

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

1. CALL TO ORDER

The Torrance Library Commission convened in a regular session at 7:07 p.m. on Monday, April 12, 2010 at Katy Geissert Civic Center Library.

2. ROLL CALL

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

Absent: Commissioner Sargent.

Also Present: City Librarian Weiner, Acting Principal Librarian Frame, and Support Services Supervisor Vinke.

MOTION: Commissioner Wasserman moved to grant an excused absence to Commissioner Sargent for the April 12, 2010 Commission meeting. Commissioner Ross seconded the motion; a voice vote reflected unanimous approval.

3. FLAG SALUTE

Commissioner Stapleton led the Pledge of Allegiance.

4. APPROVAL OF MINUTES

4a. MINUTES OF MARCH 8, 2010 COMMISSION MEETING

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

5. NEW BUSINESS

Chairperson Gerber welcomed guest Edgar Saenz, candidate for California Assembly 53rd.

5a. FRIENDS OF THE TORRANCE LIBRARY REPORT

City Librarian Weiner distributed the Friends Spring 2010 newsletter and announced a hardback book sale at Katy Geissert Civic Center Library on April 23-24, 2010.

5b. YOUTH COUNCIL REPORT

Torrance Youth Council member Tony Joo, South High School, stated that the April 3, 2010 Pancake Breakfast was successful and well attended. He reported that applications are being reviewed for the Beat the Odds scholarship program and that the awards ceremony will be held on May 6, 2010. He discussed upcoming events that include Relay for Life and the April 16-18, 2010 Junior Statesmen Convention, and noted that the Youth Council is also trying to develop a FaceBook page.

5c. LIBRARY AUTOMATION PROJECTS

Support Services Supervisor Vinke distributed license plate frames that promote the Library as well as fliers of upcoming events that include "Easy Dog Training" on April 17 and "Ace the Interview" on April 28. He provided a power point presentation on automation projects at the Torrance Library. He discussed Online Resources and distributed a list of electronic resources and databases available to cardholders on the Web, noting that CQ Researcher and Mango Languages are now accessible. He provided information about the Inter-Library Loan and Direct Inter-Library Loan systems. He stated that they are in the process of developing an online Library card application to increase customer service and accuracy, strengthen the partnership with Torrance Unified School District, save staff time, and eliminate waste. It would also allow e-mail notifications and he showed samples of a due soon notice, welcome notice, and upcoming event notice.

He also discussed the on-going project to digitize the Torrance Herald, Peninsula Press, and City directories. He noted that the project is halfway complete and was pleased to announce that there has been improved quality of film. He showed an example of the digitized Santa Monica Newspilot.

City Librarian Weiner pointed out that the digitizing project will be useful to people doing genealogy research.

Support Services Supervisor Vinke provided information about the WayFinder Project that will be a kiosk in the Katy Geissert lobby that will direct patrons to the Dewey Decimal system, fiction literature, additional collections, facilities, and the Civic Center map. He added that the project started as a GIS project and funding is being made available through remodel funds. He stated that they are also looking for a new vendor to supply "All-in-One" printing and copying machines with coin and vend options that will enable the Library to provide WiFi printing. He concluded his presentation with future plans that include exploring e-books, downloadable audio books, Text-a-Librarian, Chat Reference, Smart Phone Applications, and Office on public computers.

A brief discussion centered on privacy and security concerns for the City system that makes implementing changes slower but usually safer. Joining other Library systems to purchase downloadable materials was also discussed.

5d. PROPOSED SOUTH BAY COMMISSION FORUM

Commissioners and staff discussed e-mail notifications and a March 1, 2010 article in the Daily Breeze inviting Commissioners in the South Bay to attend informal,

monthly meetings to share ideas and insight into improving performance and service to the Community.

City Librarian Weiner relayed the City Attorney advised that if more than three Commissioners attend one of these forums it would be a violation of the Brown Act and may cause an appearance of impropriety.

5e. LIBRARY COMMISSION BUDGET UPDATE

City Librarian Weiner briefly reviewed the Library Commission Budget Performance Report for Fiscal Year to Date 3/30/2010, noting that 55% has been spent.

In response to Commissioner Wasserman's inquiry, she stated that there is no carry over and unspent funds go back into the General Fund.

5f. ANNUAL JOINT MEETING WITH CITY COUNCIL

City Librarian Weiner advised that the last Library and City Council joint meeting was in March 2009. She suggested waiting until after the June 8, 2010 election to schedule the next joint meeting. It was decided to form a subcommittee to plan the agenda for the meeting.

MOTION: Commissioner Stapleton moved to approve that Commissioners Sheldon, Wasserman, and Chairperson Gerber be appointed to a subcommittee to plan the joint meeting of the Library and City Council. Commissioner Ross seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Sargent).

6. UNFINISHED BUSINESS

6a. ANNUAL PART-TIME STAFF RECOGNITION EVENT

Following a brief discussion, it was determined to schedule the part-time staff recognition event for June 9, 2010 and a planning committee was selected.

Commissioner Stapleton volunteered to prepare invitations and Commissioner Ross offered to purchase gift cards.

MOTION: Commissioner Wasserman moved to appoint Commissioners Ross, Stapleton, and Sargent to a subcommittee to plan 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 reported that she will not know for sure until April 14, 2010 if legislators are scheduling appoints for April 16, 2010 or April 23, 2010. Commissioners Stapleton and Ravine indicated that they would be able to attend on April 16 and Commissioner Sheldon and Chairperson Gerber stated they would be available on April 23.

7. STANDING COMMISSION COMMITTEE REPORTS

7a. TORRANCE PUBLIC LIBRARY FOUNDATION MARCH MEETING

City Librarian Weiner reported that a small committee met in March to plan the author program with Bill Boyarsky on April 7, 2010.

Commissioner Stapleton stated that she enjoyed the program and that she joined the Foundation that evening.

8. MONTHLY DEPARTMENT REPORT

8a. BRANCH LIBRARY REFURBISHMENT UPDATE

Acting Principal Librarian Frame reported that demolition of North Torrance Library is complete and that they are one day behind schedule. He stated that they are making concrete cuts to install wiring in the floor, making electrical upgrades, installing carpeting, and painting the interior this week. He encouraged Commissioners to view photographs and follow the progress of the renovation on the Library's FaceBook page. He was pleased to announce that City Council approved the enclosure of the 400-500 square foot patio that will be used for lounge chairs and periodicals, adding that the addition will take place in January or February 2011. He noted that homework center computers have been received and furniture ordered with funds provided by Exxon Mobil. He stated that a soft opening is planned for June 2010, with a grand opening in September 2010 when the new furniture has arrived.

8b. OTHER

City Librarian Weiner distributed new Welcome to the Torrance Public Library brochures, fliers for "Social Security and You" on May 5, 2010, and information about South Bay Enrichment Academy summer school schedules.

She announced that Little Company of Mary Providence is considering being the donor again for the Live Homework Help on-line tutoring service next year.

City Librarian Weiner stated that every Department is being asked to submit proposals for ways to reduce their budgets, find efficiencies, or increase revenues. She stated that the Library is considering increasing proctor services and having a coffee cart.

She stated that over 200 people attended Meet the Author with Lisa See on March 27, 2010.

9. ORAL COMMUNICATIONS

9a. Commissioner Sheldon announced upcoming SCLS programs: Leaders in Libraries: Discover the Leader Within! on April 21, 2010 and Frontline Library Advocacy: It's Not Just for Administrators Anymore! on May 4, 2010.

9b. Commissioner Ravine stated that Support Services Supervisor Vinke's presentation was very informative and that the Commission should find ways to encourage new technologies.

9c. Commissioner Wasserman stated that author John Bogart's presentation was well-attended and entertaining.

9d. City Librarian Weiner commended Support Service Supervisor Vinke for his recent excellent author programs.

10. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

Items for the May 2010 Library Commission meeting agenda were listed and include: Friends, Youth Council, branch library refurbishment, Foundation, Day in the District debriefing, budget, SCLS, Commission annual report, joint meeting with City Council, and part-time staff recognition.

11. ADJOURNMENT

MOTION: At 9:03 p.m., Commissioner Ross moved to adjourn the meeting to Monday, May 10, 2010 at Katy Geissert Civic Center Library, at 7:00 p.m. Commissioner Stapleton seconded the motion and, hearing no objection, Chairperson Gerber so ordered.

Approved as Submitted May 10, 2010 s/ Sue Herbers, City Clerk
