

**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, September 14, 2015 at Katy Geissert Civic Center Library. Due to the absences of Chairperson Ross and Vice-Chairperson Ravine, Commissioner Sargent led the meeting.

Commissioner Sargent informed the Commission that Commissioner Wengrow has resigned from the Library Commission.

2. ROLL CALL

Present: Commissioners Gerber, Haussmann,
Perkins, and Sargent,

Absent: Commissioner Ravine and Chairperson Ross.

Also Present: City Librarian Theyer, Youth Services
Supervisor Firchow, and City Clerk Poirier.

MOTION: Commissioner Gerber moved to grant excused absences to Commissioner Ravine and Chairperson Ross for the September 14, 2015 Library Commission meeting. Commissioner Perkins seconded the motion; a roll call vote reflected unanimous approval.

3. FLAG SALUTE

Commissioner Perkins 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 unanimous approval (absent Commissioner Ravine and Chairperson Ross).

5. APPROVAL OF MINUTES

5A. MINUTES OF AUGUST 10, 2015

MOTION: Commissioner Haussmann moved to approve the Library Commission meeting minutes of August 10, 2015 as presented. Commissioner Perkins seconded the motion; a roll call vote reflected unanimous approval (absent Commissioner Ravine and Chairperson Ross).

6. NEW BUSINESS

6A. FRIENDS OF THE TORRANCE LIBRARY

Friends' Hospitality Chair Teresa Covey announced a Hardback Book Sale at Katy Geissert on October 16-17.

6B. TORRANCE YOUTH COUNCIL

Youth Council members Hantao Wang, Shivani Ganti, Kimberly Osbern, Torrey Park, Daniel Chae, Kanta Morinaga, Nathan Apodaca, Saaketh Tirumala, and Alanna Bledman introduced themselves. Nathan announced a Talent Show at the Bartlett Center on October 12.

6C. DISPLAY CASE POLICY

City Librarian Theyer reported that Library staff has crafted a policy regarding the large display case in the lobby as well as the cases on the upper and lower levels of Katy Geissert. She added that the branch libraries no longer have display cases. She noted that there has never been a formal, written policy governing content and process even though there have been display cases for many years. She stated that with the policy staff would have discretion on the content in the display cases, adding that the policy is designed to inform the public about the principles and criteria by which Library displays are developed and presented. She requested that the Commission review the policy and provide any comment or feedback.

6D. LOBBY FLYER & HANDOUT RACK POLICY

City Librarian Theyer presented a new policy regarding flyer racks and public handout areas for Katy Geissert and all branch libraries. She stated that the policy is a reflection of the City Attorney's opinion and current practice but was never written into a formal policy that could be handed out. She noted that the lobby is a public forum and that the Library cannot post or remove items based on content. She reviewed the policy that outlines the hierarchy for available space and rules for distribution that apply across all content.

Responding to Commissioner Haussmann's inquiry, she explained that the Library can limit distribution by health and safety and that they have more control of what goes on desks.

In response to an inquiry from the Youth Council, staff explained that Banned Book Week is a nationwide celebration sponsored by the American Library Association and that its purpose is to bring awareness of the issue. At Commissioner Sargent's suggestion, they explained the procedures that the Library uses if someone complains about an item or when more information about a subject comes out.

6E. SUMMER READING PROGRAM REPORT

Youth Services Supervisor Firchow provided a PowerPoint presentation on the 2015 Summer Reading Program "Read to the Rhythm!" from June 23 – August 8. She explained that the program was simplified and streamlined to allow participants options

for interacting with Library staff. She stated that this year there were three incentive prizes, that participants could register, check in, and complete the program at any branch, and that ages 10-12 could select the Reader or Tween/Teen program.

She reported that a total 5,088 youth registered and 2,054 completed the Program, noting the overall completion increase of 7% from 2014. She described some of the 38 special programs and 73 storytimes, and noted that 65 teen volunteers completed 1,416 hours assisting Library staff. She stated that 464 gift cards were awarded and expressed appreciation to Friends for funding supplies, prizes, performers, and decorations. She noted that over 600 people attended the finale at Victor Park. She announced the next Summer Reading Program "Read for the Win!" beginning June 27, 2016.

Responding to Commissioner Gerber's inquiry, she attributed the higher completion rate to more outreach and simplification of the program.

City Librarian Theyer discussed the goal of the Program to ensure that youth are building a reading habit and keeping their connection to the Library.

7. OLD BUSINESS

7A. CLA ATTENDANCE ADDITIONS

City Librarian Theyer confirmed registration for Commissioners Gerber, Haussmann, Perkins, Ravine, and Sargent for the California Library Association Conference on November 5-8, 2015 in Pasadena.

MOTION: Commissioner Perkins moved that the Commission reimburse Commissioners for mileage and parking for the California Library Association Conference on November 5-8, 2015 in Pasadena. Commissioner Haussmann seconded the motion; a roll call vote reflected unanimous approval (absent Commissioner Ravine and Chairperson Ross).

7B. COMMISSION ANNUAL REPORT APPROVAL

Commissioners expressed their appreciation to Commissioner Gerber for preparing the Library Commission Annual Report. No corrections or changes were offered and City Librarian Theyer stated that the Report would go to City Council in October.

MOTION: Commissioner Perkins moved to accept the Library Commission Annual Report for July 1, 2014 – June 30, 2015 as presented. Commissioner Gerber seconded the motion; a roll call vote reflected unanimous approval (absent Commissioner Ravine and Chairperson Ross).

8. MONTHLY DIVISION REPORT

City Librarian Theyer noted that the Monthly Division Report was included in agenda materials. She reported that staff is actively working on the creation of book group kits for adults and offered to bring back more information at the next meeting. She stated that Youth Services is conducting an overall assessment of the three homework

centers. She noted that City Council approved new job classifications on August 11 for 11 full-time employees and 15 positions and that the Library has started the process to start filling vacancies.

In response to Commissioner Sargent's inquiry, Youth Services Supervisor Firchow explained that passive programs include puzzles and trivia games, allowing interaction without requiring staff to put on a program.

City Librarian Theyer stated that State Librarian Greg Lucas is considering cutting funding for the statewide Eureka Leadership and Infopeople programs and is hoping to provide comparable or superior services at less cost.

9. ORAL COMMUNICATIONS

9A. Commissioner Perkins stated that she attended the City Council meeting where new Youth Council members were sworn in.

9B. Commissioner Haussmann stated that she attended the September 1 grand opening of the Ruben Ordaz Community Center at Pueblo Park and the September 12 Electric Vehicle event.

9C. Commissioner Sargent stated that she attended the dedication of the Transit Center and the Electric Vehicle event. She distributed announcements for a Miracle of Living lecture on Alzheimer's Disease on September 16.

9D. City Librarian Theyer stated that new Commissioner appointments would be made in January 2016.

10. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

Items for the October 12, 2015 Library Commission meeting agenda were listed and include: Friends, Youth Council, Monthly Division Report, teacher loan policy, staff appreciation, staff presentation, and CLA Conference.

11. ADJOURNMENT

MOTION: At 8:02 p.m., Commissioner Haussmann moved to adjourn the meeting to October 12, 2015, at 7:00 p.m. at Katy Geissert Civic Center Library. Commissioner Perkins seconded the motion; a roll call vote reflected unanimous approval.

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Approved as amended (scrivener's error) October 12, 2015 s/ Rebecca Poirier, City Clerk
