

**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, May 9, 2011 at the Southeast Library.

**2. ROLL CALL**

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

Absent: Commissioner Ravine.

Also Present: Acting City Librarian Theyer, Senior Librarian Deleget, and  
Youth Services Librarian Babiar.

**MOTION:** Commissioner Ross moved to grant Commissioner Ravine an excused absence for the May 9, 2011 Commission meeting. Commissioner Wengrow seconded the motion; a voice vote reflected unanimous approval.

**MOTION:** Commissioner Ross moved to grant Chairperson Stapleton an excused absence for the June 13, 2011 Commission meeting. Commissioner Wengrow seconded the motion; a voice vote reflected unanimous approval.

**3. FLAG SALUTE**

Commissioner Wasserman led the Pledge of Allegiance.

**4. AFFIDAVIT OF POSTING**

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

**5. APPROVAL OF MINUTES**

**5a. MINUTES OF APRIL 11, 2011 LIBRARY COMMISSION MEETING**

Commissioner Wasserman offered the following corrections to the April 11, 2011 meeting minutes:

Page 4, Item 7D, **MOTION:** "Commissioner Wengrow, seconded by Commissioner Sargent, moved for the Commission to host the Part-time Employee Recognition breakfast this year. Commissioner Wasserman and Chairperson Stapleton abstained; the motion failed (absent Commissioner Ross)."

Page 5, Item 10B: "Commissioner Wasserman stated that as a patron on numerous occasions..."

**MOTION:** Commissioner Sargent moved for the approval of the April 11, 2011 meeting minutes as amended. Commissioner Ross seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Ravine).

**6. NEW BUSINESS**

**6A. FRIENDS OF THE TORRANCE LIBRARY UPDATE**

Acting City Librarian Theyer reported that the spring hardback book sale on April 29-30, 2011 was successful and better than expected.

**6B. YOUTH COUNCIL UPDATE – No report.**

**6D. LIBRARY COMMISSION ANNUAL REPORT**

This item was taken out of order.

Acting City Librarian Theyer stated that typically the Library Commission submits its written Annual Report to City Council in September and that a new Commissioner is given the task of preparing it.

Commissioner Wengrow expressed interest in preparing the document and Commissioner Wasserman offered to assist her.

**MOTION:** Commissioner Sargent moved to assign Commissioner Wengrow to prepare the Library Commission's Annual Report. Commissioner Ross seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Ravine).

**7. OLD BUSINESS**

**7A. COMMISSION OUTREACH REPORT**

Acting City Librarian Theyer distributed supplemental material and asked Commissioners to replace it with the item in agenda packets. Commissioners took turns describing their outreach activities since the last Commission meeting and it was noted that Commissioner Ravine and Chairperson Stapleton submitted written reports.

Commissioner Sargent stated that she attended the April 12 City Council meeting when the Library proclamation was issued, assisted at the April 16 YMCA Healthy Kids event, and participated at the Bunka Sai Festival on April 30.

Commissioner Wasserman stated that he had the opportunity to speak with several Legislative Directors about Library budget concerns at the Capitol in Sacramento on April 18.

Commissioner Wengrow discussed plans to speak at the West Torrance Homeowners Association meeting with Commissioner Wasserman at La Romeria Park on May 16.

Commissioner Perkins discussed outreach activities at the Bunka Sai Festival, Friends of the Library book sale, grand opening of the East Annex One Stop permit center, and League of Women Voters annual meeting.

Commissioners Sargent, Perkins, and Ross volunteered to assist Library staff in promoting Summer Reading Program at Torrance Certified Farmers' Market on June 4.

**7B. CALIFORNIA BUDGET REPORT**

Acting City Librarian Theyer noted that her written report was included in agenda materials, adding that the Governor's "May Revise" is due to be released a few days before Library Legislative Day on May 18, 2011.

## **7C. CITY OF TORRANCE BUDGET REPORT**

Referring to her written report in agenda packets, Acting City Librarian Theyer noted that budget hearing dates would probably be changed to June 7 and 21, 2011 to allow City Council to travel to the All American City awards in Kansas City on June 14. She stated that the Library is recommending elimination of vacant Library Assistant 1 and 2 positions, a Library Page through attrition, elimination of the remaining 16 Sunday service days, and \$40,000 from the book budget. She added that these budget adjustments would preserve current days and hours at all of the libraries.

Chairperson Stapleton raised the possibility of alternating evening hours at Walteria and El Retiro branch libraries and Acting City Librarian Theyer responded that the possibility would be looked at once a new Plan of Service is prepared.

## **7D. PART-TIME EMPLOYEE RECOGNITION BREAKFAST**

Commissioners discussed the Commission budget and whether the Commission should continue to host the Part-time Employee Recognition breakfast. Commissioner Ross pointed out that the breakfast last year cost much less than expected and that this year only six employees would be recognized. Commissioners received clarification that there was \$996 left in the Commission budget for Local Meetings and Expenses.

Chairperson Stapleton stated that she would be able to participate in the decision because her relative is not receiving an award this year; Commissioner Wasserman stated that, as his aunt would be honored this year, he would not be able to participate in voting and left the meeting during discussion.

Acting City Librarian Theyer advised that the Library Meeting Room has been reserved for June 16, 2011 from 8:00 a.m. to 11:00 a.m.

**MOTION:** Commissioner Ross moved to host the Part-Time Employee Recognition Breakfast on June 16, 2011. Commissioner Sargent seconded the motion; a voice vote reflected unanimous approval (Commissioner Ravine absent; Commissioner Wasserman abstaining).

**MOTION:** Commissioner Ross moved to approve expenditure of not to exceed \$996 for the Part-Time Employee Recognition Breakfast on June 16, 2011. Commissioner Wengrow seconded the motion; a voice vote reflected unanimous approval (Commissioner Ravine absent; Commissioner Wasserman abstaining).

Commissioner Sargent offered to make arrangements for flowers, Commissioner Ross volunteered to purchase gift certificates and make catering arrangements, and Chairperson Stapleton offered to prepare the invitations.

**MOTION:** Commissioner Wengrow moved to assign Commissioners Ross, Sargent, and Chairperson Stapleton to an ad hoc committee to plan the Part-Time Employee Recognition Breakfast on June 16, 2011. Commissioner Perkins seconded the motion; a voice vote reflected unanimous approval (Commissioner Ravine absent; Commissioner Wasserman abstaining).

## **6C. SOUTHEAST LIBRARY REPORT**

This item was taken out of order.

Senior Librarian Deleget welcomed Commissioners and provided an update of branch activities since the Commission's last visit. She noted that written reports were

included in agenda material. She discussed the physical floor plan of the facility, staffing composition, the branch's collection of 42,000 books and 4,500 audiovisual materials, and average monthly circulation of 8,883 items. She shared information about monthly craft programs that have included card making, origami, and lei making as well as the branch's monthly adult book group. She distributed bags of "brain food" from their brain games program. She concluded her presentation with a wish list that includes a new roof, blinds for the workroom, and funds to purchase more audio visual materials.

Responding to Commissioner Ross' inquiry, she stated that she expects the opening of Hull in September to impact in-house use and availability of resources.

Youth Services Librarian Babiar discussed the diversity of patrons, the popular Homework Center after school, and story times on Mondays and Tuesdays. She stated that they received a SCLC grant celebrating "Dia de los Ninos/Dia de Los Libros" and were able to offer two bilingual story times, a story and craft program, and dance program. She shared information about the teen book group, partnership with Torrance High School, and class visits. She pointed out the relocation of the youth collection, teen paperback rack, and popular manga collection.

Commissioner Ross initiated a brief discussion about expanding the number of computers for patron use.

#### **7E. LIBRARY LEGISLATIVE DAY**

Acting City Librarian Theyer reported that Commissioner Ravine is registered for Library Legislative Day on May 18, 2011 in Sacramento and that Betsy Butler has already posted an appointment.

#### **8. COMMISSION LIAISON REPORTS**

**8A. TORRANCE PUBLIC LIBRARY FOUNDATION** – No report

**8B. SOUTHERN CALIFORNIA LIBRARY COOPERATIVE (SCLC)**

Acting City Librarian Theyer reported that she and Commissioner Ravine attended the last meeting that focused on carrying forward a budget, plan to start using reserves depending on the State budget, and legislation that could impact Torrance.

In response to Commissioner Wasserman's inquiry, she stated that SCLC is 65% State funded and the remainder comes from member dues, fees, and some charge backs for other associations to run businesses.

#### **8C. EDUCATION AND SCHOOL RELATIONS**

Commissioner Sargent reported that she plans to attend the next Adult School Advisory Council meeting.

#### **9. MONTHLY DIVISION REPORT**

**9A.** Acting City Librarian Theyer noted that the Monthly Division Report for April 2011 was included in agenda packets.

**9B.** Acting City Librarian Theyer announced that ExxonMobil Corporate trimmed funding for the Green Team volunteer program and is cutting the program by one week. She stated that volunteers at each location would not be beginning until after two weeks of Summer Reading Program. She advised that staff shortage has forced them to discontinue Reading and Writing Partner programs this summer.

**10. ORAL COMMUNICATIONS**

**10A.** Commissioner Ross inquired if there was a means for absentee voting or assigning a proxy and staff offered to check with the City Clerk.

**10B.** Commissioner Sargent announced Relay for Life at South High School on May 14-15, 2011 and distributed information about a Miracle of Living lecture on May 18.

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

Items for the June 2011 Library Commission meeting agenda were listed and include: Friends, Youth Council, Waleria Library report, Part-time Employee Recognition Breakfast, Foundation, SCLC, Education and School Relations, Commission Annual Report, California and City budget reports, Library Legislative Day, outreach reports, and Summer Reading Program.

**12. ADJOURNMENT**

**MOTION:** At 9:09 p.m., Commissioner Ross moved to adjourn the meeting to Monday, June 13, 2011 at Waleria Library, 3815 West 242<sup>nd</sup> Street, at 7:00 p.m. Commissioner Perkins seconded the motion and, hearing no objection, Chairperson Stapleton so ordered.

Approved as Submitted June 13, 2011 s/ Sue Herbers, City Clerk
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