

**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, November 9, 2009 at the Katy Geissert Civic Center Library.

2. ROLL CALL

Present: Commissioners Haig, Ross*, Sheldon, Stapleton, and Chairperson Gerber.

Absent: Commissioner Wermers.

Also Present: Principal Librarian Theyer

*Commissioner Ross arrived at 7:05 p.m.

MOTION: Commissioner Sheldon moved to grant an excused absence to Commissioner Wermers for the November 9, 2009 Library Commission meeting. Commissioner Haig seconded the motion; a voice vote reflected unanimous approval.

3. FLAG SALUTE

Commissioner Stapleton led the Pledge of Allegiance.

4. APPROVAL OF MINUTES

4a. MINUTES OF OCTOBER 12, 2009

MOTION: Commissioner Sheldon moved for the approval of the October 12, 2009 Library Commission meeting minutes as submitted. Commissioner Haig seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Wermers).

5. NEW BUSINESS

5a. FRIENDS OF THE TORRANCE LIBRARY REPORT

Secretary Teresa Covey reported that Friends netted approximately \$9,000 from the October 16-17 Fall Hardback Book Sale at Katy Geissert, and was pleased to announce a recent increase in volunteer applications.

5b. YOUTH COUNCIL REPORT

No report.

5c. CALIFORNIA LIBRARY ASSN. ANNUAL CONFERENCE DEBRIEFING

Principal Librarian Theyer shared information about her attendance at the 111th Annual CLA Conference and Exhibition October 30 - November 2, 2009 at Pasadena Convention Center. She reported that CLA is considering changing their advocacy events, alternating Day in the District and Legislative Day each year and moving Day in the District from January to April. She noted that the most effective advocacy is done by Commissioners and citizens at a local level and that CLA will be providing educational tool kits next year to help library advocates work in their local communities. She stated that a study of technology access and the December 2009 Gates summit were discussed at the State Library breakfast and that she also attended a Live Homework Help workshop and a staff-on-staff training.

She distributed advocacy kits from an advocacy workshop and Save the Date fliers for the March 13, 2010 Spring CALTAC Workshop in the City of San Marino.

Chairperson Gerber stated that she enjoyed the exhibits and networking, and attending workshops on Friends, Trustees, and Foundations Working Together as well as on Private Philanthropy. She expressed appreciation to the Commission for allowing her the opportunity to attend the Conference.

5d. CALIFORNIA OPPORTUNITY ONLINE SUMMIT

Principal Librarian Theyer noted that information about the Opportunity Online Broadband grant program offered by the Bill & Melinda Gates Foundation was included in agenda materials. She stated that, in order for Torrance Library to participate in the program, it must attend a two-day summit on December 14-15 in Sacramento. She stated that the Library needs to have a local partner attend the summit and Chairperson Gerber accepted the invitation to attend.

MOTION: Commissioner Ross moved to approve that Chairperson Gerber attend the Opportunity Online Broadband Summit on December 14-15 in Sacramento. Commissioner Haig seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Wermers).

5e. YOUTH GROUP VISIT POLICY REVISION

Principal Librarian Theyer distributed a draft Group Visit Guidelines for the Youth Services Department at Torrance Public Library and requested that Commissioners approve revisions. She noted that the draft reflects a change in policy to allow the Librarian in charge to determine frequency of visits and numbers allowed in a group. It also states that the group leader must remain with the group during the entire visit and is responsible for behavior and discipline. She stated that this revision is part of an ongoing effort to weave all Library policies together to make policies support each other.

Responding to Commissioner Haig's inquiry regarding scheduling visits, Principal Librarian Theyer stated that the policy is flexible and would be determined by the Librarian in charge, adding that unannounced visits are accommodated if possible.

Commissioner Sheldon suggested that the adult/child ratio be specified in paragraph 4 and Principal Librarian Theyer explained the difficulty in doing this because of visits by special needs children.

Commissioner Sheldon pointed out a typographical error.

MOTION: Commissioner Stapleton moved to approve the draft Group Visit Guidelines for the Youth Services Department at Torrance Public Library. Commissioner Haig seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Wermers).

5f. LIBRARY COMMISSION BUDGET UPDATE

Principal Librarian Theyer noted that the Library Commission budget for fiscal year to October 28, 2009 was included in agenda materials.

5g. HENDERSON LIBRARY OPEN HOUSE – NOVEMBER 12, 2009

Principal Librarian Theyer reported that Henderson Library opened on schedule on October 31, 2009 and encouraged Commissioners to attend the Open House on November 12 from 9:00 a.m. to 11:00 a.m. She was pleased to announce that Mayor Scotto and four Council members were planning to attend. Commissioners Ross, Stapleton, Sheldon, and Chairperson Gerber indicated they would be there.

5h. LIBRARY COMMISSION MEETING IN DECEMBER

MOTION: Commissioner Haig moved for the Library Commission to go dark in December 2009. Commissioner Sheldon seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Wermers).

6. UNFINISHED BUSINESS

6a. LIBRARY COMMISSION INPUT - AD HOC COMMITTEE ON COMMISSION REVIEW

Principal Librarian Theyer informed Commissioners that the Committee on Commission Review will meet on November 16, 2009 in Council Chambers. She noted that the Library Commission Input summary submitted to the City Manager's office was included in the material of record. Commissioner Sheldon and Chairperson Gerber indicated that they would attend.

Commissioner Ross pointed out that the report states that the Library Commission has not gone dark for any meetings in the past two to three years and that it is ironic that the Commission is going dark next month.

7. STANDING COMMISSION COMMITTEE REPORTS

7a. TORRANCE PUBLIC LIBRARY FOUNDATION OCTOBER MEETING

No report.

8. MONTHLY DEPARTMENT REPORT

8a. BRANCH LIBRARY REFURBISHMENT UPDATE

Principal Librarian Theyer reported that WALTERIA Library's last open day is November 10, 2009 and that a community meeting was held on October 27, 2009. She stated that they are preparing for the North Torrance branch closure in coordination with Public Works as they are still working on the water tower at McMaster Park and the back driveway needs to be closed during refurbishment.

Responding to Commissioner Stapleton's inquiry, she reported that the \$80,000 anniversary gift from Exxon Mobil will be used to double electrical channeling, a mobile homework center, a science, math, and technology core collection, and new furniture.

Principal Librarian Theyer provided an update on ADA project upgrades and explained why they could not be done at the same time as branch refurbishments. She stated that staff has met with General Services and the consultant to review preliminary plans, that each branch will be different, and that there is no timeline yet.

8b. OTHER

Principal Librarian Theyer reported that Reference Services Librarian Vinke will be taking over some support services functions, adding that the vacant Senior Librarian position is budgeted for but frozen.

She distributed Southern California Library Cooperative (SCLC) brochures and California State Library's "Get Involved" bookmarks.

Principal Librarian Theyer stated that the Library has been very busy, with the highest circulation in the last 10 years. She noted that normally there are over 1 million items circulated per year but that this last fiscal year they topped 1.5 million.

She reported that the November 7, 2009 screening and discussion of "The Cats of Mirikitani" about the Tule Lake Segregation Center had 200 people in attendance.

9. ORAL COMMUNICATIONS

9a. Commissioner Sheldon inquired why titles of films were not publicized and Principal Librarian Theyer explained that it is due to copyright and licensing reasons.

9b. Commissioner Ross requested an excused absence for the January 11, 2009 Library Commission meeting.

MOTION: Commissioner Haig moved to grant Commissioner Ross an excused absence for the January 11, 2009 Library Commission meeting. Commissioner Stapleton seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Wermers).

9c. Commissioner Ross inquired about adult programming and Principal Librarian Theyer stated that programs are generally scheduled on Wednesday evenings or Saturdays and depend on expected audience, speaker, and room availability.

9d. Commissioner Haig relayed a student's concern about long waits for a tutor on Live Homework Help.

Principal Librarian Theyer concurred that waits are getting longer due to more demand. She noted that users can minimize their window and work on something else until the tutor logs on or they can use the Skills Center.

9e. Commissioner Haig informed the Commission that his term expires in January 2010 and that he is not reapplying.

9f. Commissioner Stapleton shared information about her trip to the northeast where she particularly enjoyed Brewster Library on Cape Cod.

9g. Chairperson Gerber wished everyone a happy holiday season.

10. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

Items for the January 11, 2010 Library Commission meeting agenda were listed and include: Friends, Youth Council, California Opportunity Online Summit, branch library refurbishment, Foundation, Ad Hoc Council Committee on City Commissions, and CLA update.

11. ADJOURNMENT

MOTION: At 8:37 p.m., Commissioner Stapleton moved to adjourn the meeting to Monday, January 11, 2010 at Henderson Library, at 7:00 p.m. Commissioner Sheldon seconded the motion and, hearing no objection, Chairperson Gerber so ordered.

Approved as Submitted January 11, 2010 s/ Sue Herbers, City Clerk
