

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

**2. ROLL CALL**

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

Absent: Commissioners Ravine and Ross.

Also Present: City Librarian Theyer and Principal Librarian Vinke.

**MOTION:** Commissioner Perkins moved to grant Commissioners Ravine and Ross excused absences for the December 9, 2013 Commission meeting. Commissioner Wengrow seconded the motion; voice vote reflected unanimous approval.

**3. FLAG SALUTE**

Commissioner Sheikh led the Pledge of Allegiance.

**4. AFFIDAVIT OF POSTING**

**MOTION:** Commissioner Hausmann, seconded by Commissioner Perkins, 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 NOVEMBER 18, 2013**

Minutes were not available.

**6. NEW BUSINESS**

The Commission welcomed guests Mike Kosidlak and Dr. Anil Muhammed.

**6A. KATY GEISSERT LIBRARY LOBBY REMODEL UPDATE**

Principal Librarian of Operations Vinke provided a slide presentation on plans to remodel the main lobby of Katy Geissert Library. He stated that the 2008 first floor remodel did not encompass the circulation desk, adding that there was approximately \$85,000 in funds left over that needs to go specifically for the first floor. He stated that the current circulation desk is not ergonomically correct, does not have customer service friendliness, and does not allow for growth. He noted that the remodel would improve

customer service, improve traffic flow, and lay the groundwork for future use of Radio Frequency Identification (RFID).

He described the three phases of the project: demolition of current circulation desk and donor wall, construction of new circulation desk and donor wall, and demolition and construction of new doors facing Torrance Boulevard. He stated that the security gates would be moved closer to the sliding doors for convenience for staff and public.

Principal Librarian Vinke described the configuration of the new circulation desk that will have three stations as well as self check in and self check out machines. He stated that the new brass donor wall would look more professional and appealing, with the hope of attracting future donors. He noted that the new doors would allow them to install signage to promote events and programs.

Responding to Commissioner Haussmann's inquiry, City Librarian Theyer stated the new desk meets ADA requirements and would be consistently at wheelchair height.

In response to Commissioner Sheikh's inquiry, City Librarian Theyer stated that there is no timeline yet and General Services will determine when it can be put on the list of projects that they manage.

Mike Kosidlak inquired about RFID and staff explained that some public libraries such as Santa Monica have it but that it requires significant start up costs, adding that it was originally very expensive but is now much cheaper.

A brief discussion centered on accidental and intentional theft of materials and measures that the Library uses to prevent it.

## **6B. UNSPENT COMMISSION FUNDS**

Chairperson Sargent noted that her written report regarding the 2013-2014 Commission budget was included in agenda packets. She reviewed designated expenses so far this fiscal year as well as upcoming possible expenditures that include 2014 memberships for Commissioners in CLA and CPLA, CPLA Spring Workshop, and Part Time Recognition Breakfast.

City Librarian Theyer stated that there should be enough within the Commission budget to cover necessary expenditures. She noted that registration for the CLA Conference in Oakland begins in June so it would be possible to use this year's budget for registration. She stated that there might not be a Legislative Day this year, depending on the Governor's budget.

## **7. OLD BUSINESS**

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

Secretary Covey reported that Friends has received a large amount of donations and announced a Paperback Book sale on January 18, 2014.

City Librarian Theyer stated that she is accepting a donation from Friends for a public performance movie license at the December 10 Council meeting. She noted that, after this acceptance, total donations from Friends this year will exceed \$107,000.

**7B. YOUTH COUNCIL**

The Commission welcomed Youth Council member Timothy Harvey from Torrance High School. He reported that the December 8 craft fair was successful but cold. He stated that the video project to promote the Library has been given to the publicity committee and suggesting including information relevant to high school students that include availability of study rooms, SAT study guides, free Internet, Homework Help program, and branch libraries. He suggested broadcasting the video during high school homeroom video bulletins.

City Librarian Theyer stated that Commissioner Ross would likely attend the next Youth Council meeting on December 18 to discuss additional ideas to include.

**7C. OUTREACH REPORT**

Commissioner Haussmann, Wengrow, Perkins, and Chairperson Sargent stated that they enjoyed attending Cliff Numark's retirement party.

Commissioner Sheikh stated that he spoke with an Administrator at Torrance Memorial Hospital about the possibility of having a Library Spot in the children's playroom.

City Librarian Theyer stated that it might be possible and would be willing to discuss their needs. She also suggested helping them organize a book drive, promoting e-books, delivery of materials through Words on Wheels, or being a Friends' charity.

**7D. CLA CONFERENCE DEBRIEF**

Commissioners Haussmann and Sheikh noted that their written reports about the November 3-5 California Library Association Conference were included in agenda materials.

**7E. TRAINING FROM CPLA - DEBRIEF**

Chairperson Sargent reviewed notes and results for Advocacy, Human Resources, Finance/Fundraising, Organizational Operations, and Planning from the Board Effectiveness training on October 26. She called attention to the items that received the most points: Public events to publicize library, Information in Del Amo Mall, and Support of technology.

**7F. TALKING POINTS**

City Librarian Theyer noted that Commissioner Sheikh's suggestions for the "All About the Torrance Public Library" brochure were attached in agenda materials. She offered a suggestion to leave the brochure as it is and to add a bookmark about the Commission. She noted that it would be designed to match the color scheme and font of the

brochure and that Commissioners could use the brochure with or without the bookmark. She stated that she would add information about e-books and update statistics.

Commissioners Haussmann and Wengrow offered to write the verbiage for the bookmark by mid-January 2014.

Dr. Muhammed inquired about social media and City Librarian Theyer stated that the Library is promoted on Facebook and GoodReads.

**8. COMMISSION LIAISON REPORTS**

**8A. TORRANCE PUBLIC LIBRARY FOUNDATION** No report.

**8B. EDUCATION AND SCHOOL RELATIONS** No report.

**9. MONTHLY DIVISION REPORT**

City Librarian Theyer noted that her Monthly Division Report was included in agenda materials. She stated that she is looking forward to filling two Senior Librarian positions in January 2014. She informed Commissioners that Southeast Library has reopened and that now all libraries are ADA compliant. She stated that the Library Spots have light to moderate use, no vandalism, and that there have been offers to sponsor more.

**10. ORAL COMMUNICATIONS**

**10A.** Commissioners, guests, and staff wished each other a happy holiday season.

**10B.** Chairperson Sargent stated that she enjoyed the Torrance Memorial Holiday Festival.

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

Items for the January 13, 2014 Library Commission meeting agenda were listed and include: Friends, Youth Council, liaison and outreach reports, talking points brochure, branch visits, State and City budgets, and Commission budget update.

**12. ADJOURNMENT**

**MOTION:** At 8:33 p.m., Commissioner Perkins moved to adjourn the meeting to January 13, 2014 at 7:00 p.m. at Katy Geissert Civic Center Library. Commissioner Wengrow seconded the motion and, hearing no objection, Chairperson Sargent so ordered.

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Approved as submitted January 13, 2014 s/ Sue Herbers, City Clerk
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