

**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 13, 2016 at North Torrance Library.

**2. ROLL CALL**

Present: Commissioners Gerber, Haussmann\*, Javid,  
Lambert, Perkins, Ravine, and Chairperson Ross.  
Absent: None.  
Also Present: City Librarian Theyer, Principal Librarian  
Wierzbicki, Acting Senior Librarian  
Bieber, and Senior Librarian Firchow.

\*Commissioner Haussmann arrived at 7:09 p.m.

**3. FLAG SALUTE**

Chairperson Ross led the Pledge of Allegiance.

**4. AFFIDAVIT OF POSTING**

**MOTION:** Commissioner Ravine, seconded by Commissioner Perkins, moved to accept and file the report of the City Clerk on the posting of the agenda; a roll call vote reflected 6-0 approval.

**5. APPROVAL OF MINUTES**

**5A. MINUTES OF MAY 9, 2016**

**MOTION:** Commissioner Perkins moved to approve the Library Commission meeting minutes of May 9, 2016 as presented; Commissioner Gerber seconded the motion. The motion passed on a 6-0 roll call vote.

**6. NEW BUSINESS**

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

City Librarian Theyer reported that on May 10 City Council accepted and appropriated a donation from Friends for downloadable audio books and adult programming. She announced election of officers and harpist Vanessa Sheldon at the Friends' annual meeting on June 18.

**6B. TORRANCE YOUTH COUNCIL**

Chairperson Ross reported that the Youth Council's first meeting is August 17.

**6C. NORTH TORRANCE LIBRARY REPORT**

Acting Senior Librarian Bieber welcomed Commissioners and noted that the North Torrance Report from Senior Librarian Frame and Youth Services Librarian Pezzell was included in agenda materials.

Responding to Commissioner Ravine's inquiry, City Librarian Theyer stated that ExxonMobil is still supporting the Youth Development Program this summer and that the Library is waiting to see what direction the new refinery owner will take.

**6D. SUMMER READING PROGRAM PRESENTATION**

Senior Librarian Firchow provided an overview of the 2016 Summer Reading Program "Read for the Win" on June 27–August 13, with a kick-off at Katy Geissert with juggler Fantastick Patrick. She expressed her appreciation to Friends for funding the program. She showed incentive prizes and log sheets where participants record their reading. She stated that readers receive a cloth bag at the beginning of the program, floppy Frisbees at the half-way point, and a certificate of completion and new book when they reach their reading goal. She described the Tween/Teen Program that includes youth grades 6 through 12. She stated that when they reach their reading goal they receive a gift card and opportunity drawing ticket to enter into grand prize drawings.

She stated that there would be an orientation for teen volunteers on June 18. She shared details regarding the new Lunch at the Library program, with lunch served to children 18 and under at the McMaster Park Building four days a week during the Summer Reading Program. She stated that all branches would offer storytimes, sports-related story/craft activities, and performer programs. She discussed outreach efforts and their goal to increase participation and finishers this summer. She distributed lanyards, bags, and brochures for the Adult Summer Reading Program.

In response to an inquiry from Chairperson Ross, Senior Librarian Firchow stated that last year there were 4,200 sign-ups and approximately 2,600 finishers.

**6E. NOMINATE CHAIR AND VICE-CHAIR**

Commissioner Perkins nominated Commissioner Ravine for Chairperson of the Library Commission, beginning July 11. There were no further nominations and Commissioner Ravine was elected Chairperson on a unanimous roll call vote.

Commissioner Ravine nominated Commissioner Perkins for Vice-Chairperson of the Library Commission, effective July 11. There were no further nominations and Commissioner Perkins was elected Vice-Chairperson on a unanimous roll call vote.

**6F. NATIONAL LIBRARY LEGISLATIVE DAY REPORT**

City Librarian Theyer noted that her written report on her attendance at the National Library Legislative Day in Washington DC was included in agenda materials. She reported that the only update to the Federal legislation is that the budget continues to go on without drastic cuts to library funding. She discussed an issue regarding the Library of Congress and development of subject headings.

**6G. LIBRARY COMMISSION ANNUAL REPORT**

City Librarian Theyer reminded Commissioners that each year they prepare an Annual Report for City Council. She requested that the Commission select a Commissioner or committee to prepare the Annual Report for July 2015-June 2016 and

it was pointed out that traditionally the assignment is given to new Commissioners. Commissioners Javid and Lambert offered to work together to prepare the report, with Commissioner Gerber offering her assistance.

**MOTION:** Commissioner Haussmann moved to appoint Commissioners Javid and Lambert to prepare the Library Commission Annual Report. Commissioner Ravine seconded the motion; a roll call vote reflected unanimous approval.

#### **6H. LIBRARY ANNUAL REPORT**

City Librarian Theyer presented a draft Library Annual Progress Report for calendar year 2015 and requested that Commissioners provide any feedback. Commissioners asked questions and offered minor revisions. She advised them that the report would be finalized and formatted for presentation to Community Services Director Jones and the public.

Commissioner Javid suggested that the Library subscribe to Torrance Unified School District Press Releases and City Librarian Theyer explained to Commissioner Lambert what Legacy and Integrated Library Systems are.

#### **7. OLD BUSINESS**

##### **7A. AD HOC COMMITTEE REPORT – JOINT MEETING WITH CITY COUNCIL**

Commissioner Gerber reported that the Committee met on May 13 to develop an agenda for the September 27 joint meeting with City Council. She stated that the Committee decided to use students of all types as a focus for the meeting. She presented a draft agenda and requested that the Commission approve it in concept. Chairperson Ross expressed support for following past practice and having each Commissioner speak on a topic at the meeting. She stated that the Committee would meet again at the end of the month to discuss the budget.

**MOTION:** Commissioner Ravine moved to adopt the agenda for the joint meeting with City Council on September 27, 2016. Commissioner Perkins seconded the motion; a roll call vote reflected unanimous approval.

##### **7B. AD HOC COMMITTEE REPORT – STAFF RECOGNITION**

City Librarian Theyer reported that all visits for the annual Library staff recognition are complete and invited Commissioners to highlight any successes or areas for improvement. She distributed a thank you card from Henderson Library staff.

Chairperson Ross stated that he made three library visits and found staff members to be very appreciative of the Commission's interest. Commissioner Ravine stated that he received positive feedback at all the libraries he visited and was impressed with the pride that staff have in the work they do and the appearance of the libraries. Commissioner Haussmann stated that she enjoyed visiting three libraries and likes that adult and youth nonfiction books have been combined at the North Torrance branch. Commissioner Javid stated that she was impressed with the camaraderie of the North Torrance staff, and Commissioner Perkins stated that she enjoyed her four library visits. Commissioner Lambert stated that he enjoyed two visits and the tour he was given at Katy Geissert, and Commissioner Gerber stated that she also enjoyed two library visits at Katy Geissert and El Retiro.

**7C. SOCIAL SERVICES COMMISSION REPORT**

Commissioner Perkins shared information about the May 26 Social Services Commission meeting. She reported that there is a vacancy on the Commission and that they have completed having groups come in to speak at the meetings. She stated that she spoke at the meeting about the homeless living in cars and a brief discussion centered on the problem facing the homeless population.

City Librarian Theyer stated that the Commission has been directed to further define each population and scope before developing a work plan.

**8. MONTHLY DIVISION REPORT**

City Librarian Theyer noted that her Monthly Division Report was included in agenda materials. She announced that the Library Van project won an award from the California Library Association.

**9. ORAL COMMUNICATIONS**

**9A.** Commissioner Ravine stated that he has volunteered to be on the membership committee for CPLA.

**9B.** Commissioner Lambert stated that he enjoyed the Armed Forces Day celebration and election night at City Hall.

**9C.** Commissioner Perkins stated that she attended the Armed Forces Day luncheon, election night at City Hall, and City Council meetings.

**9D.** Chairperson Ross stated that he enjoyed the Armed Forces Day luncheon and parade, a City Council meeting, being on the Youth Council selection committee, and serving on the review board for Torrance High School senior essay project.

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

Items for the July 11, 2016 Library Commission meeting agenda were listed and include: Friends, Ad Hoc Committee reports, Social Services Commission, Southeast Library report, and Monthly Division Report.

**11. ADJOURNMENT**

**MOTION:** At 8:38 p.m., Commissioner Gerber moved to adjourn the meeting to July 11, 2016, at 7:00 p.m. at Southeast Library. Commissioner Ravine seconded the motion; a roll call vote reflected approval.

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Approved as submitted July 11, 2016 s/ Rebecca Poirier, City Clerk
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