

March 9, 2015

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

1. CALL TO ORDER

The Torrance Library Commission convened in a regular session at 7:01 p.m. on Monday, March 9, 2015 at Walteria Branch Library.

2. ROLL CALL

Present: Commissioners Haussmann*, Perkins, Plourde, Ravine, Sargent, Wengrow, and Chairperson Ross.

Absent: None.

Also Present: City Librarian Theyer, Senior Librarian Aguado, Senior Librarian Deleget, Youth Services Librarian Gutierrez, and Library Assistant Vega.

*Commissioner Haussmann arrived at 7:06 p.m.

3. FLAG SALUTE

Commissioner Sargent led the Pledge of Allegiance.

4. AFFIDAVIT OF POSTING

MOTION: Commissioner Perkins, seconded by Commissioner Plourde, moved to accept and file the report of the City Clerk on the posting of the agenda; a roll call vote reflected unanimous approval.

5. APPROVAL OF MINUTES

5A. MINUTES OF FEBRUARY 9, 2015

Commissioner Sargent offered a correction as follows: Page 3, 7C, paragraph 1: "...she is still trying to schedule visits with the three new elected representatives for Torrance."

MOTION: Commissioner Sargent moved to approve the Library Commission meeting minutes of February 9, 2015 as amended. Commissioner Wengrow seconded the motion; a roll call vote reflected unanimous approval.

6. NEW BUSINESS

6A. FRIENDS OF THE TORRANCE LIBRARY

City Librarian Theyer encouraged Commissioners to watch the segment about Friends on this week's "Senior Scene" on CitiCABLE.

6B. TORRANCE YOUTH COUNCIL

The Commission welcomed Youth Council members Rita Lake, Cindy Takigawa, Nathan Apodaca, and Ryota Nishishiba. Members announced a Prom Fashion Show on March 14 at the ATTIC and Pancake Breakfast on April 18 at the ATTIC. They reported that the Publicity committee has finished filming the video promoting the Library and are in the process of editing it, noting that it will be ready for the Commission's review at its next meeting on April 13, 2015.

6C. WALTERIA LIBRARY REPORT

Senior Librarian Deleget welcomed Commissioners and provided an update of branch activities since the Commission's last visit in June 2014. She noted that the Walteria Library Report was included in agenda attachments. She reported that their clientele has become increasingly diverse in recent years and, as a result, they have a significant circulation of magazines and books in foreign languages. She noted that total circulation of library materials for calendar year 2014 was 116,407. She discussed staffing at the library and outreach to older adults at the Bartlett Center using "Brain Boosting" multi-media bags. She stated that the Armchair Traveler Book Group meets monthly and that three GET programs were held at the branch this year.

Youth Services Librarian Gutierrez presented information about Monday evening's Pajamarama, Homework Helper program, and Teen Advisory Board. She discussed after school programming that includes story crafts, performers, and passive programs. She stated that she visits local elementary schools frequently throughout the year.

Senior Librarian Deleget announced that the last "Brain Boosting" memory-enhancing program at the Bartlett Center is March 18. She described the kits and mentioned that they are now available for checkout. She stated that plans for the future include weeding and updating collections, finish relabeling the Readalong collection, and plan some intergenerational programs.

Responding to Commissioner Plourde's inquiry, City Librarian Theyer stated that there is a huge demand for materials in other languages and that the majority of foreign language collections are at Katy Geissert.

6D. ANNUAL PROGRESS REPORT

City Librarian Theyer presented a draft of the Library's 2014 Plan of Service Progress Report and requested that Commissioners provide any feedback.

In response to Commissioner Wengrow's inquiry, she stated that the focus groups have helped the Library set major goals for 2015.

Responding to Commissioner Plourde's inquiry, City Librarian Theyer stated that story times, song lyrics on television, and bilingual books all help teach English and contribute to early literacy not only for youth but also their parents.

7. OLD BUSINESS

7A. JOINT MEETING WITH TORRANCE CITY COUNCIL

City Librarian Theyer reported that the ad hoc committee met on February 18 to finalize the agenda for the April 21 joint meeting with City Council. She noted that Commissioner Haussmann was appointed to fill the vacancy left by Commissioner Sheikh. She stated that the adult video contest winner of "Explore the World with the Torrance Library" would be shown as well as one of the videos that the Youth Council created. She asked Commissioners to review the agenda and confirm that they are comfortable with their assignments.

7B. EMPLOYEE RECOGNITION

City Librarian Theyer reported that the ad hoc committee met on February 18 to further develop the plan for Library staff recognition. She presented the committee's recommendation to give all Library employees Starbucks' gift cards and for two Commissioners to deliver trays of cookies to each Library. She presented a schedule for visits, a budget of not to exceed \$700, and a message to be included with the gift cards.

MOTION: Commissioner Wengrow moved to approve a budget of not to exceed \$700 to fund the employee recognition. Commissioner Sargent seconded the motion; a roll call vote reflected unanimous approval.

MOTION: Commissioner Plourde moved to concur with the message to be included with gift cards for the employee recognition. Commissioner Wengrow seconded the motion; a roll call vote reflected unanimous approval.

MOTION: Commissioner Wengrow moved to adopt the schedule for Library visits and that there be no more than two Commissioners for each visit. Commissioner Sargent seconded the motion; a roll call vote reflected unanimous approval.

City Librarian Theyer stated that supervisors would be responsible for distributing gift cards and that she would call Commissioners in May to schedule their visits.

7C. DAY IN THE DISTRICT

City Librarian Theyer reported that Commissioners Haussmann, Ravine, and Chairperson Ross visited the offices of Senator Hall on February 13. She stated that Commissioners Ravine, Sargent, and Chairperson Ross are scheduled to visit Assemblymember Hadley's office on March 13 and Commissioners Perkins, Ravine, and Sargent were scheduled to visit Senator Allen's office on April 3.

Chairperson Ross reported that the representative in Senator Hall's offices was very cordial and receptive. He stated that she was interested in the Library's outreach efforts and how it services the community. He noted that their visit was in conjunction with Los Angeles County Public Library and that he learned that some of their libraries provide a passport service.

City Librarian Theyer stated that the City Clerk's office used to offer a passport service but they stopped a few years ago, adding that space is the biggest hurdle. She noted that Palos Verdes Main Library still offers the service with its own staff.

Chairperson Ross mentioned that Los Angeles County Public Library also administers flu shots and was informed by staff that the Library also offered this service this year in several branches with the GET project. She added that it was a very successful service and they plan to offer it again next year.

Commissioner Ravine stated that the representative expressed interest in visiting the Library and City Librarian Theyer offered to follow up with her.

City Librarian Theyer stated that she is going to Washington, D.C. the first week of May for the national Legislative Day.

8. MONTHLY DIVISION REPORT

City Librarian Theyer noted that her Monthly Division Report was included in agenda materials. She reported that the Library continues to rotate staff through temporary appointments.

In response to Commissioner Plourde's inquiry, she stated that as far as she knows the front lobby project is on target. She stated that they are fabricating the new desk offsite and that the bulk of the roofing project is complete.

9. ORAL COMMUNICATIONS

9A. The Commission welcomed guest Angie Chaddick and Friends' Teresa Covey.

9B. Commissioner Wengrow stated that she completed the Ethics training.

9C. Commissioner Ravine stated that he promoted the Library at the Police Department volunteer dinner.

9D. Commissioner Plourde stated that he attended the South Bay Cities Council of Governments general assembly on February 27 and enjoyed hearing the panel that City Librarian Theyer was on.

9E. Commissioner Haussmann stated that she completed the Ethics training, visited Senator Hall's office, and attended a black writers' program at a Los Angeles County library.

9F. Commissioner Sargent stated that she attended an Adult School Site Council meeting, South Bay Cities Council of Governments general assembly, and Congressman Lieu's swearing in ceremony at Royce Hall. She announced of Miracle of Living lecture on March 18 on menopause and stated that she did the Ethics Training online.

9G. Commissioner Perkins stated that she attended the South Bay Cities Council of Governments general assembly, the black writers' program, City Council meetings, the State Senate hearing, and Congressman Lieu's swearing in ceremony.

9H. Chairperson Ross stated that he attended a Youth Council meeting and a Mary Star of the Sea fundraiser.

9I. Chairperson Ross relayed a letter from Debbie Reed inviting a Commissioner to participate on the Beat the Odds scholarship selection committee on April 9. He stated that he volunteered to represent the Commission and will also go to the awards ceremony on May 7.

10. **ITEMS FOR NEXT LIBRARY COMMISSION MEETING**

Items for the April 13, 2015 Library Commission meeting agenda were listed and include: Friends, Youth Council, Monthly Division Report, Youth Services Collection Development policy, story time boxes, Youth Council video, joint meeting with City Council, Day in the District, and Staff Recognition.

11. **ADJOURNMENT**

MOTION: At 8:40 p.m., Commissioner Sargent moved to adjourn the meeting to April 13, 2015, at 7:00 p.m. at Henderson Branch Library. Commissioner Plourde seconded the motion; a roll call vote reflected unanimous approval.

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Approved as submitted April 13, 2015 s/ Rebecca Poirier, City Clerk
