

September 9, 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, September 9, 2013 at Katy Geissert Civic Center Library.

**2. ROLL CALL**

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

Absent: Commissioner Ravine (previously excused).

Also Present: Principal Librarian Wierzbicki.

**3. FLAG SALUTE**

Commissioner Hausmann led the Pledge of Allegiance.

**4. AFFIDAVIT OF POSTING**

**MOTION:** Commissioner Perkins, 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 AUGUST 12, 2013**

Commissioner Perkins offered the following correction: Page 3, 7A, paragraph 4: "Commissioner Perkins stated that she enjoyed the lecture "Forks Over Knives" and attended a City Council meeting and Rose Float Association garage sale."

**MOTION:** Commissioner Hausmann moved to approve the August 12, 2013 Library Commission meeting minutes as amended. Commissioner Wengrow seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Ravine).

**6. NEW BUSINESS**

**6A. DISCUSS A VISION FOR THE LIBRARY COMMISSION**

Commissioner Sheikh related his observation that many residents are not aware of all the programs the Library offers and suggested that the Commission brainstorm ways to reach out to them. He recommended first determining the target market and then distributing a survey to research what people know about Library programs.

Commissioner Ross suggested revising the Library Mission Statement and Commissioner Wengrow recommended continuing to visit homeowners associations.

Principal Librarian Wierzbicki pointed out that the Library conducted a survey last year and offered to bring back the results at a future meeting.

Chairperson Sargent recommended waiting to discuss the item at the CPLA Board Effectiveness training with Jane Jones. She mentioned the many ways Commissioners do outreach in the community and recalled that Mayor Scotto challenged the Commission to publicize the Library more.

**6B. DISCUSS TOURS OF TUSD LIBRARIES**

Following a brief discussion, it was decided to defer discussion of this item to a future Commission meeting.

**6C. TALKING POINTS**

Principal Librarian Wierzbicki stated that City Librarian Theyer plans to prepare updated talking points for Commissioners' use for outreach and the joint meeting with City Council.

**6D. ATTEND LEGISLATIVE TOWN HALLS**

Commissioner Ross distributed an e-mail from Ted Wegner from ALA entitled "Take Action for Libraries" encouraging Commissioners to talk to local U.S. representatives and media at town hall meetings across California. He stated that he checked their website and there are none scheduled in our local districts.

**6E. COMMISSION AWARENESS SURVEY**

Previously discussed in Item 6A.

**7. OLD BUSINESS**

**7A. FRIENDS OF THE TORRANCE LIBRARY**

Secretary Teresa Covey reported that Friends is overwhelmed with donations and is preparing for the October 18-19 hardback book sale.

**7B. YOUTH COUNCIL**

The Commission welcomed Youth Council members Debbie Park and Timothy Harvey from Torrance High School, Hayden Tanabe from West High School, and Kevin Kang from South High School.

There was a general discussion with Youth Council members centered on ways to attract more high school students to the Library and how to inform them about all the programs the Library offers. Youth Council members suggested making the Library appeal to teens as being useful and what it has to offer that school libraries do not, such as more resources, study rooms, and later hours. They recommended creating a flier

and distributing it to high schools but staff pointed out that it is challenging because fliers have to be approved and sent out through TUSD administration. They suggested circulating fliers through high school service clubs such as California Scholarship Federation (CSF) or having the video broadcast club promote the Library through the daily bulletin.

Principal Librarian Wierzbicki stated that the Library was awarded a grant to assist seniors with computer skills and that they would be recruiting teens to volunteer to help train seniors one-on-one, adding that fulfilling their community service requirement would attract them to the Library.

#### **7C. OUTREACH REPORT**

Commissioner Perkins stated that she attended dedications of the Library Spots at Pueblo and Discovery Parks, the Torrance Art Museum's reception, and Councilmember Brewer's visit to the Senior Center.

Commissioner Haussmann stated that she enjoyed attending the Library Spots dedications at Pueblo and Discovery Parks, the Torrance Art Museum's reception, and participating in judging entries for the Centennial video contest.

Commissioner Wengrow announced the birth of her fourth grandchild.

Commissioner Sheikh stated that he speaks to residents about the Library whenever possible.

Commissioner Ross stated that he attended the first Torrance Youth Council meeting on August 21 and a submarine league luncheon in San Diego.

Chairperson Sargent stated that she enjoyed the Library programs "Adventures in Food" and "Forks Over Knives" as well as a Torrance Adult School staff meeting.

Commissioner Wengrow congratulated Chairperson Sargent and her husband for being honored by City Council for their years of service to the City.

#### **7D. LIBRARY SPOTS PROJECT DEBRIEF**

Commissioners and staff discussed the Little Free Libraries and opening ceremonies at Pueblo Park on August 21 and Discovery Park on August 28.

Commissioner Perkins pointed out that the library at Pueblo Park is actually in the community center. She also suggested placing a larger sign at the Discovery Park library because people are not familiar with the concept and walk right by it.

Principal Librarian Wierzbicki stated that CitiCABLE filmed the dedications and that there was an article about them in the Daily Breeze.

#### **7E. PODCAST PROJECT**

Commissioner Ross stated that he would discuss the podcast project with Youth Council members at their next meeting.

**7F. JOINT MEETING WITH CITY COUNCIL MEETING**

The ad hoc committee, consisting of Commissioners Hausmann, Ravine, and Ross, is meeting in the near future to begin planning the joint meeting with City Council. It was decided to schedule the meeting in January or February 2014 and Commissioners were asked to bring back dates they are available.

**7G. MEAL REIMBURSEMENT FOR COMMISSIONERS ATTENDING CLA ANNUAL CONFERENCE**

Commissioners briefly discussed the Commission budget and if Commissioners should be reimbursed for meals during the California Library Association Conference on November 3-5, 2013. It was decided to defer the item to the October Commission meeting.

**7H. TRAINING FROM CPLA**

Commissioners indicated that they would like to participate in Library Board Effectiveness training from California Public Library Association (CPLA) and staff was directed to see if trainer Jane Jones is available on October 26.

**8. COMMISSION LIAISON REPORTS**

**8A. TORRANCE PUBLIC LIBRARY FOUNDATION**

No report.

**8B. EDUCATION AND SCHOOL RELATIONS**

No report.

**8C. LIBRARY CENTENNIAL COMMITTEE**

Principal Librarian Wierzbicki reported that staff is busy preparing for the September 22 Gala and that over 300 invitations have been sent out. She discussed plans for all three levels that include appetizers and desserts, a band, author/speaker Lisa See, and showing videos from the video contest.

**9. MONTHLY DIVISION REPORT**

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

**10. ORAL COMMUNICATIONS**

**10A.** Principal Librarian Wierzbicki distributed fliers for upcoming Library programs that include "My Beloved Brontosaurus" on September 14.

**10B.** Commissioner Wengrow stated that her mother was president of the Library Club at Central High School in St. Paul, Minnesota in 1933.

**10C.** Principal Librarian Wierzbicki reported that El Retiro Library closed for renovation on August 31 and that Southeast Library will close on September 23.

**10D.** The Commission thanked Commissioner Haussmann for preparing the Library Commission Annual Report.

**10E.** Commissioner Perkins discussed the McMaster Park renovation.

**10F.** Chairperson Sargent shared information about her trip to England and Scotland and visits to the original British Library, Scottish Central Library, National Library of Scotland, Rydal Mount House and Gardens, John Ruskin's home, and the Beatrix Potter Gallery.

**10G.** Chairperson Sargent and Commissioner Ross stated that they intend to attend the Chairperson/Vice-Chairperson training on September 26.

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

Items for the October 14, 2013 Library Commission meeting agenda were listed and include: Friends, Youth Council, liaison and outreach reports, meal reimbursement for CLA Convention, talking points, joint meeting with City Council, working with service clubs, CPLA training, Gala debrief, Chairperson training and podcasting.

**12. ADJOURNMENT**

**MOTION:** At 8:48 p.m., Commissioner Ross moved to adjourn the meeting to October 14, 2013 at 7:00 p.m. at Katy Geissert Civic Center Library. Commissioner Perkins seconded the motion and, hearing no objection, Chairperson Sargent so ordered.

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Approved as amended October 14, 2013 s/ Sue Herbers, City Clerk
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