

**CITY OF MANHATTAN BEACH**  
**MINUTES OF THE LIBRARY COMMISSION**

December 13, 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 Jones, Windes, Schreiner, Parikh, and Bond

Absent: Siemak

Others present: Community Programs Manager (CPM), Jan Buike; Sr. Management Analyst (SRM), Linda Robb

Chair Jones requested that commissioners notify SRM Robb if they are unable to attend a meeting so that there is time to cancel if there will not be a quorum present.

**C. APPROVAL OF MINUTES**

Commissioner Windes moved to approve the November 8, 2021 minutes as written.

Commissioner Schreiner seconded the motion. The motion passed.

Ayes: Jones, Windes, Schreiner, Bond

Nays: None

Abstain: Parikh

Absent: Siemak

**D. CEREMONIAL**

None

**E. AUDIENCE PARTICIPATION**

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

The Book Club will meet virtually on January 3 at 6:30 p.m. to discuss *Hidden Valley Road* by Robert Kolker. For more information please email librarian Claire Moore at [cmoore@library.lacounty.gov](mailto:cmoore@library.lacounty.gov).

Online reservations for Smarty Pants Story Time will open. Slots fill up quickly.

Community Members are welcome to sign up for many virtual programs, including Intro to Microsoft Office in Google Docs.

Anyone interested in school age children's programs and teen programs should keep an eye on the website for an upcoming surprise.

Commissioner Windes shared that she had received some capacity numbers from Manager Murray regarding outdoor patio events at the Library.

<u>Location</u>	<u>Normal Capacity</u>	<u>Capacity with COVID restrictions</u>
Concrete only	110	34
Concrete +grass	287	90

## **F. GENERAL BUSINESS**

Chair Jones recommended any updates to the work plan items be given as the commission reviews the PowerPoint presentation for the January 11<sup>th</sup> joint meeting with City Council. The commission agreed as updates had been provided previously in order for the slides to be created and should be included on the slides.

The commission fine tuned the presentation and clarified their roles at the joint meeting. No new information was presented, and no action was taken, on the existing work plan items, except for the No Strings Attached and Teen Librarian updates below.

The commission will request that two new events, discussed at previous meetings, be added to the workplan:

1. Library Photo op Event – patrons come to the library and have their photo taken by a professional photographer in front of the Light Gate sculpture. The purpose is to focus attention on the library and let people know it is open for business.
2. Library Entertainment Series – the series will present a variety of entertainers, from speakers to dance companies to musicians. Originally discussed to be held up to six times per year, the commission decided to limit to four events per year. This reduced the estimated budget from \$55,000 to \$35,000.

No Strings Attached – Commissioner Windes reported that the subcommittee gave away over 200 books at the North Manhattan Beach Holiday Stroll, and that the children’s book supply has been depleted. The sub-committee will be reaching out to the community via social media to request more children’s books for the next giveaway. Chair Jones suggested that budget be added for adequate lighting at the evening events.

Spring/Summer Reading Program/Teen Librarian report – Commissioner Windes reported that Teens volunteered to write 50 holiday cards veterans in partnership with the Joslyn Center. Take home activity kits are available in December for the “Design Your Own Bookish Gift program.”

## **G. STAFF ITEMS**

CPM Buike reported that the Older Adults Program is starting to add more programs and is working on having author and Manhattan Beach resident, Icy Smith speak.

CPM Buike reminded the commission that communication with staff and requests to library personnel should go through her as the commission liaison. If a commissioner is working on an ongoing established project, they can work directly but should keep her in the loop.

## **H. COMMISSION ITEMS**

Chair Jones wished everyone happy holidays and thanked the commission and liaisons for all of their hard work.

**I. ADJOURNMENT**

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

The meeting was adjourned at 6:27 PM, to Monday, February 14, 2022.