

**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, January 12, 2015 at Katy Geissert Civic Center Library.

2. ROLL CALL

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

Absent: None.

Also Present: City Librarian Theyer.

3. FLAG SALUTE

Commissioner Haussmann led the Pledge of Allegiance.

4. AFFIDAVIT OF POSTING

MOTION: Commissioner Sargent, seconded by Commissioner Wengrow, moved to accept and file the report of the City Clerk on the posting of the agenda; a roll call vote reflected unanimous approval.

5. APPROVAL OF MINUTES

5A. MINUTES OF DECEMBER 8, 2014

MOTION: Commissioner Ravine moved to approve the Library Commission meeting minutes of December 8, 2014 as presented. Commissioner Sheikh seconded the motion; a roll call vote reflected unanimous approval.

6. NEW BUSINESS

6A. FRIENDS OF THE TORRANCE LIBRARY

Teresa Covey, representing Friends, announced a Winter Paperback Book Sale on January 24, 2015 at Katy Geissert Civic Center Library.

City Librarian Theyer reported that this month the Friends' Board would be entertaining a Library request for Youth Services programming for the school year and Summer Reading Program.

6B. TORRANCE YOUTH COUNCIL

The Commission welcomed Youth Council members Debbie Park, Kevin Kang, Justina Breen, and Ryota Nishishiba. Miss Park reported that the Publicity committee plans to produce a video

promoting Torrance Public Library and announced the Youth Forum for high school students in early February.

6C. CALIFORNIA PUBLIC LIBRARY ADVOCATES (CPLA) WORKSHOP

City Librarian Theyer announced the CPLA workshop at Redondo Beach Public Library on March 14. She asked interested Commissioners to register themselves and to vote a budget of not-to-exceed \$40 per person.

MOTION: Commissioner Sargent moved to approve six Commissioners to attend the California Public Library Advocates (CPLA) workshop at Redondo Beach Public Library on March 14, 2015 and to approve not-to-exceed \$240 from the Commission budget. Commissioner Perkins seconded the motion; the motion passed on a 6-1 roll call vote (Chairperson Ross abstaining).

Chairperson Ross stated that he abstained because he does not think workshops such as this are worthwhile.

6D. PART-TIME EMPLOYEE RECOGNITION

City Librarian Theyer requested that the Commission reconsider if it wants to continue hosting its traditional breakfast each year to honor part-time Library employees at five-year increments of service. She stated that part-time employees are now included in the City's program, at five-year increments, as well as being recognized by the Community Services Department. She pointed out that many part-time employees have been unable to attend the breakfasts due to their schedules.

She suggested that the Commission consider honoring the work of all staff by taking treats to each Library location at the start of the Summer Reading Program or school year. She stated that it could be timed so that two or three Commissioners could visit each library during an event when many staff members are present. She noted that the Commissioners would have an opportunity for public exposure and that they might consider inviting a Councilperson to accompany them.

Commissioners expressed interest in honoring staff in this way. Commissioner Ravine suggested forming an ad hoc committee to plan the staff recognition and Chairperson Ross suggested giving each staff member a gift card.

MOTION: Commissioner Wengrow moved to appoint an ad hoc committee to plan the Library staff recognition. Commissioner Ravine seconded the motion; a roll call vote reflected unanimous approval.

Commissioners Ravine, Perkins, and Wengrow volunteered to serve on the committee and, hearing no objection, Chairperson Ross so ordered. Committee members scheduled a meeting with City Librarian Theyer on February 2, 2015.

6E. BRANCH LIBRARY VISITS

City Librarian Theyer presented a proposed schedule for the Commission to hold its regular meetings at branch libraries, and Chairperson Ross indicated that he would attend the January 27 City Council meeting when the request is considered on the consent calendar.

MOTION: Commissioner Sargent moved to approve the schedule of branch library visits. Commissioner Perkins seconded the motion; a roll call vote reflected unanimous approval.

6F. DAY IN THE DISTRICT

City Librarian Theyer distributed the January 9 “News From the Capitol” from California Library Association (CLA) lobbyists. She stated that CLA is developing talking points on significant statewide issues and requested that Commissioners check their availability on Fridays in late February/early March to visit the three new elected officials in Torrance. All Commissioners expressed interest in participating and she offered to contact them with dates and times when they become available.

She distributed the Commission bookmark for Commissioners to use when meeting with representatives and asked them to offer any revisions. Commissioner Sargent suggested changing the word “engages” to “interacts” and Commissioner Wengrow stated that she would like to have a picture on the back.

It was decided that Commissioners would use the existing bookmarks for Day in the District and that City Librarian Theyer would work with the Design Shop to develop a bookmark with a picture on the back. Commissioner Wengrow volunteered to look at the proof before new bookmarks are printed.

6G. PUBLIC SURVEY RESULTS

City Librarian Theyer noted that her written summary was included in agenda materials. She presented highlights of the results of the community survey conducted in September – December 2014. She noted that over 550 people took the survey and briefly reviewed preliminary findings. She stated that requests for better/faster wireless Internet, better/faster computers, and more computers were common comments. She noted that staff is considering following up with further interviews or focus groups for specific populations on both areas for growth and areas for improvement.

Commissioner Sargent stated that she has received several negative comments about the fines that the Library charges.

City Librarian Theyer pointed out that many libraries have gone fine free, and at two weeks overdue the borrower is billed for the item. She explained that some libraries feel that the staff effort to collect the fine and the public ill will is not worth the fine. She explained how Library patrons are considered delinquent, barred, or blocked, noting that there is a \$25 threshold before being blocked from checking out materials.

7. OLD BUSINESS

7A. JOINT MEETING WITH TORRANCE CITY COUNCIL

Commissioner Sargent reported that the ad hoc subcommittee met on January 5 to plan the meeting agenda for the April 21 joint meeting with City Council. She distributed the proposed agenda and Commissioners were assigned topics to present. She recommended that the adult video contest winner of “Explore the World with the Torrance Library” be shown as well as one of the videos that the Youth Council created. She asked that Commissioners officially vote on the agenda at the February 9 Commission meeting.

8. MONTHLY DIVISION REPORT

City Librarian Theyer noted that her Monthly Division Report was included in agenda materials. She reported that City Council approved the front lobby project at its December 23 meeting. She stated that the web site team completed development of revisions to the website and

that changes will be implemented on January 16. She informed the Commission that in Northern California Linda Crow is retiring and that Susan Hildreth is taking her place.

9. ORAL COMMUNICATIONS

9A. Commissioner Wengrow announced an Ethics Training on February 17 and a Kiwanis Club blood drive in Hermosa Beach on February 25.

9B. Commissioner Sargent stated that she attended “An Evening with Doug MacLeod” at the Library, Christmas Boutique, Pueblo Park dedication, and Rose Float Officials’ Night. She also had the opportunity to visit Berkeley Library and announced a Miracle of Living lecture on vertigo and dizziness on January 21.

9C. Commissioner Haussmann stated that she enjoyed the Pueblo Park dedication and a program for seniors at the Bartlett Center.

9D. Commissioner Perkins stated that she attended the Pueblo Park dedication, “Unbroken,” Doug MacLeod’s performance, and Rose Float Officials’ Night.

9E. Commissioner Ravine stated that he enjoyed the Rose Float Officials’ Night.

9F. Commissioner Sheikh stated that he attended tennis tournaments and announced “Helping Your Struggling Student” at Casimir Middle School on January 13.

9G. Chairperson Ross stated that he attended the January 7 Youth Council meeting.

10. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

Items for the February 9, 2015 Library Commission meeting agenda were listed and include: Friends, Youth Council, Monthly Division Report, Joint Meeting agenda, Council, Library survey results, Day in the District, and Staff Recognition event.

11. ADJOURNMENT

MOTION: At 9:12 p.m., Commissioner Sargent moved to adjourn the meeting to February 9, 2015, at 7:00 p.m. at Katy Geissert Civic Center Library. Commissioner Sheikh seconded the motion and, hearing no objection, Chairperson Ross so ordered.

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Approved as submitted February 9, 2015 s/ Rebecca Poirier, City Clerk
