

**MINUTES OF A JOINT MEETING OF THE
LIBRARY COMMISSION AND TORRANCE CITY COUNCIL**

I. CALL TO ORDER

The Library Commission convened in a joint session with Torrance City Council at 5:30 p.m. on Tuesday, October 25, 2011 in the Katy Geissert Civic Center Library Meeting Room.

II. ROLL CALL

Library Commission

Present: Commissioners Perkins, Ravine, Ross, Sargent, Wasserman, Wengrow, and Chairperson Stapleton.

Absent: None.

City Council

Present: Councilmembers Barnett, Brewer, Furey, Numark, Rhilinger, Sutherland, and Mayor Scotto.

Absent: None.

Also present: City Manager Jackson, City Clerk Herbers, City Attorney Fellows, Assistant City Manager Giordano, Community Services Director Jones, City Librarian Theyer, Principal Librarian Vinke, Principal Librarian Wierzbicki, and Youth Services Supervisor Van Vranken.

III. FLAG SALUTE

Chairperson Stapleton led the Pledge of Allegiance.

IV. AFFIDAVIT OF POSTING

MOTION: Commissioner Perkins moved to accept and file the report of the City Clerk on the posting of the agenda for this meeting. Commissioner Ravine seconded the motion; a voice vote reflected unanimous approval.

V. DISCUSSION OF LIBRARY OPERATIONS, FACILITIES, AND PROGRAMS

Chairperson Stapleton welcomed Mayor Scotto and Councilmembers, staff members, and guests.

Va. REVIEW OF LIBRARY COMMISSION GOALS

Chairperson Stapleton discussed Commission goals developed a year ago following a workshop with CALTAC consultant Jane Jones. She stated that the Commission decided on two specific work plan goals: making meetings more efficient and to have more involvement with the community. She noted that the first goal has been achieved by having Library staff and departments provide written instead of oral

reports. She asked Commissioners Wengrow and Sargent to discuss how Commissioners have worked to liaison with the community.

Referring to the Commission Annual Report, Commissioner Wengrow reported that two or three times a month Commissioners attend homeowners association meetings, Youth Council meetings, Library programs, and special events to talk about the Library and let the community know what services are offered.

Commissioner Sargent shared outreach efforts that have included the Health Fair at the Salvation Army, Environmental Fair, Torrance Farmers' Market, YMCA Healthy Kids Day, book groups, and Library programs. She distributed a bracelet made out of buttons that she made at a craft workshop at El Retiro Library.

Chairperson Stapleton added that the Commission is currently planning community outreach with CitiCABLE and that the Library's Calendar of Events is mailed out to members of homeowners associations that do not meet regularly.

Vb. REPORT ON E-MAIL NOTICES

Commissioner Ross reported that over 5,000 patrons have registered to receive e-mail notifications for predue and overdue materials, noting that 250 e-mails are sent out daily. He stated that staff also e-mails notices that Library cards are about to expire and that patrons have the option to be notified about special events and activities. He distributed a sample of the e-mail notification registration card.

Vc. INTRODUCTION OF THE LIBRARY'S PLAN OF SERVICE PROCESS

Commissioner Wasserman reported that the Library prioritizes and measures success based on a Plan of Service. He noted that many of the aspects of the 2003 Plan have been achieved but it is time for a new Plan. He stated that developing a new Plan will take approximately a year and will include a public survey, focus groups, demographic research, and methodology provided by Public Library Association. He stated that the goal of the process is to determine what is most important for Torrance for the next 10 years and recognized Friends for supporting many of the external costs. He asked Councilmembers to join them in mobilizing community involvement to ensure that the Library serves the needs of Torrance today and tomorrow.

Vd. REPORT ON LIVE HOMEWORK HELP

Commissioner Perkins discussed the Library's Live Homework Help on-line tutoring program with Tutor.com that provides students with trained tutors from 1:00 to 10:00 p.m. seven days a week. She stated that the year-round program serves Kindergarten to adult basic education students and continues to receive rave reviews from students and parents. She noted that Providence Little of Company of Mary and Friends funded the subscription for the program this year but that funding for next year is uncertain.

Ve. REPORT ON COMMISSION PARTICIPATION IN LIBRARY LEGISLATIVE DAY

Commissioner Ravine shared information about his attendance at California Library Association's Legislative Day in Sacramento on May 18, 2011. He stated that he represented the Library in lobbying for legislative support for the Library's budgetary

needs. He reported that he had the opportunity to meet with Senator Ted Lieu, Assemblywoman Betsy Butler, and a representative from Assemblywoman Connie Conway's office. He noted that citizens carry more weight than Library employees and expressed concern about the lack of targeting the opposition.

Chairperson Stapleton informed City Council that four Commissioners will be attending the annual California Library Association Conference in November 2011 that will include a workshop on Library advocacy.

She provided an update on the North Torrance Library Project that includes ADA upgrades and patio expansion.

Mayor Scotto expressed concern about future sponsorship of Live Homework Help, noting that Councilmembers are assessable and responsive to Commissioners' needs and concerns.

Councilmember Sutherland expressed his appreciation to Commissioners for their hard work and, in response to his inquiry, City Librarian Theyer stated that notifications are printed automatically overnight and e-mailed out the next day.

Councilmember Brewer thanked Commissioners and recognized Friends for their continued support. Responding to his inquiry regarding Live Homework Help, City Librarian Theyer stated that there are 4,700 live tutoring sessions and 300 sessions with the Skills Center per year.

Councilmember Numark echoed Councilmember Brewer's sentiments and encouraged staff to reach out to young people and other Department's databases when conducting the survey for Plan of Service.

Councilmember Rhilinger applauded Commissioners for their long-term planning and suggested pooling resources with other cities that have a live tutoring service.

Councilmember Furey expressed appreciation to Commissioners and Friends and stated that the Plan of Service is exciting. In response to his inquiry, City Librarian Theyer advised that the Library is actively investigating how to provide e-book loans to patrons. She expressed hope that the Plan of Service will direct staff how to proceed by the end of the year.

Councilmember Barnett thanked Commissioners for the work they do on behalf of citizens. He stated that he attended a memorial service on October 25, 2011 for former City Librarian Jim Buckley and that he knows Mr. Buckley would be proud of all the Library's accomplishments.

Mayor Scotto discussed budgetary concerns for the next few years and expressed hope that the future will be brighter. He expressed his appreciation to Commissioners and noted the importance of the Library, continued Sunday service, offering Live Homework Help, and supporting Friends.

VI. ORAL COMMUNICATIONS / ANNOUNCEMENTS

VI.a Commissioner Wengrow thanked Councilmembers for elected her and stated that she is enjoying her time on the Commission.

VI.b Commissioner Wasserman stated that the Commission is lucky to have such a great partnership with staff and that Commissioners really believe in the Library, noting that they are often willing to step out of their comfort zone to advocate for the Library.

VI.c Commissioner Ravine recognized Friends of the Library for their support.

VI.d Commissioner Perkins proposed soliciting for an endowment for Live Homework Help.

VI.e Commissioner Sargent pointed out that people come from far away to attend Library programs.

VI.f Chairperson Stapleton welcomed Youth Council member Serna Tsay from CAMS and joined fellow Commissioners in expressing her appreciation to Councilmembers, staff, and Friends.

VII. ADJOURNMENT

At 6:22 p.m., City Council recessed to City Council Chambers for the regular meeting at 7:00 p.m.

MOTION: At 6:22 p.m., Commissioner Sargent moved to adjourn the meeting to November 14, 2011 at 7:00 p.m. at the Katy Geissert Civic Center Library meeting room. Commissioner Ross seconded the motion and, hearing no objection, Chairperson Stapleton so ordered.

Approved as Submitted March 12, 2012 s/ Sue Herbers, City Clerk
