned for each project. Committees will provide a written update prior to each commission meeting, which will be attached to the agenda monthly.

## AFTERNOON WITH AN AUTHOR

Ad-hoc Committee: Windes, Schreiner

Staff Liaison: Jan Buike

### PROJECT SUMMARY

City Council approved this addition to the work plan at the January 4, 2021 Joint Council/Commission meeting. Based upon City Council direction, the Commission may organize and offer this author event. The next event will feature historian Jan Dennis.

### PROJECT ACTION ITEMS AND STATUS

| ACTION ITEM  | POINT PERSON | UPDATED | STATUS                    | TARGET DATE |
|--|--------------|---------|---------------------------|-------------|
| Determine Date of event and reserve library meeting room   | Windes       | 3/8/21  | Postponed due to COVID-19 | UNK         |
| Comments:  |              |         |                           |             |
| Secure food vendor (donation preferable)   | Schreiner    |         |                           |             |
| Comments: Confirm with Urban Plates when date is set.  |              |         |                           |             |
| Develop cost estimates   | Schreiner    |         |                           |             |
| Comments: Decorations and required rentals will be funded through the Parks & Recreation budget. |              |         |                           |             |
| Market event   | Staff        |         |                           |             |
| Comments:  |              |         |                           |             |
| Commissioners to attend  |              |         |                           |             |
| Comments:  |              |         |                           |             |

### ADDITIONAL INFORMATION

## EAST MANHATTAN BEACH LIBRARY SERVICES

Ad-hoc Committee: Siemak, Bailey

Staff Liaison: Jan Buike

### PROJECT SUMMARY

City Council approved this addition to the work plan at the January 4, 2021 Joint Council/Commission meeting. Based upon City Council direction, the Commission will explore different options for providing library services to East Manhattan Beach. providing .

### PROJECT ACTION ITEMS AND STATUS

| ACTION ITEM  | POINT PERSON | UPDATED | STATUS    | TARGET DATE |
|--|--------------|---------|-----------|-------------|
| Develop survey for Library services  | Ad-hoc       | 4/21    | completed |             |
| Comments: Survey may need reworking due to COVID-19 and will be distributed when the library opens again.<br><br>The "Manhattan Beach Library Services" will be posted on Survey Monkey when the library reopens. The survey will be conducted on-line by the City, at the library, and at Mira Costa by the student rep (through Link Crew and the Wednesday SEL Program). The survey will help determine next steps, such as: a bookmobile, a drop off box on the East Side, or use of the Mira Costa Library. At the MBUSD meeting held 1/11/21 and the County meeting held 1/25/21 both groups decided that it was too expensive to take on this project right now. The County will consider seeking other funding sources. Future updates from either organization will be submitted to City Council for consideration. The Library Commission will consult with MBUSD about using classrooms for students to study in after school (update on 3/8/21). |              |         |           |             |
|  |              |         |           |             |
| Comments:  |              |         |           |             |
| Provide on-site & commission meeting input options   |              |         |           |             |
| Develop cost estimates   |              |         |           |             |
| Comments:  |              |         |           |             |
| Commission community input with final recommendations developed for City Council   | Staff        |         |           |             |
| Comments:  |              |         |           |             |

### ADDITIONAL INFORMATION



## LATE NIGHT AT THE LIBRARY/MB POETRY

Ad-hoc Committee: Schreiner

Staff Liaison: Jan Buike

### PROJECT SUMMARY

City Council approved this addition to the work plan at the January 4, 2021 Joint Council/Commission meeting. This after-hours library event will feature poetry recitation, poetry reading, slam poetry, jazz poetry, hip hop and improv comedy. This event could include the MB Older Adults Poetry Circle.

### PROJECT ACTION ITEMS AND STATUS

| ACTION ITEM   | POINT PERSON | UPDATED  | STATUS      | TARGET DATE |
|---|--------------|----------|-------------|-------------|
| Determine availability of library and date  | Ro S.        | 3/8/2021 | In Progress |             |
| Comments: The event is still being developed, as it includes other organizations. |              |          |             |             |
| Call for poets  | staff        |          |             |             |
| Comments:   |              |          |             |             |
| Sponsors/vendors  | staff        |          |             |             |
| Comments:   |              |          |             |             |
| Menu and staffing   | Staff        |          |             |             |
| Comments:   |              |          |             |             |
| Marketing   | TBD          |          |             |             |
| Comments:   |              |          |             |             |
| Program   | TBD          |          |             |             |
| Comments:   |              |          |             |             |

### ADDITIONAL INFORMATION

## LIBRARY ANNIVERSARY CELEBRATION

Ad-hoc Committee:

Staff Liaison: Jan Buike Library Liaison: Josh Murray

### PROJECT SUMMARY

City Council approved this addition to the work plan at the January 4, 2021 Joint Council/Commission meeting. Based upon City Council direction, the Commission will explore different options for providing library services to East Manhattan Beach. providing .

### PROJECT ACTION ITEMS AND STATUS

| ACTION ITEM  | POINT PERSON | UPDATED | STATUS | TARGET DATE |
|--|--------------|---------|--------|-------------|
| Determine Date of event  | Josh Murray  |         |        |             |
| Comments:<br><br>LA County has not decided whether to hold MB Library's 5 <sup>th</sup> Anniversary Celebration. The County and Friends of the Library will finance the event (originally scheduled for 4/25/20). The Library Commission is interested in assisting with hosting the event by welcoming guests to the library. |              |         |        |             |
| Consider library requests  |              |         |        |             |
| Comments:  |              |         |        |             |
| Develop cost estimates   |              |         |        |             |
| Comments:  |              |         |        |             |
| Request funds from City Council, if necessary  | Staff        |         |        |             |
| Comments:  |              |         |        |             |
| Commissioners to attend  |              |         |        |             |
| Comments:  |              |         |        |             |

### ADDITIONAL INFORMATION

## LIBRARY APPRECIATION PARTY

Ad-hoc Committee: Bond, Schreiner, Windes

Staff Liaison: Jan Buike Library Liaison: Josh Murray

### PROJECT SUMMARY

City Council approved this addition to the work plan at the January 4, 2021 Joint Council/Commission meeting. This event is for the commission to recognize library staff for their service to the community. The 2021 event was a delivered lunch to library staff due to social distancing requirements. The event will be held in-person, if possible and delivered if not.

### PROJECT ACTION ITEMS AND STATUS

| ACTION ITEM             | POINT PERSON            | UPDATED | STATUS          | TARGET DATE   |
|-------------------------|-------------------------|---------|-----------------|---------------|
| Determine date of event | Bond, Windes, Schreiner | 3/8/21  | Being developed | 11/21 or 4/22 |
| Comments:               |                         |         |                 |               |
| Arrange for food        | Bond                    |         |                 |               |
| Comments:               |                         |         |                 |               |
| Decorations             | Windes, Schreiner       |         |                 |               |
| Comments:               |                         |         |                 |               |
| invitation              | Staff                   |         |                 |               |
| Comments:               |                         |         |                 |               |

### ADDITIONAL INFORMATION

## LIBRARY WELCOME BACK CELEBRATION

Ad-hoc Committee: Schreiner, Windes

Staff Liaisons: Jan Buike, Linda Robb Library Liaison: Josh Murray

### PROJECT SUMMARY

City Council approved this addition to the work plan at the January 4, 2021 Joint Council/Commission meeting. The commission would like to host a Welcome Back event when the library returns to full service

### PROJECT ACTION ITEMS AND STATUS

| ACTION ITEM                   | POINT PERSON        | UPDATED | STATUS | TARGET DATE |
|-------------------------------|---------------------|---------|--------|-------------|
| Determine date of event - TBD | Windes<br>Schreiner |         | 3/8/21 | UNK         |
| Comments:                     |                     |         |        |             |
| Determine scope of event      | Josh                |         |        |             |
| Comments:                     |                     |         |        |             |
| Decorations                   | Windes<br>Schreiner |         |        |             |
| Comments:                     |                     |         |        |             |
| invitation                    | Staff               |         |        |             |
| Comments:                     |                     |         |        |             |

### ADDITIONAL INFORMATION

## MB WRITER'S AWARDS

Ad-hoc Committee: Jones, Bond

Staff Liaison: Jan Buike

### PROJECT SUMMARY

City Council approved this addition to the work plan at the January 4, 2021 Joint Council/Commission meeting. Based upon City Council direction, the Commission may create and award this . This is an annual event that would allow the Library Commission to recognize select writers, journalists, bloggers, etc., including both school-age and adult writers in the community. Criteria and details are still being discussed.

### PROJECT ACTION ITEMS AND STATUS

| ACTION ITEM   | POINT PERSON | UPDATED | STATUS  | TARGET DATE |
|---|--------------|---------|---------|-------------|
| Develop criteria for awards   | Bond, Jones  | 04/2021 | On Hold | Late 2022   |
| Comments: The MB Writer Awards project is on-hold due to the pandemic and its long-term aftermath. An estimated target date is late 2022. |              |         |         |             |
| Determine schedule  | Bond, Jones  | 04/2021 | On Hold | Late 2022   |
| Comments:   |              |         |         |             |
| Secure judges   | Bond, Jones  | 04/2021 | On Hold | Late 2022   |
| Comments:   |              |         |         |             |
| Marketing   | Staff        | 04/2021 | On Hold | Late 2022   |
| Comments:   |              |         |         |             |
| Determine Event date  | Bond, Jones  | 04/2021 | On Hold | Late 2022   |
| Comments:   |              |         |         |             |

### ADDITIONAL INFORMATION

**NO STRINGS ATTACHED**

Ad-hoc Committee: Schreiner, Windes  
 Staff Liaison: Jan Buike Library Liaison: Claire Moore

**PROJECT SUMMARY**

City Council approved this addition to the work plan at the January 4, 2021 Joint Council/Commission meeting. If possible, this event will be held in conjunction with Light Gate. Unwrapped books will be organized and grouped by categories to give to guests. The Parks and Rec Department will be invited to have a table at the event.

**PROJECT ACTION ITEMS AND STATUS**

| ACTION ITEM  | POINT PERSON        | UPDATED | STATUS               | TARGET DATE |
|--|---------------------|---------|----------------------|-------------|
| Schedule event date - TBD  | Jan                 |         | Unknown due to Covid | 11/2021     |
| Comments: in conjunction with the Light Gate sunset twice per year in November and January |                     |         |                      |             |
| Coordinate with Claire Moore to secure volunteers  | Windes              |         |                      |             |
| Comments:  |                     |         |                      |             |
| Gather and organize books  | Windes<br>Schreiner |         |                      |             |
| Comments:  |                     |         |                      |             |
| Day of event logistics   | Windes<br>Moore     |         |                      |             |
| Comments:  |                     |         |                      |             |

**ADDITIONAL INFORMATION**

## STORY WALK

Ad-hoc Committee: Bond

Staff Liaisons: Jan Buike

### PROJECT SUMMARY

City Council approved this addition to the work plan at the January 4, 2021 Joint Council/Commission meeting. This projects places laminated pages of a book on a path for children to follow. Polliwog Park and Veterans Parkway are being considered.

### PROJECT ACTION ITEMS AND STATUS

| ACTION ITEM  | POINT PERSON | UPDATED | STATUS | TARGET DATE |
|--|--------------|---------|--------|-------------|
| Look into Story Walk   | Stefanie     |         |        |             |
| Comments: <u>The Ocean and the Bathtub</u> , author Seth Fishman or "Story Walk" (books that are already prepared for use) are being considered. Other possible sites are: Pennekamp School, the Green Belt, etc. Determine if a business can sponsor – cost estimates from StoryWalk are \$150 for each book. |              |         |        |             |
| Determine location<br>Need guidance from city as to where this would be allowed and how a pilot program would work   | Mark/Jan     |         |        |             |
| Comments:  |              |         |        |             |
| Choose book<br>Work with {pages} to determine  | Stefanie     |         |        |             |
| Comments:  |              |         |        |             |
| Marketing  | Staff        |         |        |             |
| Comments:  |              |         |        |             |

### ADDITIONAL INFORMATION

## SUMMER READING PROGRAM

Ad-hoc Committee: Windes

Staff Liaisons: Jan Buike Library Liaison: Claire Moore

### PROJECT SUMMARY

City Council approved this addition to the work plan at the January 4, 2021 Joint Council/Commission meeting. The commission recognizes participants in the Library Summer Reading Program. Recognized parties are chosen by the Library Staff

### PROJECT ACTION ITEMS AND STATUS

| ACTION ITEM                                | POINT PERSON    | UPDATED | STATUS                    | TARGET DATE    |
|--|-----------------|---------|---------------------------|----------------|
| Schedule recognition date - TBD            | Windes<br>Moore | 3/8/21  | Begins - April 5,<br>2021 | Summer<br>2021 |
| Comments: It might be virtual due to Covid |                 |         |                           |                |
| Prepare certificates                       | Moore           |         |                           |                |
| Comments:                                  |                 |         |                           |                |

### ADDITIONAL INFORMATION