

**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, October 11, 2010 at the Katy Geissert Civic Center Library.

**2. ROLL CALL**

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

Absent: Commissioners Sheldon and Stapleton.

Also Present: City Librarian Weiner, Principal Librarian Theyer, and  
Facility Services Manager Landis.

It was noted that Commissioners Sheldon and Stapleton were granted excused absences for this meeting at the September 13, 2010 Library Commission meeting.

**3. FLAG SALUTE**

Commissioner Wasserman led the Pledge of Allegiance.

**4. APPROVAL OF MINUTES**

**4a. MINUTES OF SEPTEMBER 13, 2010 LIBRARY COMMISSION MEETING**

Commissioner Wasserman requested that the following be added to the September 13, 2010 meeting minutes:

Page 1, Item 2, "...Commissioner Wasserman requested an excused absence to take his son, Asher Wasserman, home."

**MOTION:** Commissioner Ross moved for the approval of the September 13, 2010 meeting minutes as amended. Commissioner Ravine seconded the motion; a voice vote reflected unanimous approval (absent Commissioners Sheldon and Stapleton).

**5. NEW BUSINESS**

**5a. FRIENDS OF THE TORRANCE LIBRARY UPDATE**

City Librarian Weiner announced a Friends of the Torrance Library hardback book sale on October 15-16, 2010 and reported that proceeds from Internet book sales totaled \$3,770.78 in September 2010. She was pleased to report that Friends of the Torrance Library voted to approve up to \$1,000 to support the Words on Wheels home delivery program and also provided the Library with a small portable stage.

**5b. YOUTH COUNCIL UPDATE**

The Commission welcomed Torrance Youth Council representatives Lea Atienza and Brendon Villalobos from Bishop Montgomery High School, Jason Kim from Torrance High School, Tony Joo from South High School, and Tiffany Tran from North High School. Representatives briefly discussed formation and election of chairs for their subcommittees and plans for future programs that include the ASB Bowl, boutiques, and middle school outreach.

City Librarian Weiner encouraged Youth Council representatives to promote teen involvement with the Teen Advisory Boards (TAB) at Walteria and Henderson Libraries.

**5c. NORTH TORRANCE LIBRARY PATIO EXPANSION**

Facility Services Manager Landis presented a conceptual design for the North Torrance Branch Library expansion that will enclose the existing patio area off the north side of the building. He reported that architect Withee Malcom, along with Library and General Services staff, reviewed five design options and have selected the option that best meets the needs of patrons and staff for functionality and aesthetics. He noted that the options were similar due to space restrictions, but the recommended option provides more natural light. He briefly reviewed the interior, exterior, and elevation views of the design included in agenda attachments. He noted that the addition would provide a reading area as well as collection space for stacks and shelving lost from the removal of existing exterior walls. He advised that, once the conceptual design is approved by the Commission and City Council, design is expected to be completed and submitted for plan check within 30 days.

City Librarian Weiner noted that a double entry door would replace the existing single door.

Commissioner Ravine received clarification that ADA upgrades would be completed at the same time as the expansion.

In response to Commissioner Wasserman's inquiry, staff explained that the exterior stucco façade would be flat and beige-colored. It was noted that a design element was not recommended because of graffiti concerns but that landscaping was an option.

Responding to Commissioner Sargent's inquiry, Facility Services Manager Landis stated that construction would begin in early 2011 and would take four to six months. He noted that the Library would need to close for two to three weeks when the two buildings are being connected.

**MOTION:** Commissioner Sargent moved to approve the proposed conceptual design for expanding the North Torrance Branch Library. Commissioner Ravine seconded the motion; a voice vote reflected unanimous approval (absent Commissioners Sheldon and Stapleton).

**5d. JOINT MEETING WITH CITY COUNCIL DEBRIEFING**

Commissioners and staff discussed the joint meeting with City Council on September 21, 2010.

City Librarian Weiner stated that City Council was very impressed with both Commissioners' statements on issues that were important to them, the range of programs offered, and with Dana Vinke's presentation on technology projects.

Commissioner Wasserman commended Youth Council representatives for their participation.

**5e. CLA SNAPSHOT DAY DEBRIEFING**

Principal Librarian Theyer discussed the October 4, 2010 "Snapshot: One Day in the Life of California Libraries." She explained that the event, sponsored by California Library Association, was an attempt over a single day to capture Statewide what goes on in all public and private California libraries. She stated that staff collected statistics at all six libraries and expressed appreciation to Commissioner Sargent for her assistance in distributing and collecting surveys at Katy Geissert. She noted that, even though it was raining that day, a wide variety of patrons visited the Library. She distributed a sample survey and shared results of the 360+ surveys that were collected. She was pleased to share that positive comments included "friendly, helpful staff" and "a clean building."

Responding to a Youth Council member's inquiry, staff explained that there is not enough internal space to create more study rooms at Katy Geissert but that there are plans to use the Meeting Room for a mobile computer lab in the future.

**5f. NORTH TORRANCE LIBRARY OPEN HOUSE DEBRIEFING**

It was noted that Commissioners Ross, Sargent, Stapleton, and Wasserman attended the Open House on September 16, 2010.

Commissioner Ross stated that the event was well attended and that Exxon Mobil's Facility Manager gave a nice speech about their donation, noting that he added a \$10,000 bonus for additional materials.

Commissioner Sargent mentioned that Exxon Mobil volunteers processed all the materials that they paid for.

Commissioner Wasserman stated that the Open House was a wonderful event, that he was impressed with the number of City managers and Department heads who attended, and that he enjoyed speaking with a representative from Exxon Mobil.

**5g. COMMISSION CHAIR TRAINING**

Chairperson Gerber reported that she did not attend the September 23, 2010 Chair Training because she went last year but that Vice-Chairperson Stapleton attended.

Youth Council member Brendon Villalobos stated that he attended and was impressed with facilitator Len Wood.

City Librarian Weiner announced the Commissioner Certification Training on October 27, 2010 and reminded Commissioners to encourage individuals they know interested in the position to attend.

**5h. COMMISSION MEETINGS CONVENED AT BRANCH LIBRARIES IN 2011**

City Librarian Weiner offered to poll branch seniors to determine the best times for Commission visits and to bring back a proposed schedule at the next Commission meeting.

**5i. POSSIBLE CANCELLATION OF DECEMBER LIBRARY COMMISSION MEETING**

City Librarian Weiner stated that she was concerned about the Commission going dark two months in a row as there are policy issues coming forward that they may need input on.

Commissioners agreed to meet in December and to adjourn the meeting to the regularly scheduled meeting date on December 13, 2010.

**6. UNFINISHED BUSINESS**

**6a. DRAFT OF COMMISSION 'GOALS' DOCUMENT**

City Librarian Weiner distributed a summary of highlights from the Commission goal setting meeting on September 20, 2010. She suggested that Commissioners review the materials and to continue discussion at the December Commission meeting.

**7. STANDING COMMISSION COMMITTEE REPORTS**

**7a. TORRANCE PUBLIC LIBRARY FOUNDATION**

City Librarian Weiner reported that the Foundation met on September 20, 2010 to plan an annual meeting on November 15, 2010 at the Library Meeting Room. She noted that the Foundation is encouraging all members to attend the meeting to discuss the future of the Foundation. She mentioned that the Foundation is sending out donation solicitation letters to businesses and announced the next meeting on November 8, 2010 in the Library Meeting Room.

**7b. SOUTHERN CALIFORNIA LIBRARY COOPERATIVE (SCLC)**

City Librarian Weiner reported that SCLC hosted a two-day Strategic Planning Session in September 2010 and that several staff members participated. She stated that results of the Strategic Planning Session indicate that SCLC should focus on staff development, cost-effective response to the local demand for content and services, and technology leadership. She announced the next meeting at the end of October or early November 2010 in Monterey Park.

**8. MONTHLY DEPARTMENT REPORT**

**8a.** City Librarian Weiner informed Commissioners that former Torrance Library staff member Sherry Lovato passed away on September 10, 2010 and that her family has asked that any donations be used to purchase craft books for the Henderson Library.

**8b.** City Librarian Weiner reported that City Council is reconsidering the budget and that Departments are being asked to consider additional budget cuts. She advised that City Council is again entertaining closing Katy Geissert on Sundays and that staff is recommending that Sunday service be allowed to continue until January 1, 2011 as staff is already scheduled and service has been advertised to the public. She related her understanding that a total of 16 Sundays would be allowed for the fiscal year—the 14 Sundays already scheduled, plus two additional Sundays. She stated that she is recommending January 9 and 23, 2011 to make it easier for the public and to support TUSD curriculum. She stated that they are also considering holding a vacant Library Assistant 1 position. She distributed a budget message from Community Services Director John Jones discussing the budget and need to increase class fees. She encouraged Commissioners to attend the October 12, 2010 City Council meeting.

**8c.** City Librarian Weiner reported that she and Youth Services Librarian Van Vranken attended a Citizen Enrichment and Development meeting to discuss ways that the Library can support Torrance Unified School District (TUSD). She was pleased to announce that the on-line Library Card Application is active and functioning, noting that it has been revised to allow youth to sign applications.

## **9. ORAL COMMUNICATIONS**

**9a.** Chairperson Gerber informed the Commission that she would not be reapplying for a second term on the Commission due to volunteer activities and plans to write another book.

Commissioners offered their regrets that Chairperson Gerber is leaving and expressed how greatly missed she will be missed.

**9b.** Commissioner Sargent stated that she participated in the Torrance/Salvation Army Senior Health Fair, Farmers' Market, and Snapshot Day. She stated that enjoyed the program "Extreme Cuisine" and discussed Riviera Garden Club's consideration to help with the patio at El Retiro branch.

**9c.** Youth Council member Brendon Villalobos shared how impressed he is with the dedicated and hard-working Commissioners who give their time and effort to help the citizens and City.

**9d.** City Librarian Weiner stated that the Library is providing "Easy Voter Guides" put out by the League of Women Voters.

**9e.** Commissioner Ravine discussed his attendance at the North Redondo Beach branch library ribbon-cutting ceremony.

**9f.** Commissioner Ravine announced "E-Readers Made E-Z" at Henderson Library on October 16, 2010.

## **10. ITEMS FOR NEXT LIBRARY COMMISSION MEETING**

Commissioner Wasserman proposed that an item be placed on next month's agenda to discuss the establishment of an education enrichment delegate or committee.

Items for the December 2010 Library Commission meeting agenda were listed and include: Friends, Foundation, SCLS, Youth Council, branch visits, CLA convention, Commission goals, budget follow-up, education enrichment committee, and policy revision.

In response to Commissioner Wasserman's request, staff explained the procedure for requesting that an item to be placed on a Commission agenda.

**11. ADJOURNMENT**

**MOTION:** At 8:35 p.m., Commissioner Ross moved to adjourn the meeting to Monday, December 13, 2010 at the Katy Geissert Civic Center Library, at 7:00 p.m. Commissioner Ravine seconded the motion and, hearing no objection, Chairperson Gerber so ordered.

Approved as Amended December 13, 2010 s/ Sue Herbers, City Clerk
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