

**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, June 9, 2014 at Walteria Library.

2. ROLL CALL

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

Absent: None.

Also Present: City Librarian Theyer, Principal Librarian Wierzbicki, Senior Librarian Deleget, Youth Services Supervisor Firchow, and Youth Services Librarian Gutierrez.

3. FLAG SALUTE

Commissioner Perkins led the Pledge of Allegiance.

4. AFFIDAVIT OF POSTING

MOTION: Commissioner Wengrow, seconded by Commissioner Ross, 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 MAY 12, 2014

Minutes were not available.

6. NEW BUSINESS

6A. WALTERIA LIBRARY UPDATE

Senior Librarian Deleget welcomed Commissioners and provided an update of branch activities since the Commission's last visit. She noted that the Walteria Library Report was included in agenda attachments. She stated that the Library received three grants from Institute of Museum and Library Services, one for use of multi-media kits for memory enhancing sessions. She showed Brain Boosting Bags that are used with senior citizens to help improve memory with themes that include Remembering the 50s, Remembering Mother's Day and Father's Day, and Remembering Automobiles. She noted that the kits are available for check out and distributed Pets of Fame for Commissioners to complete. She discussed passive programs as well as plans for a second annual Literary Tea on July 16 and a program about pets on July 23.

Youth Services Librarian Gutierrez showed a coloring sheet contest in April and discussed monthly after school programs, Pajamarama, and outreach efforts.

City Librarian Theyer pointed out that circulation at Walteria Library has skyrocketed in numbers and that Homework Helpers has expanded to four days a week.

The Commission was in recess from 7:17 to 7:23 p.m. to celebrate Senior Librarian Deleget's birthday.

7B. ELECTION OF OFFICERS

MOTION: Commissioner Perkins moved to nominate Commissioner Ross for Chairperson of the Library Commission for July 2014 to June 2015. Commissioner Wengrow seconded the motion; a roll call vote reflected unanimous approval.

MOTION: Chairperson Sargent moved to nominate Commissioner Wengrow for Vice-Chairperson of the Library Commission for July 2014 to June 2015. Commissioner Ravine seconded the motion; a roll call vote reflected unanimous approval.

7C. SUMMER READING PROGRAM PRESENTATION

Youth Services Supervisor Firchow presented a report on the Summer Reading Program "Paws to Read" at the Library on June 23 – August 9, 2014. She expressed her appreciation to Friends of the Torrance Library for funding the program for children, teens, and adults. She distributed the children's calendar that describes programs being presented at every branch, special events at Katy Geissert, and storytimes. She stated that children are encouraged to read eight hours during the seven-week program and showed incentives that include finger puppets, bubbles, and color changing pencils. She distributed a reading log for a special Read to Me program added this year for children under age three, noting that when completed they receive a board book.

She described the teen program for 7th grade through 12th grade. She stated that when teens have completed the 15 hour reading requirement they receive a \$5 gift card and one opportunity drawing ticket for four grand prizes. She stated that there are special programs for teens every Thursday at Katy Geissert and two other programs at the branches. She noted that last Saturday she trained 25 teen volunteers who will assist at the branches during the program.

City Librarian Theyer shared information about the adult reading program. She stated that adults will fill in a bookmark and once they have completed all the activities they receive a book bag. She described the "Paws to Read," "Paws to Create," and "Paws to Learn" programs for adults.

Commissioner Ross thanked Youth Services Supervisor Firchow for her assistance with the May 21 focus group at the ATTIC.

7D. JOINT MEETING

City Librarian Theyer recommended scheduling the joint meeting with City Council in late fall at the soonest, and Commissioners determined it would be best to wait until early next year. Discussion centered on possible topics for the agenda;

suggestions included focus groups and survey results, conferences, budgets, how public libraries are funded, networking and advocacy, Library hours, security, funding priorities, and live homework help. It was decided to bring the item back at the October 2014 Commission meeting.

6E. ANNUAL REPORT

Commissioner Sheikh volunteered to prepare the Annual Report to the City Council and Commissioner Haussmann offered to assist.

6F. LETTER OF SUPPORT FOR STATE BUDGET

City Librarian Theyer noted that a letter from CLA lobbyists was included in agenda packets. The letter urges members to send letters of support for the Assembly's move to add \$10 million for public libraries into the State budget. She provided an update since the letter was sent out, noting that the \$10 million was cut to \$5 million and an additional \$5 million is recommended to the Governor. She requested that the Commission send a letter to Governor Brown asking him to keep the additional \$5 million in the budget.

MOTION: Commissioner Ross directed City Librarian Theyer and Chairperson Sargent to draft and send a letter to Governor Brown asking him to keep the additional \$5 million in the budget for public libraries. Commissioner Haussmann seconded the motion; a roll call vote reflected unanimous approval.

7. OLD BUSINESS

7A. FRIENDS OF THE TORRANCE LIBRARY

City Librarian Theyer reported that City Council is accepting a \$93,000 donation from Friends of the Torrance Library on June 10, 2014.

7B. YOUTH COUNCIL

Commissioner Ross reported that he and Chairperson Sargent attended the last Youth Council meeting. He stated that he plans to participate on the selection committee on June 12 -13, 2014.

7C. YOUTH COUNCIL CERTIFICATES

Chairperson Sargent reported that she presented each Youth Council member with a certificate of appreciation at the last Youth Council meeting.

MOTION: Commissioner Ross moved to reimburse Chairperson Sargent \$6.53 for the cost of the certificates. Commissioner Ravine seconded the motion; a roll call vote reflected unanimous approval.

7D. OUTREACH REPORT

Commissioner Perkins stated that she attended the Torrance Historical Society annual meeting, Art Council of Torrance meeting, and Torrance Art Museum reception.

Commissioner Ross stated that he attended the mural dedication at El Retiro Library and the Armed Forces luncheon and parade. He also served as inspector for the June 3 election and on the Torrance High School senior project review board.

Commissioner Haussmann stated that she attended the Torrance Art Museum reception and mural dedication at El Retiro Library. She also served on the Torrance High School senior project review board and helped set up for the Part-Time Recognition Breakfast.

Commissioner Wengrow stated that she enjoyed the Part-Time Recognition Breakfast and dedication at El Retiro Library.

Commissioner Sheikh stated that he attended the Part-Time Recognition Breakfast, Armed Forces Day luncheon and parade, Farmers' Market, and Palos Verdes Tennis Club.

Commissioner Ravine stated that he promoted the Library to several individuals.

Chairperson Sargent stated that she attended the dedication at El Retiro Library, Adult School Advisory Council meeting, Metropolitan Water District water trip to Northern California, Environmental Fair at the City Yard, and several election night parties.

7E. PROGRESS REPORT FOR TORRANCE MEMORIAL HOSPITAL

City Librarian Theyer noted that her written report was included in agenda packets.

7F. FOCUS GROUPS - UPDATES

Commissioners Ross and Haussmann discussed their focus group at the ATTIC on May 21, noting that at one point they had 11 youth participating. They expressed their willingness to host the focus group on June 17 at Katy Geissert.

Commissioners Wengrow and Sheikh discussed the focus group they hosted at Katy Geissert and suggested placing a poster at the entrance directing participants to the focus group location. They stated that they would also host the focus group on June 16 at North Torrance Library.

Chairperson Sargent stated that she and her husband hosted the focus group on June 7 at El Retiro Library and that three people participated.

7G. PART-TIME RECOGNITION BREAKFAST DEBRIEF

Chairperson Sargent thanked Commissioners Haussmann and Wengrow for setting up for the Part-time Recognition Breakfast on May 21.

Commissioner Ross stated that he was disappointed in the number of recipients who did not attend. It was pointed out that many honorees work two jobs and Chairperson Sargent relayed Community Director Jones's suggestion to put their photographs on the screen.

Commissioner Wengrow thanked Chairperson Sargent for providing the flowers and decorations.

8. MONTHLY DIVISION REPORT

City Librarian Theyer noted that her Monthly Division Report was included in agenda materials.

9. ORAL COMMUNICATIONS

9A. Chairperson Sargent announced a Miracle of Living lecture on back problems on June 18 at Torrance Memorial Hospital.

9B. Commissioner Perkins thanked Commissioners for their get well card.

9C. Commissioner Sheikh announced a CERT training class on September 6, 13, and 20.

9D. In response to Commissioner Wengrow's inquiry, City Librarian Theyer stated that Youth Services provides recommended reading lists for all grades.

10. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

Items for the July 14, 2014 Library Commission meeting agenda were listed and include: Friends, outreach reports, El Retiro Library report, focus groups, Annual Report, and Acceptable Use Policy.

11. ADJOURNMENT

MOTION: At 8:53 p.m., Commissioner Ross moved to adjourn the meeting to July 14, 2014, 2014 at 7:00 p.m. at El Retiro Library. Commissioner Wengrow seconded the motion and, hearing no objection, Chairperson Sargent so ordered.

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Approved as submitted September 9, 2014 s/ Rebecca Poirier, City Clerk
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