

**MINUTES OF A REGULAR MEETING OF THE
TORRANCE LIBRARY COMMISSION**

1. CALL TO ORDER

The Torrance Library Commission convened in a regular session at 7:02 p.m. on Monday, August 8, 2016 at Katy Geissert Civic Center Library.

2. ROLL CALL

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

Absent: Commissioner Haussmann.

Also Present: City Librarian Theyer.

MOTION: Commissioner Gerber moved to grant Commissioner Haussmann an excused absence for the August 8, 2016 Library Commission meeting. Commissioner Ross seconded the motion; a roll call vote reflected 6-0 approval.

MOTION: Commissioner Gerber moved to grant Commissioner Perkins an excused absence for the September 12, 2016 Library Commission meeting. Commissioner Javid seconded the motion; a roll call vote reflected 6-0 approval (absent Commissioner Haussmann).

MOTION: Commissioner Gerber moved to grant Commissioner Ross an excused absence for the September 12, 2016 Library Commission meeting. Commissioner Perkins seconded the motion; a roll call vote reflected 6-0 approval (absent Commissioner Haussmann).

3. FLAG SALUTE

Commissioner Javid 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 (absent Commissioner Haussmann).

5. APPROVAL OF MINUTES

5A. MINUTES OF JULY 11, 2016

Commissioner Gerber offered a correction as follows: Item 3. FLAG SALUTE: "Commissioner Lambert led the Pledge of Allegiance."

MOTION: Commissioner Ross moved to approve the Library Commission meeting minutes of July 11, 2016 as amended; Commissioner Lambert 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

Hospitality Chair Teresa Covey reported that the Friends' July 22-23 Summer Book Sale was very successful, with approximately \$7,000 in sales. She announced the next book sale on October 21-23.

7. OLD BUSINESS

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

City Librarian Theyer reported that the Committee met on July 19 to finalize food plans and details for the September 27 joint meeting with City Council. She recalled that the Commission voted at the July 11 meeting to approve not-to-exceed \$1,100 in costs. She distributed draft materials for each item and asked that Commissioners provide any feedback to her by August 15. The next Committee meeting is August 23.

7B. SOCIAL SERVICES COMMISSION REPORT

City Librarian Theyer reported that she attended the July 28 Social Services Commission meeting and that Commissioners are still developing their work plan. She added that the vacancy on the Commission would be filled in January 2017.

7C. CALIFORNIA LIBRARY ASSOCIATION REGISTRATION

City Librarian Theyer presented a budget for Chairperson Ravine's attendance at the November 3-6 California Library Association (CLA) Convention in Sacramento. She stated that the budget includes registration, preconference, CLA and CPLA Awards Galas, travel, hotel, meals, and miscellaneous expenses, for a total not-to-exceed \$1,265. She noted that there were sufficient funds in the Commission budget to cover the expenses.

Chairperson Ravine noted that he forgot to include parking at LAX and offered to bring back a revised budget at the September Commission meeting.

MOTION: Commissioner Lambert moved to approve the budget except for travel and transportation expenses. Commissioner Javaid seconded the motion; a roll call vote reflected 5-0 approval (absent Commissioner Haussmann and with Commissioner Ross voting no).

7D. COMMISSION ANNUAL REPORT

Commissioner Javaid presented a draft Library Commission Annual Report for Fiscal Year July 2015 – June 2016. Commissioner Ross offered a minor revision and Commissioner Javaid offered to bring back a final report for approval at the September Commission meeting.

8. MONTHLY DIVISION REPORT

City Librarian Theyer noted that her Monthly Division Report was included in agenda materials. She reported that the Library is proceeding to fill vacancies, ILS migration, and installing Public Library Broadband equipment for high-speed wireless internet.

Chairperson Ravine related his observation that the Library app is slow and City Librarian Theyer stated that they are aware of the problem but are unable to pinpoint the cause, adding that transitioning to the cloud should improve the response time.

9. ORAL COMMUNICATIONS

9A. Commissioner Javaid stated that she attended Commissioner Gerber's book signing event and the City Council swearing in ceremony.

9B. Commissioner Lambert stated that he enjoyed attending Commissioner Gerber's book signing event and City Council's swearing in ceremony.

9C. Commissioner Perkins stated that she attended City Council meetings, the Friends' Book Sale, and Commissioner Gerber's book signing event.

9D. Commissioner Ross stated that he attended a City Council meeting and the Friends' Book Sale.

10. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

Items for the September 12, 2016 Library Commission meeting agenda were listed and include: Friends, Youth Council, Ad Hoc Committee report, Social Services Commission, CLA budget, Commission Annual Report, Summer Reading Program report, CPLA training, and Monthly Division Report.

11. ADJOURNMENT

MOTION: At 8:03 p.m., Commissioner Ross moved to adjourn the meeting to September 12, 2016, at 7:00 p.m. at Katy Geissert Civic Center Library. Commissioner Gerber seconded the motion; a roll call vote reflected approval.

###

Approved as amended September 12, 2016 s/ Rebecca Poirier, City Clerk
