

March 8, 2010

**MINUTES OF A REGULAR MEETING OF THE
TORRANCE LIBRARY COMMISSION**

1. CALL TO ORDER

The Torrance Library Commission convened in a regular session at 7:00 p.m. on Monday, March 8, 2010 at Walteria Library.

2. ROLL CALL

Present: Commissioners Ravine, Ross, Sheldon, Stapleton,
Wasserman, and Chairperson Gerber.

Absent: Commissioner Sargent.

Also Present: City Librarian Weiner,
Principal Librarian Theyer,
Senior Librarian Ross, and
Youth Services Librarian Gutierrez.

MOTION: Commissioner Ross moved to grant an excused absence to Commissioner Sargent for the March 8, 2010 Commission meeting. Commissioner Sheldon seconded the motion; a voice vote reflected unanimous approval.

3. FLAG SALUTE

Commissioner Ravine led the Pledge of Allegiance.

4. APPROVAL OF MINUTES

4a. MINUTES OF FEBRUARY 8, 2010 COMMISSION MEETING

MOTION: Commissioner Ross moved for the approval of the February 8, 2010 meeting minutes as submitted. Commissioner Stapleton seconded the motion; a voice vote reflected unanimous approval (Commissioner Wasserman abstaining).

5. NEW BUSINESS

5a. WELCOME NEW LIBRARY COMMISSIONERS

Commissioners and staff welcomed new Commissioners Allen Ravine and Gavin Wasserman who introduced themselves.

5b. FRIENDS OF THE TORRANCE LIBRARY REPORT

City Librarian Weiner reported that Internet book sales totaled \$2,542.86 in February 2010.

5c. YOUTH COUNCIL REPORT

Youth Council member Brendon Villalobos, Bishop Montgomery High School, discussed upcoming events that include the March 30 ASB mixer, April 3 Pancake Breakfast, May 6 Beat the Odds Scholarship Awards Ceremony, and Junior Statesmen Convention.

Chairperson Gerber relayed a request from Debbie Reed for Commissioners to participate on the Beat the Odds selection committee on April 8, 2010.

5d. WALTERIA LIBRARY UPDATE

Senior Librarian Ross welcomed Commissioners and provided an update of branch activities since the Commission's last visit. He reported that Walteria's Open House on March 4, 2010 was well attended and visitors appreciate a brighter, airier, and more spacious and functional library that is also ADA compliant. He commended Principal Librarian Theyer for her outstanding leadership, hard work, and attention to detail.

Youth Services Librarian Gutierrez reported that upcoming events include a St. Patrick's Day program, the first Teen Advisory Board (TAB) meeting of the year, and a magician in April.

Principal Librarian Theyer added that the branch's TAB is very active and assists with movie and AP/final study nights. She noted that Youth Services Librarian Gutierrez also hosts Lollipop Preschool visits.

Senior Librarian Ross discussed his background, staffing changes at the branch, and the diverse patrons who check out materials from the international language collection. He stated that his reading group Books Eclectic is moving to the third Tuesday of the month. He described his outreach to seniors that includes participation at the City's Senior Fair, Health & Resource Fair, and Commission on Aging meetings.

He concluded his presentation with a wish list that includes refinishing the Library's chairs and workroom cabinets, electric doors for the public and new desks for staff.

In response to Commissioner Wasserman's inquiry, staff could not state how much an electric door costs but offered to bring back an estimate.

5e. 2010 NATIONAL LIBRARY WEEK (APRIL 11-17)

City Librarian Weiner noted that an announcement from American Library Association was included in the material of record. She stated that this year National Library Week will be celebrated with the theme "Communities Thrive @ Your Library." She described events that week that include Meet the Author with Stephen Jay Schwartz on April 14, a magician show at Walteria Library on April 14, Easy Dog Training on April 17, and Musical Mornings with Dave Kinnoin Earth Day Celebration on April 17.

Chairperson Gerber stated that she plans to be present to accept the Proclamation at the April 6, 2010 City Council meeting, and Commissioners Ravine, Sheldon, and Stapleton indicated that they would try to be there as well.

Commissioner Wasserman inquired about ALA's Public Service Announcement and City Librarian Weiner responded that CitiCABLE might be willing to use it.

5f. GET INVOLVED SYMPOSIUM

City Librarian Weiner reported that she and Principal Librarian Theyer attended the "Get Involved" symposium on February 22, 2010 in Irvine for original grant recipients. She stated that they profiled Torrance Library's success with Volunteer Match.

Principal Librarian Theyer stated that it was an opportunity for libraries to share challenges and that they made a commitment to provide in-house training for everyone who works with volunteers. She noted that they are trying to be more creative and flexible with volunteer opportunities and are recruiting for a Volunteer Storytime "Grandparent" to assist the Librarian, a Podcast Music Composer, photographers, volunteers for Words on Wheels, summer reading and writing partners, managers for homework centers, and a Katy Geissert Library "ambassador" to assist patrons.

6. UNFINISHED BUSINESS

6a. ANNUAL PART-TIME STAFF RECOGNITION EVENT

City Librarian Weiner reported that this year the City extended invitations to part-time staff at its award banquet. She stated that three part-time Library staff attended the City's event.

Chairperson Gerber described the annual recognition event for part-time Library staff and, following a brief discussion, there was consensus to continue the event. It was decided to form a subcommittee to plan it at the April 12, 2010 Commission meeting.

Commissioner Stapleton confirmed that last year the event was on June 24 and the budget was \$1,100.

MOTION: Commissioner Ross moved for the Library Commission to continue the Annual Part-time Library Staff Recognition event. Commissioner Sheldon seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Sargent).

6b. DAY IN THE DISTRICT

City Librarian Weiner noted that an attachment from the California Library Association (CLA) website was included in agenda materials. She reported that this year Day in the District will be April 16, 2010 in conjunction with National Library Week. She advised that the local liaison from CLA will assist in scheduling appointments with local legislators and noted that the impact of non-staff attending is huge. She stated that tip sheets are available on the CLA website, adding that staff will provide packets to Commissioners who are able to participate.

7. STANDING COMMISSION COMMITTEE REPORTS

7a. TORRANCE PUBLIC LIBRARY FOUNDATION FEBRUARY MEETING

City Librarian Weiner reported that the Foundation's presentation of author Connie Dial on March 3, 2010 was successful with approximately 80 people in attendance. She announced that the Foundation is hosting another author program with Bill Boyarsky on April 7, 2010.

8. MONTHLY DEPARTMENT REPORT

8a. BRANCH LIBRARY REFURBISHMENT UPDATE

Principal Librarian Theyer reported that North Torrance Library is closed and demolition will begin March 11, 2010. She stated that the branch will reopen in early June in time for the Summer Reading Program. She noted that the shelving around the walls is being preserved and that a mobile homework center and furniture provided by Exxon Mobil will be added. She stated that Torrance Municipal Water is still working on the water tower project at McMaster Park which causes confusion about entering and exiting the driveway.

She stated that there is no timeline yet for the ADA remodeling project but the longest any branch will be closed is three weeks.

8b. OTHER

City Librarian Weiner reported that the Library is involved with several joint programs with other Departments and Divisions and one of them is Harold and the Purple Crayon with the Cultural Services Division this week.

She announced that Southeast Library received the State Library's Dia de los Ninos grant to raise awareness of literacy in Latino and Hispanic families and it will pay for a dance/music program, storytime, craft, and books.

City Librarian Weiner announced that the Library will serve as a Census Questionnaire Assistance Center to help residents fill out their Census 2010 forms on March 19, 24, 25, and 26, 2010.

She stated that retiring Supervising Librarian Tina Chen will receive a Proclamation at the March 9, 2010 City Council meeting and that Kay Ujimori will be filling her position at El Retiro Library.

City Librarian Weiner was pleased to announce that 300 people attended the Authors/Artists Faire on March 6, 2010 sponsored by the Japanese American Historical Society of Southern California.

She announced upcoming events that include "5000 Years of Uppity Women—Celebrate Women's History Month" on March 13, John Bogert on March 24, and Meet the Author with Lisa See on March 27.

9. ORAL COMMUNICATIONS

9a. Commissioner Wasserman stated that he enjoyed the Library orientation and offered to include Library resources in his homeowners association newsletter.

9b. Responding to Commissioner Ravine's inquiry, City Librarian Weiner stated that the switchover to the new telephone system went smoothly and they are just finishing up with the branches.

9c. In response to Commissioner Sheldon's inquiry, City Librarian Weiner advised that the Library does not have an overtime budget and does not comprise even 1% of the overall personnel budget.

9d. Commissioner Sheldon initiated a brief discussion about when it is appropriate for Commissioners to wear their badges.

9e. Commissioner Sheldon discussed a volunteer program that awards volunteers with a free day at Disneyland.

9e. Commissioner Sheldon shared information about the System Advisory Board and noted that there is no meeting scheduled.

9f. City Librarian Weiner announced "5,000 Years of Uppity Women" with Vicki Leon on March 13, 2010.

9g. Chairperson Gerber announced the Environmental Fair on March 27, 2010.

10. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

Items for the April 2010 Library Commission meeting agenda were listed and include: Friends, Youth Council, branch library refurbishment, Foundation, Day in the District, budget, National Library Week, joint meeting with City Council, automation projects presentation, and part time staff recognition.

11. ADJOURNMENT

MOTION: At 9:07 p.m., Commissioner Ross moved to adjourn the meeting to Monday, April 12, 2010 at Katy Geissert Library, at 7:00 p.m. Commissioner Stapleton seconded the motion and, hearing no objection, Chairperson Gerber so ordered.

| |
|---|
| Approved as Submitted April 12, 2010 s/ Sue Herbers, City Clerk |
|---|