

**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, November 14, 2011 at the Katy Geissert Civic Center Library.

**2. ROLL CALL**

Present: Commissioners Perkins, Ravine, Sargent,  
Wasserman, Wengrow, and Chairperson Stapleton.

Absent: Commissioner Ross.

Also Present: City Librarian Theyer.

It was noted that Commissioner Ross was previously granted an excused absence for this meeting.

**3. FLAG SALUTE**

Commissioner Perkins led the Pledge of Allegiance.

**4. AFFIDAVIT OF POSTING**

**MOTION:** Commissioner Perkins moved to accept and file the report of the City Clerk on the posting of the agenda. Commissioner Ravine seconded the motion; a voice vote reflected unanimous approval.

**5. APPROVAL OF MINUTES**

**5A. LIBRARY COMMISSION MEETING OF OCTOBER 10, 2011**

Commissioner Sargent offered the following correction to the October 10, 2011 minutes: Page 3, 7D, line 3-4: "... and Commissioner Sargent and Chairperson Stapleton expressed interest in attending the full day for trustees on November 11, which included the "Getting to Win" Advocacy Institute."

**MOTION:** Commissioner Sargent moved for the approval of the October 10, 2011 Library Commission meeting minutes as amended. Commissioner Wengrow seconded the motion; voice vote reflected unanimous approval (absent Commissioner Ross).

City Librarian Theyer offered her apologies for the mix-up on registration forms for the CLA Conference.

**6. NEW BUSINESS**

**6A. FRIENDS OF THE TORRANCE LIBRARY UPDATE**

City Librarian Theyer reported that Friends had their Fall Hardback Sale on October 21-22 at Katy Geissert Civic Center Library and that last week City Council accepted their \$7,000 donation for outreach materials for the Library.

**6B. TORRANCE YOUTH COUNCIL**

Youth Council member Diana Im from CAMS discussed plans for the Turkey Trot on Thanksgiving Day and December 11, 2011 Christmas Boutique at Wilson Park.

**6C. DISCUSSION OF COMMISSION AVAILABILITY FOR DECEMBER MEETING**

Following a brief discussion, it was determined that there would not be a quorum for the regularly scheduled December 12, 2011 Commission meeting.

**MOTION:** Commissioner Wengrow moved to direct staff to cancel the regularly scheduled December 12, 2011 Library Commission meeting in anticipation of not having a quorum and to adjourn this meeting to January 9, 2012. Commissioner Sargent seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Ross and with Commissioner Ravine abstaining).

**7. OLD BUSINESS**

**7A. JOINT MEETING WITH CITY COUNCIL DEBRIEFING**

Commissioners offered positive comments about the joint meeting of the Library Commission and City Council on October 25, 2011.

Commissioner Ravine offered his observation that the Commissioners' advocacy surprised Council members and Commissioner Wengrow sensed their appreciation for the Commissioners' spirit, enthusiasm, and devotion. Commissioner Sargent stated that the meeting went smoothly and Chairperson Stapleton noted Council's recognition that the Commission set goals and is making an effort to be more involved in the community.

**7B. COMMISSION OUTREACH REPORTS**

Commissioner Wasserman reported that he is scheduled to speak at North Torrance homeowners association's board meeting in January 2012 and Commissioner Wengrow expressed interest in going with him. He stated that he also attended the Commissioner Training and spoke at a Chamber of Commerce event about the Library's Plan of Service.

Commissioner Perkins stated that she participated in "Light, Camera, Action!," the Guild Fair, and Torrance Arts Council meeting.

Commissioner Wengrow reported that she was impressed with the CLA Conference and enjoyed the exhibits and the workshop with the lobbyists.

Commissioner Ravine stated that he enjoyed attending the CLA Conference, building contacts at the Commissioner Training, "Lights, Camera, Action!," and a book discussion group at Burbank Library.

Commissioner Sargent reported that she attended a craft workshop at El Retiro Library, the CLA Conference, the Arts Council meeting, Dee Dee Hick's 25<sup>th</sup> anniversary of the Volunteer Center, YMCA functions, a Los Angeles Metro dinner at California Science Center, a Historical Society lecture, and "Lights, Camera, Action!"

#### **7C. CITICABLE UPDATE**

Commissioner Ravine stated that Hope Witkowsky has filmed a segment for "Senior Scenes" on CitiCABLE centered on senior volunteer opportunities that included Words on Wheels and that he plans to meet with her about developing a segment just about the Library.

#### **7D. CLA CONFERENCE UPDATE**

City Librarian Theyer noted that her CLA Conference Report was included in agenda materials. She provided an update on the State budget, noting that the CLA Advocacy Committee is encouraging jurisdictions to write letters to the Governor and legislators now to express support for public library funding. She noted that this year 12 states failed to meet maintenance of effort required by LSTA and that next year there may be 27. She was pleased to announce that all 50 State Librarians are signing an agreement to participate in Open Library.

Commissioner Wengrow expressed interest in writing letters and City Librarian Theyer pointed out that CLA posted a draft on their website today.

Commissioners questioned if they can solicit letters from citizens and Chairperson Stapleton offered to ask City Clerk Herbers if this would be acceptable.

Commissioner Ravine discussed his attendance at the Conference on November 11-12. He shared what he learned at the "Getting to Win! How to Effectively Speak to Those in Power" seminar that was geared towards local, state, and national politicians and the Advocacy workshop that was more for the local level. He stated that the "Fundraising Success for Libraries" as well as the E-Book and E-Reader workshops were also interesting.

He raised the possibility of nominating individuals and organizations within Torrance for CALTAC awards and City Librarian Theyer suggested that Friends would be a worthy candidate.

Commissioner Wengrow stated that she learned the importance of knowing the question you want to ask and the facts about the Library, such as the number of patrons per day, when approaching legislators. She asked staff to provide Commissioners with a Fact Sheet that includes number of visits per day, check outs per day, and programs.

Commissioner Sargent added that the importance of having a two-minute presentation ready and giving a human story was stressed. She stated that she enjoyed a presentation by the individual who spearheaded Measure L and learning how they were successful in getting it passed. She mentioned that other participants were impressed by the amount of outreach done by Commissioners.

Chairperson Stapleton stated that she particularly enjoyed the Fundraising workshop and learned that it would be powerful to have a business owner from Torrance

on the Commission or Foundation board. She raised the possibility of having information about an endowment fund on the Library's website.

**8. COMMISSION LIAISON REPORTS**

**8A. TORRANCE PUBLIC LIBRARY FOUNDATION**

Commissioner Perkins reported that Foundation meetings have been focusing on preparing a brochure and making plans for the Centennial celebration in April 2012 that include the reading of "Unbroken," a video on Louis Zamperini, and a reception with Mr. Zamperini at the Toyota Museum. The next meeting is on November 30, 2011 at 12:00.

**8B. SOUTHERN CALIFORNIA LIBRARY COOPERATIVE (SCLC)**

City Librarian Theyer reported that the Administrative Council is meeting on November 17 in Monterey Park to discuss the budget and assess whether libraries can or should be charged delivery fees, adding that it would be a substantial increase for Torrance Library.

In response to Commissioner Wengrow's inquiry, she explained second level reference.

Commissioner Wasserman received clarification that currently there is no charge for inter-library delivery and that City Council would need to approve any possible offset charges to patrons.

**8C. EDUCATION AND SCHOOL RELATIONS**

Commissioner Sargent reported that she attended the Adult School Advisory Council meeting.

**9. MONTHLY DIVISION REPORT**

City Librarian Theyer noted that the Monthly Division Report for October was included in agenda packets. She reported that the Finance and Governmental Operations Committee is meeting on December 13 to review the status of the City's budget.

She asked for volunteers to help distribute surveys for Plan of Service on November 19 at the Senior Craft Fair or December 3 at Farmers' Market. Commissioners Sargent, Perkins, and Chairperson Stapleton indicated that they would assist.

Responding to Commissioner Wasserman's inquiry, City Librarian Theyer advised that the survey will be available on the City website and Facebook, adding that they also plan to put an insert in water bills.

**10. ORAL COMMUNICATIONS**

**10A.** The Commission welcomed guest Asher Wasserman.

**10B.** Commissioner Sargent distributed an article about CIA analysts called "Ninja Librarians."

**10C.** Commissioner Sargent announced the Riviera Garden Club's judged table setting flower show on November 15 at the Botanical Gardens and a Miracle of Living lecture on November 16.

**10D.** Commissioner Ravine shared information about a September 25, 2011 article "The Little Library That Could" from parade.com.

**10E.** Commissioner Perkins announced a Senior Craft Fair on November 19 and wished everyone a happy Thanksgiving.

**10F.** Commissioner Wasserman stated that he attended a National Education Center's Go For Broke gala last weekend. He and Asher left the meeting at 8:35 p.m.

**10G.** Commissioner Ravine suggested approaching organizations such as Rotary Clubs or PTAs as part of their outreach.

**10H.** Chairperson Stapleton suggested that Commissioners participate in the CALTAC board training and offered to check with Jane Jones about availability.

**10I.** Chairperson Stapleton asked staff to let Commissioners know of any outreach opportunities they can help with in the future.

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

Items for the January 9, 2012 Library Commission meeting agenda were listed and include: Friends, Foundation, Youth Council, SCLC, Education and School Relations, outreach reports, CitiCABLE update, budget advocacy, branch visits and construction, CALTAC board training, outreach to business organizations, Torrance Public Library Fact Sheet, and SCLC Administrative Council meeting.

**12. ADJOURNMENT**

**MOTION:** At 8:53 p.m., Commissioner Sargent moved to adjourn the meeting to Monday, January 9, 2012 at Katy Geissert Civic Center Library, 3301 Torrance Boulevard, at 7:00 p.m. Commissioner Perkins seconded the motion and, hearing no objection, Chairperson Stapleton so ordered.

Approved as Submitted March 12, 2012 s/ Sue Herbers, City Clerk
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