

July 12, 2010

**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, July 12, 2010 at the Katy Geissert Civic Center Library.

2. ROLL CALL

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

Absent: Commissioner Wasserman.

Also Present: City Librarian Weiner and Principal Librarian Theyer.

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

3. FLAG SALUTE

Commissioner Sargent led the Pledge of Allegiance.

4. APPROVAL OF MINUTES

4a. MINUTES OF JUNE 14, 2010 LIBRARY COMMISSION MEETING

Commissioner Sargent offered the following addition to the minutes: Page 5, Item 9c, "Commissioner Sargent stated that the flowers for the part-time employee recognition event were donated by Torrance Certified Farmers' Market."

MOTION: Commissioner Sargent moved for the approval of the June 14, 2010 meeting minutes as amended. Commissioner Ross seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Wasserman).

5. NEW BUSINESS

5a. FRIENDS OF THE TORRANCE LIBRARY REPORT

City Librarian Weiner reported that the Friends' grant for adult programming and related support in the amount of \$28,420 was received at the June 22, 2010 City Council meeting. She announced a paperback book sale on July 17, 2010 at Katy Geissert from 9:00 to 4:00 and distributed the Summer 2010 Torrance Library Times Newsletter. She stated that Friends also accepted a request to fund \$32,000 for the purchase and installation of Microsoft Office software for selected public access computers throughout the Library. She announced the Friends' Annual Meeting on August 14, 2010 featuring speaker and astronaut Dick Richards.

Responding to Commissioner Ross' inquiry, she explained that at times Friends chooses not to fund requests, particularly for human resources costs and regular materials.

5b. COMMISSIONER OUTREACH OPPORTUNITIES FY 2010-11

Principal Librarian Theyer noted that a tentative list of outreach events was included in agenda packets. She added a tentative date at Torrance Farmers' Market on October 9, 2010 and the Old Torrance Block Party on May 1, 2011. She asked Commissioners to assist at the Salvation Army Health and Resource Fair on September 18, 2010 and Commissioners Sargent and Stapleton indicated that they would be available. She distributed "Racers, Start Your Engines!" regarding activities and a film presentation at Henderson Library and Victor Park on August 28, 2010.

City Librarian Weiner added that this item was included in the agenda as a possible companion item to Commissioner Stapleton's proposal to discuss goal setting.

5c. SUNDAY SERVICE AT KATY GEISSERT BEGINNING SEPTEMBER 2010

City Librarian Weiner announced that service at Katy Geissert is fully funded for 32 Sundays and noted that a proposed 'Open' Sunday Schedule for fiscal year 2010-11 was included in agenda packets. She stated that, due to public or school holidays and the school calendar year, there are only 31 recommended Sundays on the list.

Responding to Commissioner Sheldon's inquiry, she advised that a budget transfer is unlikely but possible if only 31 Sundays are utilized.

MOTION: Commissioner Stapleton moved to accept the proposed 'Open' Sunday Schedule for fiscal year 2010-11 as submitted. Commissioner Sargent seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Wasserman).

City Librarian Weiner provided statistics from last year's Sunday service: approximately 40,000 items circulated, 59% adult and 41% youth visitors, 20,907 patron gate count, and approximately 70% of visits were Torrance residents.

5d. CLA SNAPSHOT DAY

Principal Librarian Theyer announced and encouraged Commissioners to participate in "Snapshot: One Day in the Life of California Libraries" on October 4, 2010. She explained that the event, sponsored by California Library Association, is an attempt over a single day to capture Statewide what goes on in all public and private California libraries. She stated that the Library would extract data they collect for that day, have volunteer photographers, conduct interviews, and develop a short survey for patrons to complete.

Commissioners Ross, Sargent, and Chairperson Gerber volunteered to assist at one of the libraries on that day.

5e. APPOINT COMMISSION REPRESENTATIVE TO SOUTHERN CALIFORNIA LIBRARY COOPERATIVE (SCLC)

Commissioner Sheldon expressed appreciation to Commissioner Ravine for attending the last System Advisory Board meeting. He requested that this item be postponed to the August 9, 2010 Commission meeting.

6. UNFINISHED BUSINESS

6a. LIBRARY COMMISSION ANNUAL REPORT 2009-10

City Librarian Weiner reported that Commissioner Wasserman intends to send her a draft Commission Annual Report 2009-10 and that she would attach it to the August 9, 2010 Commission meeting agenda.

6b. LIBRARY COMMISSION GOALS

Chairperson Gerber suggested having a special meeting just to focus on Library Commission goals.

City Librarian Weiner shared information about a two-session training facilitated by Jane Jones from CALTAC, adding that goal setting might only be one session.

Commissioner Sheldon proposed forming a subcommittee to set goals but it was decided that all Commissioners should be involved.

MOTION: Commissioner Ravine moved to appoint two Commissioners to a subcommittee to organize a goal-setting meeting.

MOTION: Commissioner Sheldon made an amended motion to form a subcommittee of up to three Commissioners to organize a goal-setting meeting. Commissioner Stapleton seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Wasserman).

Commissioners Ravine, Sheldon, and Stapleton volunteered to serve on the subcommittee and it was determined that a Monday evening would be preferable for the goal-setting session or sessions.

6c. CITY BUDGET UPDATE

City Librarian Weiner reported that the City budget was adopted on June 15, 2010 and that the Library lost one full-time Library Assistant 1 position, adding that it was a vacant position. She distributed cards detailing the increase in overdue material fines and stated that the Library is also looking at a more structured way to receive donations, making all items on hold a straight \$0.50, and having a coffee cart.

6d. COMMISSION BUDGET UPDATE

Chairperson Gerber noted that the Commission budget for fiscal year to June 29, 2010 was included in agenda packets.

City Librarian Weiner noted that the Commission spent less this year than last year.

6e. JOINT MEETING WITH CITY COUNCIL

City Librarian Weiner stated that she has asked the City Council secretary for a date in September, October, or November 2010 but has not heard back yet.

7. STANDING COMMISSION COMMITTEE REPORTS

7a. TORRANCE PUBLIC LIBRARY FOUNDATION JUNE MEETING

City Librarian Weiner reported that the Foundation did not meet in June 2010 but stated that they are requesting a \$2,500 grant from Exxon Mobil.

7b. SOUTHERN CALIFORNIA LIBRARY COOPERATIVE (SCLC)

Did not meet.

8. MONTHLY DEPARTMENT REPORT

8a. BRANCH LIBRARY REFURBISHMENT UPDATE

Principal Librarian Theyer announced the North Torrance Open House on September 16, 2010 from 2:00 to 4:00. She stated that the Summer Reading Program is in full swing and that there were 66 toddlers at a recent toddler story time.

City Librarian Weiner noted that six Green Team high school students, funded by Exxon Mobil, are assisting throughout the Library system this summer.

She reported that the Library has a new contract with West Coast Copy for coin-operated copying and printing machines at all locations and that the on-line Library card application should be operational in approximately one month.

Responding to an inquiry from Commissioner Ravine, City Librarian Weiner explained that the on-line catalog query process has been simplified.

City Librarian Weiner distributed fliers for upcoming events that include "Food, Inc." on August 4, Life Planning classes with H.E.L.P. beginning August 4, "Earthquake Threat in Southern California" on August 7, and "Seniors Don't be Scammed!" regarding Internet scams on August 17, 2010.

She distributed a press release from Los Angeles Public Library announcing their new five-day service schedule beginning July 18, 2010 and a latimes.com article "U.S. public libraries: We lose them at our peril" dated July 6, 2010.

9. ORAL COMMUNICATIONS

9a. Commissioner Sargent read a letter from the Los Angeles Times stating that California has the worst supported school libraries in the United States.

9b. Commissioner Ross stated that his participation on the Youth Council selection committee on June 16-17, 2010 was a rewarding experience. He noted that there were 45 applicants for the seven or eight openings.

9c. Commissioner Ross stated that he is amazed at the participation in youth programs at the Library.

9d. Commissioner Sheldon distributed, read, and entered into record his letter of resignation effective December 2010 due to City Council's decision on June 22, 2010 to prohibit City employees from appointment to any City Commission. He stated that he could complete his four years as Commissioner if he wishes but felt that doing so would be in conflict with the spirit of City Council's decision.

Commissioner Ross stated his opinion that there was no conflict of interest having Commissioner Sheldon on the Commission.

Chairperson Gerber stated that Commissioner Sheldon would be missed and hard to replace.

9e. Commissioner Ravine stated that he was impressed by the number of young people at Henderson and Walteria branches today.

9f. Commissioner Ravine shared information about shirts with the Torrance Public Library logo available through Lands End.

10. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

Items for the August 2010 Library Commission meeting agenda were listed and include: Friends, Foundation, SCLS, Commission annual report, joint meeting with City Council, and Commission goal setting.

11. ADJOURNMENT

MOTION: At 8:56 p.m., Commissioner Ross moved to adjourn the meeting to Monday, August 9, 2010 at the 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 August 9, 2010 s/ Sue Herbers, City Clerk
