

**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 12, 2012 at El Retiro Library.

2. ROLL CALL

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

Absent: Commissioners Wasserman and Wengrow.

Also Present: Principal Librarian of Operations Vinke,
Supervising Librarian Ujimori, and
Youth Services Librarian Spradlin.

MOTION: Commissioner Sargent moved to grant Commissioner Wasserman an excused absence for the March 12, 2012 Commission meeting. Commissioner Ross seconded the motion; a voice vote reflected unanimous approval.

It was noted that Commissioner Wengrow was previously granted an excused absence for this meeting at the January 9, 2012 Commission meeting.

3. FLAG SALUTE

Commissioner Ravine led the Pledge of Allegiance.

4. AFFIDAVIT OF POSTING

MOTION: Commissioner Ravine moved to accept and file the report of the City Clerk on the posting of the agenda. Commissioner Ross seconded the motion; a voice vote reflected unanimous approval (absent Commissioners Wasserman and Wengrow).

5. APPROVAL OF MINUTES

**5A. OCTOBER 25, 2011 JOINT MEETING OF THE LIBRARY COMMISSION AND
TORRANCE CITY COUNCIL**

MOTION: Commissioner Perkins moved to approve as presented the meeting minutes of the October 25, 2011 joint meeting of the Library Commission and Torrance City Council. Commissioner Ross seconded the motion; a voice vote reflected unanimous approval (absent Commissioners Wasserman and Wengrow).

5B. LIBRARY COMMISSION MEETING OF NOVEMBER 14, 2011

MOTION: Commissioner Ross moved for the approval of the November 14, 2011 Library Commission meeting minutes as presented. Commissioner Sargent seconded the motion; a voice vote reflected unanimous approval (absent Commissioners Wasserman and Wengrow).

5C. LIBRARY COMMISSION MEETING OF JANUARY 9, 2012

MOTION: Commissioner Sargent moved to approve the January 9, 2012 Library Commission meeting minutes as presented. Commissioner Perkins seconded the motion; a voice vote reflected unanimous approval (absent Commissioners Wasserman and Wengrow).

6. NEW BUSINESS

The Commission welcomed Geneva Martin from Friends of the Torrance Library who announced a hardback book sale on April 27-28, 2012 at Katy Geissert Library.

The Commission welcomed Torrance Youth Council member Ryan Hirano from North High School who announced an ASB Bowl on March 13 and Pancake Breakfast on April 7, both at the ATTIC.

6A. EL RETIRO STAFF REPORT

Chairperson Stapleton noted that written reports from Supervising Librarian Ujimori and Youth Services Librarian Spradlin were included in agenda packets.

Responding to Commissioner Ross' inquiry regarding the Youth Services Index, Youth Services Librarian Spradlin stated that the statistics were included in the report to highlight the dramatic increase in attendance of programs.

Commissioner Ross stated that it would be helpful to know how many people visit the branch each day, the number of items checked out, and how circulation compares to other Torrance libraries.

Youth Services Librarian Spradlin responded that the branch averages between 150 and 200 patrons per day, with over half being adults. He pointed out that their circulation and patron count is usually the lowest or close to the lowest in the system due to the facility's unique geography. He noted, however, that attendance at story times is second only to Katy Geissert Library.

Supervising Librarian Ujimori stated that circulation was 48,147 items from July 2011 through January 2012.

6B. CALTAC BOARD TRAINING ON MARCH 31

Chairperson Stapleton reported that Jane Jones will conduct a training session for Commissioners on March 31, 2012 at 9:00 a.m. at Katy Geissert Library. She requested that Commissioners confirm attendance and vote a budget for any refreshments.

Commissioners Perkins, Ravine, Sargent, and Chairperson Stapleton indicated they would attend; Commissioner Ross stated that he was unable to commit at this time. Commissioners briefly discussed the balance in the Commission budget and expenses necessary for the ALA Convention and Part Time Employee Recognition breakfast. It was decided to provide a refreshment break in the morning and to take Ms. Jones out to lunch following the training.

MOTION: Commissioner Sargent moved to approve NTE \$75 from the Commission budget for the CALTAC Board Training on March 31, 2012. Commissioner Perkins seconded the motion; a voice vote reflected unanimous approval (absent Commissioners Wasserman and Wengrow).

6C COMMISSIONER ATTENDANCE AT ALA CONVENTION IN ANAHEIM IN JUNE

Chairperson Stapleton noted City Librarian Theyer's letter in agenda packets regarding the Annual Convention of the American Library Association in Anaheim, California from June 21-26, 2012. She offered her opinion that the Convention is geared toward the profession and not Commissioners, and asked if any Commissioners were interested in attending.

Commissioner Ravine expressed interest in attending. A brief discussion centered on whether the City or Commissioner should pay to attend and it was decided to postpone a decision until the next regularly scheduled Commission meeting.

MOTION: Commissioner Ross moved to defer the item to the April 9, 2012 Library Commission meeting. Commissioner Sargent seconded the motion; a voice vote reflected unanimous approval (absent Commissioners Wasserman and Wengrow).

6D. CENTENNIAL LIBRARY CARD

Commissioner Ravine reported that he spoke with the Centennial Committee about his idea to develop a Centennial library card. He stated that the Committee approved the concept and use of the Centennial logo, but were unable to manage the funding at this time. He recommended tabling the idea for the Centennial year 2012 and to consider incorporating a commemorative library card for the future celebration of an anniversary for the Torrance Public Library.

MOTION: Commissioner Perkins moved to defer consideration of a commemorative library card to a later date. Commissioner Ross seconded the motion; a voice vote reflected unanimous approval (absent Commissioners Wasserman and Wengrow).

6E. CALTAC WORKSHOP REPORT / COMMISSIONER REIMBURSEMENT

Commissioner Ravine reported that he attended the CALTAC Workshop on March 10, 2012 in Burbank.

MOTION: Commissioner Perkins moved to reimburse Commissioner Ravine NTE \$75 for registration and mileage for the CALTAC Workshop. Commissioner Ravine seconded the motion; a voice vote reflected unanimous approval (absent Commissioners Wasserman and Wengrow).

6F. CITY AND STATE BUDGET REPORT

Chairperson Stapleton noted that City Librarian Theyer's report on the City and California State budgets was included in agenda materials.

Principal Librarian of Operations Vinke discussed immediate and future impacts that the loss of State funding would have on libraries and Torrance Public Library. He

described SCLC's delivery service between library districts, noting that the Library is considering mailing materials, discontinuing, or cutting back on deliveries. He stated that the trigger bill severely impacts the State Library budget but fortunately Torrance Library would not be as affected as many other systems in the State.

6G. PART-TIME EMPLOYEE RECOGNITION BREAKFAST

Chairperson Stapleton relayed City Librarian Theyer's request that Commissioners decide if they would like to host the recognition breakfast this fiscal year, select possible dates, vote a budget, and form an ad-hoc committee to plan the event.

Commissioners determined that May or June 2012 on a Wednesday morning would be preferable and Principal Librarian of Operations Vinke pointed out that the Library Meeting Room is available on May 9, May 23, or June 13.

MOTION: Commissioner Sargent moved to have the Part-time Employee Recognition Breakfast on June 13, 2012 at 9:00 a.m. Commissioner Ravine seconded the motion; a voice vote reflected unanimous approval (absent Commissioners Wasserman and Wengrow).

Commissioners discussed the Commission budget and funds spent on last year's event. It was noted that there are 14 part-time employees to be honored this year, including one who will be honored for 30 years of service.

MOTION: Commissioner Ross moved to approve NTE \$1,100 from the Commission budget for the Part-time Employee Recognition Breakfast. Commissioner Perkins seconded the motion; a voice vote reflected unanimous approval (absent Commissioners Wasserman and Wengrow).

MOTION: Commissioner Perkins moved to appoint Commissioners Sargent, Ross, and Chairperson Stapleton to an ad-hoc committee to plan the Part-time Employee Recognition Breakfast. Commissioner Ravine seconded the motion; a voice vote reflected unanimous approval (absent Commissioners Wasserman and Wengrow).

6H. CHANGE TO COLLECTION DEVELOPMENT POLICY

Principal Librarian of Operations Vinke presented a proposed change to the Adult Collection Development Policy to encompass the change to the Professional Collection. He stated that the collection would be displayed on the main floor of Katy Geissert Library and be available for check out.

6I. PARTICIPATION IN DISTRICT LEGISLATIVE VISITS

Commissioners and Chairperson Stapleton expressed interest in participating in Time in the District in March and April 2012. Chairperson Stapleton presented a sample letter to legislators asking for restoration of public library funding and requested that the Commission approve it as a body for her signature.

Commissioner Ross stated his opinion that legislators already know all the ramifications of budget cuts and would prefer that the letter be more to the point.

MOTION: Commissioner Sargent moved for the Library Commission to send the sample letter to legislators regarding the budget and to direct staff to prepare it for the

Chairperson's signature. Commissioner Perkins seconded the motion; a voice vote reflected unanimous approval (absent Commissioners Wasserman and Wengrow).

7. OLD BUSINESS

7A. COMMISSION OUTREACH REPORTS

Commissioner Ravine stated that participated in Hope Witkowsky's filming of the book club meeting at Henderson Library two weeks ago and that the segment will air in June 2012. He noted that he also enjoyed the book program on Chinese restaurants at Katy Geissert Library.

He stated that he also attended the March 10, 2012 CALTAC Workshop where he learned that some library systems are renaming their branches to focus on being community based facilities.

Commissioner Ross stated that he expressed appreciation to Friends for their donation at the City Council meeting last month.

Commissioner Sargent stated that she enjoyed author Lisa See's presentation and also the Firefighters' Spaghetti Dinner.

Commissioner Perkins stated that she enjoyed the History of Torrance presentation at the Library, Harvey Horwich's retirement party, Firefighters' Spaghetti Dinner, Torrance Symphony, and North Torrance Library's reopening.

Chairperson Stapleton stated that she participated in the North Torrance Library reopening and initiated a brief discussion about the history of the mural and the importance of art in public places.

7B. CITICABLE UPDATE - No report.

8. COMMISSION LIAISON REPORTS

8A. TORRANCE PUBLIC LIBRARY FOUNDATION

Commissioner Perkins distributed the Foundation's "One Book, One City" brochure and bookmark and announced the next meeting on March 29, 2012.

8B. SOUTHERN CALIFORNIA LIBRARY COOPERATIVE (SCLC)

Commissioner Ravine reported that SCLC is seriously reevaluating what they can and cannot do with their limited resources in the near future.

8C. EDUCATION AND SCHOOL RELATIONS – No report

9. MONTHLY DIVISION REPORT

Principal Librarian of Operations Vinke noted that the Monthly Division Report was included in agenda packets. He distributed "The Globe and Mail: Creating the public library of the future," 2012 ALA Annual Conference registration forms, and information about focus group participation for the new Plan of Service. He stated that

the Library's joint program with the South Bay Genealogy Society on genealogy for kids was a successful collaboration.

In response to Chairperson Stapleton's inquiry, he stated that 95% of respondents to the survey were either "Very Satisfied" or "Satisfied" with Library services. He noted an overwhelming number of on-line survey respondents recommended that the Library provide e-books. He stated that staff is exploring the options for e-books and described the chaotic market.

10. ORAL COMMUNICATIONS

10A. Commissioner Perkins announced a Historical Society program on the history of the Torrance Fire Department on March 29, 2012.

10B. Commissioner Sargent shared information about her recent visit to the National Library of South Africa and her mother's 100th birthday celebration in England. She announced a Miracle of Living lecture on sleep disorders on March 21, 2012.

10C. Chairperson Stapleton relayed Debbie Reed's request for a Commissioner to participate in the Beat the Odds scholarship selection committee on March 22, 2012; Commissioner Ross stated that he would participate.

11. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

Items for the April 9, 2012 Library Commission meeting agenda were listed and include: Friends, Foundation, Youth Council, SCLC, Education and School Relations, outreach reports, ALA Convention, Commissioner training debriefing, City and State budget, and Part-time Employee Recognition.

12. ADJOURNMENT

MOTION: At 8:50 p.m., Commissioner Sargent moved to adjourn the meeting to March 31, 2012 at Katy Geissert Civic Center Library, at 9:00 a.m. for a board training workshop. Commissioner Ross seconded the motion and, hearing no objection, Chairperson Stapleton so ordered. The next regular meeting will be on Monday, April 9, 2012 at 7:00 p.m. at the North Torrance Library, 3604 Artesia Boulevard.

Approved as Submitted April 9, 2012 s/ Sue Herbers, City Clerk
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