

**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, July 11, 2016 at Southeast Library.

2. ROLL CALL

Present: Commissioners Gerber, Javaid, Lambert, Perkins, Ross, and Chairperson Ravine.

Absent: Commissioner Haussmann.

Also Present: City Librarian Theyer, Principal Librarian Wierzbicki, Senior Librarian Coates, and Youth Services Librarian Babiar.

MOTION: Commissioner Gerber moved to grant Commissioner Haussmann an excused absence for the July 11, 2016 Commission meeting. Commissioner Perkins seconded the motion; a roll call vote reflected 6-0 approval.

3. FLAG SALUTE

Commissioner Lambert led the Pledge of Allegiance.

4. AFFIDAVIT OF POSTING

MOTION: Commissioner Perkins, seconded by Commissioner Gerber, 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 JUNE 13, 2016

MOTION: Commissioner Gerber moved to approve the Library Commission meeting minutes of June 13, 2016 as presented; Commissioner Ross seconded the motion. The motion passed on a 6-0 roll call vote (absent Commissioner Haussmann).

6. NEW BUSINESS

6A. FRIENDS OF THE TORRANCE LIBRARY

City Librarian Theyer reported that Friends are busy preparing for the July 22-23 Summer Book Sale at Katy Geissert. She noted that this would be their first combined book sale of both hardback and paperback books, and that there would be a \$5 bag sale on July 23 after the regular sale.

6B. SOUTHEAST LIBRARY REPORT

Senior Librarian Coates welcomed Commissioners and noted that the Southeast Library Report was included in agenda materials. He provided an update on staffing changes, adult programming, and circulation, noting that last year they circulated approximately 124,000 items. He stated that books on CD and large print materials are the most circulated adult items.

Youth Services Librarian Babiar reported that so far 342 students have registered at Southeast Library for the Summer Reading Program. She shared information about first grade class visits and genre talks for fourth and fifth grade classes. She showed a booklet of thank you notes written to her by students.

6C. CALIFORNIA LIBRARY ASSOCIATION REGISTRATION

City Librarian Theyer reported that registration is now open for the California Library Association (CLA) Convention on November 3-6, 2016 in Sacramento. She noted that registration materials, pre-conference workshops, special events, and associated costs were included in agenda materials. She stated that the full preliminary conference program is available online and that early bird registration ends September 2. She recalled that the Commission previously approved registration as special attendee for Chairperson Ravine. She noted that registration did not open in time to allow registering him from the previous fiscal year budget.

Discussion centered on the Commission budget and no other Commissioners present expressed interest in attending. Chairperson Ravine offered to investigate hotel and transportation costs and to bring back a proposed budget at the August 8 Commission meeting.

7. OLD BUSINESS

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

Commissioner Gerber reported that the Committee met on June 28 to further develop an agenda for the September 27 joint meeting with City Council. She stated that the Committee decided to use students of all types and lifelong learning as the focus for the meeting. She reminded Commissioners that they approved the agenda at the June 13 Commission meeting. She presented tentative Commission assignments to portions of the agenda and a recommendation for a not-to-exceed budget of \$1,100 for the event. Commissioners accepted their area assignments for the agenda, and City Librarian Theyer offered to provide them with materials to assist them. The next Committee meeting is July 19.

MOTION: Commissioner Ross moved to approve a not-to-exceed budget of \$1,100 for the joint meeting of the Library Commission and City Council on September 27, 2016. Commissioner Perkins seconded the motion; a roll call vote reflected 6-0 approval (absent Commissioner Haussmann).

7B. SOCIAL SERVICES COMMISSION REPORT

No report.

8. MONTHLY DIVISION REPORT

City Librarian Theyer noted that her Monthly Division Report was included in agenda materials. She reported that Public Library Broadband equipment for high-speed wireless internet has started arriving. She stated that Lunch at the Library is successful, with 40-60 youth being served lunch at the McMaster Community Center four days a week.

9. ORAL COMMUNICATIONS

9A. Commissioner Lambert distributed a draft Library Commission Annual Report and announced a lecture on the ancient library at Alexandria at Manhattan Beach Public Library.

9B. Commissioner Perkins stated that she enjoyed harpist Vanessa Sheldon and has attended City Council meetings.

9C. Commissioner Gerber and Chairperson Ravine stated that they enjoyed Destination: Art's June 25 Downtown Torrance art walk.

9D. Commissioners Javaid, Lambert and Ross spoke.

9E. Chairperson Ravine stated that he participated in a CPLA Board meeting and discussed plans to make its membership more efficient and responsive.

9F. Chairperson Ravine circulated a thank you note from North Torrance Library for the staff recognition.

10. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

Items for the August 8, 2016 Library Commission meeting agenda were listed and include: Friends, Ad Hoc Committee report, Social Services Commission, CLA budget, Commission Annual Report, and Monthly Division Report.

11. ADJOURNMENT

MOTION: At 8:02 p.m., Commissioner Ross moved to adjourn the meeting to August 8, 2016, at 7:00 p.m. at Katy Geissert Civic Center Library. Commissioner Gerber seconded the motion; a roll call vote reflected approval.

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Approved as amended August 8, 2016 s/ Rebecca Poirier, City Clerk
