

**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, May 10, 2010 at Katy Geissert Civic Center Library.

2. ROLL CALL

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

Absent: None.

Also Present: City Librarian Weiner,
Principal Librarian Theyer,
Community Services Director Jones, and
Youth Services Supervisor Van Vranken.

*Commissioner Ross arrived at 7:17 p.m.

3. FLAG SALUTE

Commissioner Sargent led the Pledge of Allegiance.

4. APPROVAL OF MINUTES

4a. MINUTES OF APRIL 12, 2010 LIBRARY COMMISSION MEETING

MOTION: Commissioner Wasserman moved for the approval of the April 12, 2010 meeting minutes as submitted. Commissioner Ravine seconded the motion; a voice vote reflected unanimous approval.

Chairperson Gerber welcomed new Commissioner Sargent and guest Ryan. Commissioners and staff took turns introducing themselves.

5. NEW BUSINESS

5d. 2010 SUMMER READING PROGRAM PREVIEW

This item was taken out of order.

Youth Services Supervisor Van Vranken distributed book bags, brochures, and prizes and discussed plans for the six-week Summer Reading Program "Make a Splash—READ!" beginning June 28, 2010. She described incentives, crafts, awards, and programming at all branches that will include Ken Frawley's "Dripping Wet with Fun" on July 2, Cartooning with Dave Boatman on July 10, "River Otter Circus" on July 19, and David Skale as "Captain Little Beard" on August 6. She expressed appreciation to

Friends for providing funding for the entire program. She shared information about the Reading Partners program, Writing Partners program, and “Make Waves” summer reading program just for teens.

She stated that the Library recently completed the well-attended Dia de los Ninos program that was made possible by a grant from SCLC. She described the celebration that included a dancer/story teller, a bilingual story time, and a story/craft activity.

5a. FRIENDS OF THE TORRANCE LIBRARY REPORT

Friends Secretary Teresa Covey announced that the April 23-24, 2010 hardback book sale made approximately \$9,000 and that Internet book sales continue to be profitable.

5b. YOUTH COUNCIL REPORT

Torrance Youth Council member Brendon Villalobos discussed the May 6, 2010 Beat the Odds Scholarship Awards Ceremony and plans for cleaning up Lago Seco Park’s community gardens with a middle school on May 22, 2010.

5c. COMMUNITY SERVICES DEPARTMENT UPDATE

Community Services Director Jones expressed his appreciation to Commissioners for their contributions to the Department and City and stated that he hopes to visit each of the five Commissions in the Department on an annual basis.

He distributed a general overview of the City Budget and challenges in FY 2009-10 and 2010-11. He described major revenue sources—Utility User’s Tax, Sales Tax, Property Tax, Occupancy, and Business License—and noted that revenue from Sales Tax and Utility User’s Tax has significantly decreased. He reported a projected deficit of \$5 million for 2009-10 and \$8-9 million for 2010-11. He stated that one budget strategy has been to hold vacant positions to obtain the savings needed to balance the budget by June 30, 2010. He stated that all Departments are being asked submit scenarios for potential efficiencies, reductions, and revenue opportunities to meet the shortfall, with the goal of trying not to impact the public or staff. He explained that Torrance is in a better position than many other cities because it still has surplus funds. He encouraged Commissioners to attend Budget Workshops on May 25 and June 15, 2010.

City Librarian Weiner discussed ways the Library Division has found efficiencies. One way has been to consolidate 20 programs and services into five for charging time on timesheets. She advised that another way to save time and money is the new payroll system that started on May 10, 2010. She noted that last year \$100,000 was cut from the Library’s materials budget and expressed hope that it will not have to be reduced again this year. She stated that their first proposal is to cut service on four Sundays, saving \$12-13,000, but if necessary all Sunday service could be eliminated for a savings of approximately \$97,000. She noted that ways that are being considered to generate revenue are to raise overdue fines, to raise fees for juvenile items, to have a coffee cart, and to implement an aggressive donation/sponsorship program.

Commissioner Stapleton raised the feasibility of Katy Geissert going dark on Fridays or opening later in the day. City Librarian Weiner responded that closing on

Fridays would cause a large employee relations issue, that Friday afternoons are busy, and that many class visits and youth programs take place in the mornings.

In response to Ryan's inquiry, City Librarian Weiner explained that employees receive a 10% premium on their hourly wage when they work at night.

When Chairperson Gerber asked what the Commission could do, Community Services Director Jones stated that it was important to be advocates for the Library in the community and Budget Workshops.

5e. ELECTION OF LIBRARY COMMISSION CHAIR AND VICE-CHAIR 2010-11

City Librarian Weiner advised that election of officers should be at the June 2010 Commission meeting and is normally based on seniority. Following discussion, there was consensus to hold elections at this meeting.

MOTION: Commissioner Wasserman moved to re-elect Chairperson Gerber for Chairperson and Commissioner Stapleton for Vice-Chairperson of the Library Commission. Commissioner Sargent seconded the motion; a voice vote reflected unanimous approval.

5f. LIBRARY COMMISSION ANNUAL REPORT 2009-10

Commissioner Wasserman volunteered to prepare the Library Commission Annual Report for 2009-10.

MOTION: Commissioner Ross moved to approve that Commissioner Wasserman prepare the Library Commission Annual Report for 2009-10. Commissioner Stapleton seconded the motion; a voice vote reflected unanimous approval.

6. UNFINISHED BUSINESS

6a. ANNUAL PART-TIME STAFF RECOGNITION EVENT JUNE 9

City Librarian Weiner advised that there would be six honorees this year and that supervisors would provide biographies for Commissioners to read.

Commissioner Stapleton stated that invitations would be going out next week, Commissioner Sargent offered to focus on flowers, and Commissioner Ross stated that he was purchasing gift cards and making catering arrangements with Lisa's Bon Appetit.

Principal Librarian Theyer stated that she would plan to have a volunteer photographer attend the event.

6b. DAY IN THE DISTRICT DEBRIEFING

City Librarian Weiner reported that Commissioners Ross and Stapleton joined her in visiting State Senator Orepeza's office on April 16, 2010. She described the meeting with representative Sharon Weisman and noted that her office makes efforts to publicize Library programs and services.

Commissioner Stapleton stated that the meeting was informative and that they were well received.

Principal Librarian Theyer expressed appreciation to Commissioner Sheldon and Chairperson Gerber for joining her at the meeting with Assemblyman Lieu's field representative Melissa Reynoso on April 23, 2010.

Commissioner Sheldon indicated that the representative was attentive but that it would be preferable to give them more notice of their visit next year.

6c. COMMISSION JOINT MEETING WITH CITY COUNCIL

City Librarian Weiner reported that the City Council's secretary suggested scheduling the joint meeting with City Council in September, October, or November 2010.

7. STANDING COMMISSION COMMITTEE REPORTS

7a. TORRANCE PUBLIC LIBRARY FOUNDATION APRIL MEETING

City Librarian Weiner reported that there was not a quorum for the April Foundation meeting and that the four members present expressed disappointment that they did not pick up more general memberships at the two author programs they sponsored. She stated that at the May meeting they plan to discuss long-term goals and how they are doing business.

7b. SCLC

Commissioner Sheldon announced a May 20, 2010 SCLC System Advisory Board meeting on May 20, 2010 in Downey and indicated that he would try to attend. Commissioner Ravine offered to attend if Commissioner Sheldon is unable to participate.

City Librarian Weiner advised that Principal Librarian Theyer was planning to attend. She was pleased to announce that SCLC was able to purchase a subscription for an additional database for the Library, "Career Transitions," with funding made available from the State Library.

8. MONTHLY DEPARTMENT REPORT

8a. BRANCH LIBRARY REFURBISHMENT UPDATE

Principal Librarian Theyer reported that they have started moving back into the North Torrance Library and are busy shelving books and completing electrical upgrades. She stated that they plan to open the branch in late May 2010 but will not have an Open House until September after school has started and the new furniture has arrived.

She provided an update on the American Disabilities Act upgrades. She stated that plans to upgrade restrooms, parking, and entry have gone to Plan Check and are expected to begin in November or December 2010. She noted that North Torrance will be the first branch to be remodeled as they are expanding the patio at the same time.

8b. JOINT PROGRAMS UPDATE

8b.1 STORIES IN ART

Principal Librarian Theyer discussed the Stories in Art program supported by an Arts Education Partnership Program Grant from Supervisor Don Knabe. She stated that the program is presented in partnership with the Cultural Services Division. She stated it is aimed for children ages 7-11 and includes storytelling at the Library, a tour of Torrance Art Museum, and an Art Workshop in the Children's Wing, all based on themes at the current exhibit. She distributed fliers and booklists for the theme Set Theory—Mentor and Influence on May 27, 2010 and June 3, 2010.

8b.2 DON'T BE SCAMMED

City Librarian Weiner distributed fliers for "Seniors Don't Be Scammed!" on May 18, 2010 presented by the Library, Torrance Police Department, and Community Services Department. She noted that this program will be the first in a series of four and will focus on identity theft.

8c. OTHER

8c.1 City Librarian Weiner announced that Providence Little Company of Mary is providing the funding for the Live Homework Help on-line tutoring service for next year.

8c.2 City Librarian Weiner stated that the Library has started testing on-line Library card applications and notifications.

Commissioner Wasserman suggested that they include a box where people could check to pledge donations to the Library.

8c.3 City Librarian Weiner noted that an article "How Libraries Stack Up" from OCLC was included in agenda packets.

9. ORAL COMMUNICATIONS

9a. Commissioner Wasserman distributed the West Torrance Homeowners Association May 2010 newsletter and pointed out the outreach about Library services that he submitted.

9b. Commissioner Stapleton stated that at a future meeting she would like the Commission to discuss setting goals for the Commission.

9c. Commissioner Stapleton expressed interest in recognizing Library volunteers.

Staff described how volunteers are recognized, noting that there are approximately 200 Library volunteers.

9d. Commissioner Ross requested that Commission meetings be added to the Calendar of Events.

9e. Commissioner Ross stated that he was impressed with the May 6, 2010 Beat the Odds scholarship awards ceremony and stressed the importance of the program.

9f. City Librarian Weiner stated that the May 5, 2010 "Social Security and You" program was well attended and informative.

9g. Commissioner Sargent shared information about her visit to The John Rylands Library in Manchester, England.

10. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

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

11. ADJOURNMENT

MOTION: At 9:50 p.m., Commissioner Ross moved to adjourn the meeting to Monday, June 14, 2010 at North Torrance Library, at 7:00 p.m. Commissioner Stapleton seconded the motion and, hearing no objection, Chairperson Gerber so ordered.

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| Approved as Submitted June 14, 2010 s/ Sue Herbers, City Clerk |
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