

January 13, 2014

**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 13, 2014 at Katy Geissert Civic Center Library.

2. ROLL CALL

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

Absent: Commissioner Ravine.

Also Present: City Librarian Theyer and Administrative Analyst Orpe.

MOTION: Commissioner Ross moved to grant Commissioner Ravine an excused absence for the January 13, 2014 Commission meeting. Commissioner Perkins seconded the motion; a voice vote reflected unanimous approval.

3. FLAG SALUTE

Commissioner Perkins 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

Chairperson Sargent offered the following clarification to the minutes: Page 3, Item 7D., paragraph 2: "She noted that few Commissioners from other Districts were in attendance..."

MOTION: Commissioner Ross moved to approve the November 18, 2013 Library Commission meeting minutes as amended. Commissioner Wengrow seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Ravine).

5B. LIBRARY COMMISSION MEETING OF DECEMBER 9, 2013

MOTION: Commissioner Perkins moved to approve the December 9, 2013 Library Commission meeting minutes as submitted. Commissioner Wengrow seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Ravine).

6. NEW BUSINESS

The Commission welcomed guest Dr. Anil Muhammed as well as Youth Council members Hayden Tanabe and Timothy Harvey.

6A. UNSPENT COMMISSION FUNDS

Commissioners and staff discussed the Commission budget to determine if there were sufficient funds this fiscal year to cover the Part Time Employee Recognition breakfast, CPLA Spring Workshop, memberships in CLA and CPLA, and the CLA Conference.

City Librarian Theyer noted that registration for the CLA Conference begins in June so it would be possible to use this year's budget for registration. She noted that any unused funds can be used for a Commission purpose or rolled over for a Commission purpose. She offered possible Commission uses that might include allowing two Commissioners to attend the CLA Conference, a Commission training, or a legislative visit to Sacramento.

Commissioner Wengrow expressed interest in participating in advocacy training, Commissioner Haussmann suggested providing coffee and donuts to branch libraries at the beginning of the school year, and Commissioner Sheikh suggested inviting community members to an Open House to present all the things the Library has to offer.

City Librarian Theyer stated that she plans to invite targeted focus groups to survey the new Library Plan of Service and suggested that the Commission host the meetings. She stated that unused funds could be used for refreshments, supplies, and gifts and that she would train the Commissioners.

Commissioners expressed interest in her suggestion and she offered to bring back more information at the next Commission meeting.

6B. MEMBERSHIPS IN CLA AND CPLA

City Librarian Theyer requested that the Commission determine which memberships each Commissioner would like and vote to allocate the funds. She stated that all but Commissioner Sheikh would need to renew memberships in CLA to continue as members. She asked that Commissioners complete the attached membership forms by January 20 if interested and that staff would handle payment from Commission funds.

Commissioners discussed the benefits of membership in CPLA and CLA and determined that they should join CPLA and CLA as supporting and non-voting members.

MOTION: Commissioner Perkins moved to allocate not to exceed \$311 from the Library Commission budget for Commissioners' memberships in California Library Association (CLA) as non-voting members and California Public Library Advocates (CPLA). Commissioner Wengrow seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Ravine).

6C. VISITS TO BRANCH LIBRARIES

City Librarian Theyer presented a preferred schedule for the Commission to hold monthly meetings at branch libraries for March through July 2014. She noted that, if approved, she would prepare an item to go before City Council for permission to convene meetings at branch libraries.

MOTION: Commissioner Ross moved to approve the proposed schedule for the Library Commission to hold monthly meetings at branch libraries. Commissioner Haussmann seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Ravine).

6D. STATE BUDGET UPDATE

City Librarian Theyer distributed an update from CLA regarding Governor Brown's 2014-15 State budget release on January 9. She reported that the budget includes \$2.3 million for a statewide, broadband infrastructure project that will provide public libraries access to a high-speed Internet network. She stated that an additional \$1 million is budgeted for grants to public libraries that require equipment upgrades to connect to a high-speed network.

6E. DAY IN THE DISTRICT

City Librarian Theyer reported that CLA is asking local library advocates to visit with their state legislators in January and February 2014. She noted that it is more effective to have Commissioners participate than staff. She stated that she would schedule appointments with the offices of Senator Lieu, Senator Wright, and Assemblymember Muratsuchi and requested that interested Commissioners consider date availability on a Friday in late January or February.

All Commissioners present expressed interest in visiting with legislators and City Librarian Theyer stated that she would prepare informational packets and schedule appointments.

6F. CUSTOMER SATISFACTION SURVEY FOR CITY PARKS

Administrative Analyst Orpe presented results of the customer survey designed to assess public satisfaction with the parks in Torrance, based on a 1 to 7 scale. He reported that 73 responses were received at five Commission meetings. He stated that the overall score of 5.8 shows residents' satisfaction with the overall service provided by the Park Services Division. Referring to the results in the material of record, he highlighted the importance of Big Grassy Areas in all responses and that 100% of respondents feel safe in parks.

7. OLD BUSINESS

7A. FRIENDS OF THE TORRANCE LIBRARY

Secretary Covey announced a Paperback Book sale on January 18, 2014 at Katy Geissert Library.

City Librarian Theyer noted that staff is in the process of drafting the Youth Services annual request.

7B. YOUTH COUNCIL

Youth Council members Timothy Harvey and Hayden Tanabe presented a two-minute video prepared by the Publicity Committee to promote the Library to high school students.

Commissioners commended the Youth Council for their efforts and approved the video to be posted on the City's YouTube channel, Library website, Facebook, and high school video bulletins. A general discussion centered on ideas for future videos that include preparing for SAT and AP tests.

In response to Commissioner Wengrow's inquiry, Timothy stated that writing, filming, and editing took a total of four to five hours.

Hayden announced the Talent Show at the Bartlett Senior Center on January 27 and Youth Forum on February 4.

7C. OUTREACH REPORT

Commissioner Haussmann stated that she enjoyed attending Dr. Griffith's retirement function.

In response to Commissioner Sheikh's inquiry, City Librarian Theyer stated that she mailed Torrance Memorial Hospital a packet about the Library and invited them to contact her.

Commissioner Ross stated that he attended the Rose Float Association's Officials' Night.

Commissioner Perkins stated that she attended a City Council meeting and the Senior holiday luncheon.

Chairperson Sargent stated that she attended a City Council meeting, the Historical Society's book reading, Officials' Night, and a Sister City reunion.

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 reported that Youth Services Librarians Cynthia Aguado and Evan Coates were promoted to fill the two vacant Senior Librarian positions. She stated

that the Library has been approved to offer the Youth Services exam to fill those vacancies.

She distributed the updated "All About Your Torrance Public Library 2014" and Commissioners commended her for putting the brochure together. Commissioners Haussmann and Wengrow offered to prepare and present a bookmark about the role of the Library Commission at the next Commission meeting.

10. ORAL COMMUNICATIONS

10A. Commissioner Wengrow stated that she is pleased with all the books she has bought from Friends' book sales.

10B. Chairperson Sargent announced a Miracle of Living presentation on January 15.

10C. Commissioner Perkins encouraged Commissioners to attend the Friends' book sale.

10D. Chairperson Sargent informed the Commission of the passing of Dorothy Obert from Torrance Adult School.

11. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

Items for the February 10, 2014 Library Commission meeting agenda were listed and include: Friends, Youth Council, outreach reports, Education and School Relations, Day in the District, focus groups, talking points, unspent Commission funds, and CLA Conference attendance.

12. ADJOURNMENT

MOTION: At 8:35 p.m., Commissioner Ross moved to adjourn the meeting to February 10, 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 February 10, 2014 s/ Sue Herbers, City Clerk
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