



**CITY OF MANHATTAN BEACH  
LIBRARY COMMISSION SPECIAL MEETING  
Tuesday, May 31, 2022  
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 Parikh  
Commissioner Schreiner  
Commissioner Jones
- C. APPROVAL OF MINUTES**  
May 9, 2022
- D. CEREMONIAL**
- E. AUDIENCE PARTICIPATION (3-Minute Limit)**  
The public may address the Commission regarding City business not on the agenda.
- F. GENERAL BUSINESS**
- G. STAFF ITEMS**
- H. COMMISSION ITEMS**  
Photo Op day logistics
- I. ADJOURNMENT**

THIS MEETING IS BEING HELD FOR APPROVAL OF THE MAY 9, 2022 MINUTES. A SPECIAL MEETING IS NECESSARY TO PROVIDE FOR A QUORUM OF COMMISSIONERS PRESENT AT THE MAY 9, 2022 MEETING.

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, May 31, 2022 (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 MEETING  
Monday, May 9, 2022  
5:00 PM  
Location: Virtual – Instructions within Agenda

**A. CALL TO ORDER** at 4:59 pm

**B. ROLL CALL**

Commissioner Bond	Commissioner Schreiner
Commissioner Windes	Commissioner Jones
Commissioner Parikh	

Attending: Windes, Schreiner, Jones, Parikh, Bond  
Absent: None

Others present: Community Services Manager (CSM) Jan Buike  
Sr. Mgmt. Analyst (SMR) Linda Robb

**C. APPROVAL OF MINUTES**

April 11, 2022

Commissioner Jones requested the following corrections:

P.3, paragraph 1 – correct spelling of name to Jeanne Fratello  
P. 4, paragraph 3 – correct the event time from 2:00-4:00pm to 1:00-4:00.

Move to adopt minutes with above corrections: Commissioner Windes  
Second: Commissioner Schreiner  
Ayes: Windes, Schreiner, Jones, Parikh, Bond  
Nays: None

Minutes approved with the corrections.

**D. CEREMONIAL –**

Commissioner Jones thanked Commissioner Parikh for her energy and contribution to the Commission. Commissioners Windes, Schreiner and Bond repeated the sentiment and thanked her for participating in many activities while maintaining her busy student schedule.

Commissioner Jones thanked Commissioner Windes for her six years of service on the commission and wished her good luck on the Parks and Recreation Commission. Commissioner Windes thanked everyone on the commission.

**E. AUDIENCE PARTICIPATION (3-Minute Limit)**

**Librarian's Report** – Acting Library Manager, Josh Murray

Josh Murray on behalf of Manhattan Beach Library- the library has received their first California State Adventure Pass. The Adventure Pass may be checked out

and will provide free vehicle entry (9 passenger max) to over 200 participating state parks. To place a hold on the pass, please call the library or go online to [lacountylibrary.org](http://lacountylibrary.org).

Tween Book of the Month club will be held May 10 from 4:00-5:00 pm, they will be discussing *Living with Viola*, by Rosena Fung.

The evening book club will discuss *Love and Saffron* by Kim Faye, on June 6<sup>th</sup>, 6:30-7:30 pm. Call 310-545-8595 for more information.

Commissioner Windes thanked Manager Murray for assisting in preparation for the Afternoon with an Author, as well as announcing the event at a recent City Council meeting.

## F. GENERAL BUSINESS

### 1. 2022 Work plan updates:

- a) **Afternoon with an Author** - Commissioner Schreiner reported that Councilmember Napolitano will not be able to attend so Mayor Stern will be introducing Jan Dennis at the event. There will be about 40 attendees. Urban Plates will be providing sandwiches and cookies. The new Manager, Tony Best is eager to introduce the restaurant to the community and will make a short comment at the beginning of the event.

The Fire Chief Lang will not be able to attend so Battalion Chief Dulmage will be attending in his place.

Blank name tags will be provided for people to make their own.

Commissioner Schreiner thanked CSM Buike and Graphic Artist, Kristin Yamauchi for creating the event flyer.

Attendees will be able to enter from the front and back doors of the library.

- b) **East Manhattan Beach Library Services** - SMA Robb reported that the survey has closed but the data has not yet been analyzed. There were about 130 responses. On a preliminary read through, the results were mostly as expected. Residents living east of Sepulveda indicated a desire for eastside library services and most who live west of Sepulveda were happy with current library services.

Commissioner Jones would like to know the role of the commission moving forward and if an incoming commissioner should be assigned to the ad-hoc committee.

- c) **MB Poetry Event** – no updates, currently in a holding pattern

- d) **Library Appreciation Party** – The committee will be at the library at 9:00 am, May 10<sup>th</sup> to set up. The event will be from 10:00-12:00. Commissioners will be there to welcome library staff.

For school librarian appreciation, Commissioner Windes reported that all

the names of the school librarians had been gathered and the principals of the school are all cooperating. A certificate and small gift will be delivered to each librarian by Commissioners Windes and Schreiner, in the fourth week of May. Certificates will be prepared by SMA Robb.

- e) **Library Commission Book Giveaway** (formerly No Strings Attached) - Commissioner Schreiner reported that everything is ready to go and will still be connected to the Library Photo Op Day. Banner and table location will need to be determined. Location will likely be near the wall facing the library, in order to be out of the photo frame.

- f) **Story Adventure** - Commissioner Bond reported that Eagle Scout candidate, Henry Johnson, has presented to the Rotary Club and has received donations and is very close to reaching his fundraising goal. Commissioner Jones suggested that Mr. Johnson might consider the Friends of the Library for any shortfall.

Commissioner Bond has narrowed her list of books for further consideration, down to five. Next steps is to meet with Mr. Johnson to get a status on the fundraising and go from there. At this point, there is no target date for completion but there will be more information available for the next meeting.

- g) **Spring/Summer Reading Program/Teen Librarian update** - Commissioner Windes updated that the Summer Discovery Program will begin June 1<sup>st</sup> and will be an online program.

Various programs being offered at the library in May, to celebrate Asian Pacific American Heritage Month.

- h) **Library Photo Op Day** - Commissioner Jones reported that she is hoping for a media presence and would like for this to be promoted in as many places as possible, and will work with Commissioner Bond on that. CERT has sent out a request for volunteers to provide security and first aid. There will be a marimba guitarist/cellist duo performing for the first 90 minutes and an acoustic guitarist performing for the second 90 minutes. An amplified sound permit will need to be secured.

The event will be from 1:00-4:00 p.m., Sunday, June 5<sup>th</sup>. Set up will begin at 11:00 a.m. Manager Murray has reserved the meeting room for staging, and library staff will be present from 12:00 p.m.

- i) **Entertainment Series** - on hold for now, until the Photo Op takes place. Commissioner Jones auditioned a magician, and will be hiring him for the event.

## 2. Selection of Chair and Vice-chair

Commissioner Jones nominated Commissioner Bond to serve as Chair for the 2022-2023 term. Commissioner Schreiner seconded the motion. The motion

passed.

Ayes: Windes, Schreiner, Jones, Parikh, Bond

Nays: None

Commissioner Windes nominated Commissioner Schreiner to serve as Vice-Chair for the 2022-2023 term. Commissioner Bond seconded the motion. The motion passed.

Ayes: Windes, Schreiner, Jones, Parikh, Bond

Nays: None

- G. STAFF ITEMS** - CSM Buike reported that the City Manager continues to meet with the County Library and more updates will be available in the future. Commissioner Windes asked if the Eastside Library Services would be discussed between the City and County. CSM Buike confirmed that it would.

- H. COMMISSION ITEMS** - none

- I. ADJOURNMENT**

Motion to adjourn the meeting by Commissioner Windes

Seconded by Commissioner Jones

Ayes: Windes, Schreiner, Jones, Parikh, Bond

Nays: None

Meeting adjourned at 6:02 pm to June 13, 2022.