

August 9, 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 7:00 p.m. on Monday, August 9, 2010 at the 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 and Principal Librarian Theyer.

3. FLAG SALUTE

Commissioner Ross led the Pledge of Allegiance.

4. APPROVAL OF MINUTES

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

MOTION: Commissioner Ross moved for the approval of the July 12, 2010 meeting minutes as submitted. Commissioner Sargent seconded the motion; a voice vote reflected unanimous approval (Commissioner Wasserman abstaining).

5. NEW BUSINESS

5a. FRIENDS OF THE TORRANCE LIBRARY REPORT

Secretary Teresa Covey reported that Friends made over \$7,000 at the July 17, 2010 paperback book sale. She announced the election of officers and speaker Dick Richards at the Friends' Annual Meeting on August 14, 2010.

5b. CALIFORNIA LIBRARY ASSOCIATION/CALIFORNIA SCHOOL LIBRARY ASSOCIATION COMBINED CONFERENCE NOVEMBER 12-15, 2010

City Librarian Weiner noted that Hotel Reservation forms and information about the 2010 CLA & CSLA Conference and Exposition were included in agenda materials. She stated that it will be held at the Sacramento Convention Center on November 12-15, 2010. Chairperson Gerber stated that she was unable to attend; Commissioners Stapleton and Sargent expressed interest in attending.

MOTION: Commissioner Wasserman moved to approve the reservation of up to two hotel rooms for the 2010 CLA & CSLA Conference and Exposition in accordance

with the rates designated on the Hotel Reservation form. Commissioner Sheldon seconded the motion; a voice vote reflected unanimous approval.

5c. COMMUNITY SERVICES DEPARTMENT CONSOLIDATION—LIBRARY DIVISION UPDATE

City Librarian Weiner provided background on the consolidation of the Community Services Department and the committee formed in 2009 to determine how Library Services Manager Reeder's responsibilities would be filled after he retired. She noted that his position was stricken from the budget and that the Library could either 1) create another managerial position but would need to pay for it with its own Department budget or 2) divide up his duties amongst staff members. She stated that the committee looked at the organizational structures of other Library systems and determined that a second manager would be necessary to handle automation, facilities, acquisitions and processing of materials, and internal planning.

She distributed a list of Principal Librarian positions that shows what the Library hoped to create when Mr. Reeder retired. She discussed several efficiencies that the Library has created and various options that were presented to the City Manager's office even before the retirement as a means of paying for the new position. She explained that after Mr. Reeder retired, Dana Vinke moved to the Support Services position and assumed most of Mr. Reeder's duties that included automation planning and projects. She distributed an organizational chart showing the Library Division when Mr. Reeder retired and a draft organization chart that shows elimination of the Support Services position and creation of a Principal Librarian in charge of Operations.

City Librarian Weiner reported that the Library hopes to take the proposal to create a Principal Librarian in charge of Operations to the City Manager's office and City Council as soon as possible. She noted that Mr. Vinke has been successful by and large in assuming the responsibilities of both Support Services and Principal Librarian in charge of Operations. She stated that there would still be a \$14,800 deficit to create the Principal Librarian position and that they would probably need to delete a .5 Junior Library Clerk 1 position through attrition. She described some of the efficiencies to save desk time that would offset this cost that include online Library card applications, electronic notifications, and a volunteer "ambassador."

Responding to Commissioner Ross' inquiries, she explained that, if approved, there would be internal and external recruitment to fill the position and that the position requires a Librarian at the appropriate level in order to interact with other City Departments.

Commissioner Stapleton stated that the proposal should be more acceptable to City Council because it does not appear to be taking away what the public sees and receives.

Commissioner Wasserman stated that it would be helpful for Commissioners to see job descriptions and was referred to the Human Resources website.

In response to Commissioner Sargent's inquiry, Principal Librarian Theyer stated that self-checkout is popular with children and has not been implemented in branch Libraries yet due to the expense of machines.

Commissioner Ross pointed out that it is usually costs less to pay overtime than to bring in a new employee because of overhead costs and staff explained that the Library does not have an overtime budget.

6. UNFINISHED BUSINESS

6a. DRAFT LIBRARY COMMISSION ANNUAL REPORT 2009-10

Commissioner Wasserman presented and reviewed each section of the draft Library Commission Annual Report 2009-10. Commissioners expressed appreciation to Commissioner Wasserman for his efforts and for including photographs in the Report. Minor corrections and additions were suggested.

MOTION: Commissioner Sheldon moved to approve the Library Commission Annual Report 2009-10 as amended. Commissioner Ross seconded the motion; a voice vote reflected unanimous approval.

6b. JOINT MEETING WITH CITY COUNCIL

City Librarian Weiner reported that September 21, September 28, or November 9, 2010 were available for the joint meeting with City Council and, following discussion, September 21, 2010 was selected.

Commissioner Sheldon stated that the subcommittee met to begin planning the agenda for the joint meeting. He suggested that Dana Vinke provide the same presentation on technology that he gave to Commissioners. Past joint meetings were discussed and the following topics were also considered for the agenda: Live Homework Help, Commission goal setting, importance of broadband, acknowledge City Council's and Friends' support, technology (deliver services to mobile devices, downloadable items), programming, and volunteers. Staff offered to demonstrate the Career Transitions database and/or to give a presentation on why libraries are so important.

MOTION: Commissioner Ross moved to schedule the joint meeting of Library and City Council on September 21, 2010. Commissioner Wasserman seconded the motion; a voice vote reflected unanimous approval.

6c. LIBRARY COMMISSION GOAL SETTING MEETING

Commissioner Stapleton reported that subcommittee members Commissioners Ravine, Sheldon, and Stapleton met to plan the Commission goal-setting meeting. She stated that they decided to contact facilitator Jane Jones and that she is available on September 20 or 27, 2010. She stated that possible agenda topics include making Commission meetings more efficient, looking to see if there are segments of the population who need more services, and advocating for the Library. Commissioners decided to schedule September 20, 2010 and City Librarian Weiner offered to reserve a room for the meeting.

MOTION: Commissioner Stapleton moved to schedule September 20, 2010 at 6:00 p.m. at Katy Geissert for the Library Commission goal-setting meeting.

Commissioner Sheldon seconded the motion; a voice vote reflected unanimous approval.

7. STANDING COMMISSION COMMITTEE REPORTS

7a. TORRANCE PUBLIC LIBRARY FOUNDATION

City Librarian Weiner reported that the Foundation did not meet in July 2010.

7b. SOUTHERN CALIFORNIA LIBRARY COOPERATIVE (SCLC)

Commissioner Sheldon stated that due to his resignation he would be unable to continue being the Commission representative to SCLC. He nominated Commissioner Ravine to take over the responsibility and Commissioner Ravine accepted the nomination.

City Librarian Weiner reported that both she and Principal Librarian Theyer attempted to participate in the last SCLS video conference but due to technical difficulties were unable to do so.

MOTION: Commissioner Sheldon, seconded by Commissioner Stapleton, moved to appoint Commissioner Ravine to be the Library Commission representative to Southern California Library Cooperative; a voice vote reflected unanimous approval.

8. MONTHLY DEPARTMENT REPORT

Principal Librarian Theyer encouraged Commissioners to attend the North Torrance Open House on September 16, 2010 from 2:00 to 4:00, adding that a representative from ExxonMobil would be there. She stated that the new furniture is expected in a week, and that new office furniture will be arriving at Henderson Library on August 13, 2010.

City Librarian Weiner expressed appreciation to Commissioner Wasserman for providing 100 copies of "Seniors & the Law" and that will be distributed at the "Seniors Don't be Scammed!" program regarding Internet scams on August 17, 2010.

She announced a photography project beginning August 10, 2010 where volunteer photographers will be taking pictures of patrons in the Library. She asked if Commissioners would be willing to visit the Library on August 17 or 24, 2010 to serve as "models."

9. ORAL COMMUNICATIONS

9a. Commissioner Ravine stated that he was impressed with the August 4, 2010 program "Food, Inc." that was interesting and had at least 100 attendees.

9b. Commissioner Wasserman initiated a brief discussion regarding communication and coordinated efforts between the Torrance Unified School District and the Library.

9c. Commissioner Ross offered to go to City Council to protest Commissioner Sheldon's retirement, but Commissioner Sheldon stated that he was leaving voluntarily.

9d. Commissioner Wasserman announced “Racers, Start Your Engines!” sponsored by the Library and West Torrance Homeowners Association on August 28, 2010 at Victor Park and Henderson Library.

9e. Commissioner Sargent commended Chairperson Gerber for moderating the “Food, Inc.” program. She stated that she also enjoyed the John Dean presentation and announced the Riviera Garden Club’s participation in Power of Art this weekend at the South Bay Center for Performing Arts.

9f. Chairperson Gerber expressed appreciation to Torrance Certified Farmers’ Market for providing two flats of strawberries for “Food, Inc.”

10. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

Items for the September 2010 Library Commission meeting agenda were listed and include: Friends, Foundation, SCLS, Youth Council, joint meeting with City Council, CLA/CSLA conference, Commission goal setting, Summer Reading Program, and going dark in November or December 2010.

11. ADJOURNMENT

MOTION: At 9:22 p.m., Commissioner Stapleton moved to adjourn the meeting to Monday, September 13, 2010 at the Katy Geissert Civic Center Library, at 7:00 p.m. Commissioner Ross seconded the motion and, hearing no objection, Chairperson Gerber so ordered.

Approved as Submitted September 13, 2010 s/ Sue Herbers, City Clerk
