

June 10, 2013

**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, June 10, 2013 at Southeast Library.

2. ROLL CALL

Present: Commissioners Hausmann, Perkins, Ravine,
Ross, Wengrow, and Chairperson Sargent.

Absent: None.

Also Present: Principal Librarian Vinke, Principal Librarian Wierzbicki,
Senior Librarian Rianto, Senior Librarian Firchow, and
Youth Services Librarian Babiar.

3. FLAG SALUTE

Commissioner Ravine led the Pledge of Allegiance.

4. AFFIDAVIT OF POSTING

MOTION: Commissioner Ross, seconded by Commissioner Wengrow, moved to accept and file the report of the City Clerk on the posting of the agenda; a voice vote reflected unanimous approval.

5. APPROVAL OF MINUTES

5A. LIBRARY COMMISSION MEETING OF MAY 13, 2013

MOTION: Commissioner Ross moved for the approval of the May 13, 2013 Library Commission meeting minutes as presented. Commissioner Ravine seconded the motion; a voice vote reflected unanimous approval.

6. NEW BUSINESS

6A. FRIENDS OF THE TORRANCE LIBRARY

Secretary Teresa Covey announced that Friends made \$7,600 from the April 26-27 book sale and encouraged Commissioners to attend the Annual Meeting on June 15.

6B. YOUTH COUNCIL

The Commission welcomed Jillian Free, South High School, and Joo Hee Pak, Torrance High School. Jillian reported that the Youth Council had its last meeting for the year and announced the first meeting of new members on August 21.

Discussion centered on the Youth Council's production of the podcast template The Great Gatsby. Commissioners expressed their appreciation for the Youth Council's efforts and Commissioner Hausmann suggested promoting the podcast on the City's public access channel. Jillian raised the possibility of using CitiCABLE's production facility that is available to the public. Commissioner Wengrow stated that the ad hoc committee should meet to discuss next steps and, in response to her inquiry, Youth Council members stated that podcasts should be short and easily accessible on media forms that include YouTube, Facebook, and Smart phones.

6C. SOUTHEAST STAFF REPORT

Senior Librarian Rianto provided an update on branch activities since the Commission's last visit and noted that a staff report was included in agenda materials. She reported that Southeast is one of the larger branches in the system and discussed staffing and volunteers at the Library. She stated that the audio visual collection is very popular, with an average circulation of more than 1,700 items each month. She discussed the monthly Creative Spirit Book Group and plans for the facility's closure in late September for roof repairs and ADA upgrades. She completed her presentation with goals and a wish list that includes new chairs, a parkette, and group study rooms.

Youth Services Librarian Babiar reported that the Library is surrounded by several schools and is very busy after school, especially Homework Center computers. She discussed programs and services for youth that include Tuesday morning Storytimes, class visits, monthly crafts, and Teen Book group. She stated that the rich youth collection matches the diversity of the patrons and international titles focus on the core needs of the neighborhood.

In response to Commissioner Ross's inquiry, staff stated that the Southeast collection and budget equals other branch libraries, and a brief discussion centered on reasons why its circulation is one of the lowest in the system.

Staff informed Commissioner Ravine that the Summer Reading Program at Southeast is phenomenally successful.

6D. VOTE NEW CHAIRPERSON / VICE CHAIRPERSON

Commissioner Ross, seconded by Commissioner Wengrow, nominated Chairperson Sargent for Chairperson of the Library Commission effective July 1, 2013. Chairperson Sargent was elected Chairperson by unanimous voice vote.

Commissioner Wengrow nominated Commissioner Ross for Vice-Chairperson of the Library Commission effective July 1, 2013. Commissioner Perkins seconded the nomination; Commissioner Ross was elected Vice-Chairperson by unanimous voice vote.

6E. SUMMER READING PRESENTATION

Senior Librarian Firchow presented an overview of the Summer Reading Program "Reading is Sooo Delicious" beginning June 24 and ending August 10 with a Finishers' Fair. She distributed calendars, reading folders, certificates, bags, and prizes. She stated that the children's program, from birth to 7th grade, requires eight hours of reading while the Teen Program requires 20 hours of reading. She described some of the performers and craft programs scheduled for all of the libraries and acknowledged Friends of the Torrance Library, Exxon Mobil, and Torrance Teacher's Association for their generous support.

Responding to Commissioner Wengrow's inquiry, she stated that last year approximately 500 teens registered and 300 completed the Summer Reading Program.

Principal Librarian Vinke discussed plans for an Adult Reading Program that will include speakers and films about food, noting that the brochure is currently being published.

Chairperson Sargent offered to share information about the Summer Reading Program at the June 11 City Council meeting.

6F. ANNUAL REPORT

Commissioner Hausmann volunteered to prepare the Commission's Annual Report and Commissioner Perkins offered to assist her.

6G. SUNDAYS 2013-2014

Principal Librarian Vinke presented the proposed Sunday schedule for 2013-14. He noted that the Library is funded for 32 Sundays of service and open to the public from 1:00 to 5:00 p.m. It was determined that the first day of school is September 6.

MOTION: Commissioner Perkins moved to approve the proposed Sunday schedule for 2013-14 as presented. Commissioner Wengrow seconded the motion; a voice vote reflected unanimous approval.

7. OLD BUSINESS

7A. OUTREACH REPORT

Commissioner Wengrow stated that she enjoyed assisting staff at the Library outreach at Torrance Certified Farmers' Market on June 1. She also attended a concert at Jefferson Middle School and had an opportunity to talk to legislators at the Armed Forces Day luncheon.

Commissioner Perkins stated that she attended the bridge dedication, Armed Forces Day luncheon, Memorial Day service and film, and June 8 Library program.

Commissioner Ross stated that he enjoyed attending the Armed Forces Day parade and luncheon, Youth Council meetings, and judging a Torrance High School senior project presentations last week. He discussed the Beat the Odds awards

banquet and stated that he is looking forward to participating on the Youth Council selection committee later this week.

Commissioner Haussmann stated that she enjoyed assisting at the Certified Farmers' Market outreach, the Armed Forces Day parade and luncheon, and substituting as a secretary at Towers Elementary.

Commissioner Ravine stated that he has been busy talking to people about the Library at social events and trying to make contacts with homeowners associations.

Chairperson Sargent stated that she had the opportunity to attend the Salvation Army Torrance Corps annual luncheon, Armed Forces Day parade, and Torrance Historical Society installation.

7B. PART TIME EMPLOYEE RECOGNITION BREAKFAST

Commissioners and staff expressed positive comments about the May 15 recognition breakfast and shared some of the thank you notes they received.

7C. STATE AND CITY BUDGET

Principal Librarian Vinke reported that the City budget passed with no changes to the Library's budget. He noted that City Librarian Theyer's written report was included in agenda materials and distributed a June 5 "News from the Capitol" from CLA Lobbyists.

8. COMMISSION LIAISON REPORTS

8A. TORRANCE PUBLIC LIBRARY FOUNDATION

No report.

8B. EDUCATION AND SCHOOL RELATIONS

Commissioner Wengrow asked that an item be placed on the September Commission agenda to discuss goals and what direction she should take as liaison for the Committee.

8C. LIBRARY CENTENNIAL COMMITTEE

Principal Librarian Wierzbicki and Commissioner Ravine discussed plans for the September 22 Gala and developing interest in the video contest.

9. MONTHLY DIVISION REPORT

Principal Librarian Vinke noted that the Monthly Division Report was included in agenda materials.

10. ORAL COMMUNICATIONS

10A. Commissioner Ross stated that he may need an excused absence for the July 8 Commission meeting.

10B. Commissioner Perkins announced the Annual Friends' meeting on June 15 that will include a lecture on the history of Friends and Foundation.

10C. Chairperson Sargent stated that she is attending the Adult School graduation on June 13.

10D. Chairperson Sargent shared the Older American award she received at a City Council meeting from the Commission on Aging.

11. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

Items for the July 8, 2013 Library Commission meeting agenda were listed and include: Friends, liaison and outreach reports, budget update, El Retiro Library report, welcome new Commissioner, podcasting, and annual report.

12. ADJOURNMENT

MOTION: At 8:53 p.m., Commissioner Ross moved to adjourn the meeting to July 8, 2013 at 7:00 p.m. at El Retiro Library, 126 Vista del Parque, Redondo Beach. Commissioner Ravine seconded the motion and, hearing no objection, Chairperson Sargent so ordered.

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Approved as submitted July 8, 2013 s/ Sue Herbers, City Clerk (ep)
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