

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

**1. CALL TO ORDER**

The Torrance Library Commission convened in a regular session at 7:01 p.m. on Monday, September 12, 2016 at Katy Geissert Civic Center Library.

**2. ROLL CALL**

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

Absent: Commissioner Ross (previously excused).

Also Present: Principal Librarian Operations Vinke and  
Administrative Assistant Stewart.

**3. FLAG SALUTE**

Commissioner Perkins led the Pledge of Allegiance.

**4. AFFIDAVIT OF POSTING**

**MOTION:** Commissioner Gerber, 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 (absent Commissioner Ross).

**5. APPROVAL OF MINUTES**

**5A. MINUTES OF AUGUST 8, 2016**

Commissioner Javaid requested that the following be added to the minutes: Page 3, Item 9A, "Commissioner Javaid stated that she attended Commissioner Gerber's book signing event and the City Council swearing-in ceremony."

**MOTION:** Commissioner Lambert moved to approve the Library Commission meeting minutes of August 8, 2016 as amended; Commissioner Haussmann seconded the motion. The motion passed on a 6-0 roll call vote (absent Commissioner Ross).

**6. NEW BUSINESS**

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

No report.

**6B. TORRANCE YOUTH COUNCIL**

The Commission welcomed Youth Council members Wonseok Lee, Sarah Wu, and Torrey Park.

**6C. LIBRARY SCREEN POLICY**

Principal Librarian Operations Vinke presented the new Torrance Public Library Screens Policy. He explained that the policy was developed because businesses and community groups have asked to use the Library's digital signage to promote their events or services. He noted that staff determined that the signage should be used for Library programs, services, and collections only. He stated that they do not want to overburden the signage with other groups' notices and that the Library is responsible for maintenance and upkeep.

**7. OLD BUSINESS**

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

Commissioner Gerber distributed agendas, seating charts, and menu pricing for the September 27 joint meeting with City Council.

Administrative Assistant Stewart explained the speaking order for each Commissioner and determined which Commissioners needed talking points.

**7B. SOCIAL SERVICES COMMISSION REPORT**

No report.

**7C. CALIFORNIA LIBRARY ASSOCIATION REGISTRATION**

Chairperson Ravine presented a revised budget for travel and transportation expenses for his attendance at the November 3-6 California Library Association (CLA) Convention in Sacramento.

**MOTION:** Commissioner Javaid moved to approve travel and transportation expenses not-to-exceed \$278 for Chairperson Ravine's attendance at the November 3-6 California Library Association (CLA) Convention in Sacramento. Commissioner Perkins seconded the motion; a roll call vote reflected 6-0 approval (absent Commissioner Ross).

**7D. COMMISSION ANNUAL REPORT**

Commissioner Javaid presented a draft Library Commission Annual Report for Fiscal Year July 2015 – June 2016. Commissioner Gerber offered minor revisions.

**MOTION:** Commissioner Perkins moved to approve the Library Commission Annual Report for Fiscal Year July 2015 – June 2016 as amended. Commissioner Gerber seconded the motion; a roll call vote reflected 6-0 approval (absent Commissioner Ross).

**7E. CPLA BOARD EFFECTIVENESS TRAINING**

Chairperson Ravine reported that California Public Library Advocates (CPLA) is updating and modernizing its effectiveness training program and presentation for members. He recommended that the Commission delay the training until February or March 2017.

**8. MONTHLY DIVISION REPORT**

Principal Librarian Operations Vinke noted that the Monthly Division Report was included in agenda materials. He shared information about the new Library catalog that will launch in the near future. He stated that next week the Library's software is migrating to the cloud and should enable them to integrate e-books and downloadable audio books.

In response to Chairperson Ravine's inquiry, he stated that the Senior Library Technician vacancies have been filled and they would take applications for Senior Library Page after concluding the examination recruitment for Senior Librarian.

Commissioner Javaid inquired about Lunch at the Library, and Principal Librarian Operations Vinke stated that the program was successful and that staff is working with Torrance Unified School District and City Departments to enhance promotion and logistics for next summer.

**9. ORAL COMMUNICATIONS**

**9A.** Commissioner Perkins stated that she attended City Council meetings.

**9B.** Chairperson Ravine described a trip to Paso Robles where he had the opportunity to visit the library.

**9C.** Staff announced the Commissioner Recertification Training on September 15 and Ethics training on October 6.

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

Items for the October 10, 2016 Library Commission meeting agenda were listed and include: Friends, Youth Council, Social Services Commission, Summer Reading Program report, joint meeting debrief, CPLA, and Monthly Division Report.

**11. ADJOURNMENT**

**MOTION:** At 7:56 p.m., Commissioner Gerber moved to adjourn the meeting to September 27, 2016, at 5:30 p.m. at Katy Geissert Civic Center Library for a joint meeting with Torrance City Council. Commissioner Haussmann seconded the motion; a roll call vote reflected approval.

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| Approved as submitted<br>October 10, 2016<br>s/ Rebecca Poirier, City Clerk |
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