

**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, May 12, 2014 at Henderson Library.

**2. ROLL CALL**

Present: Commissioners Hausmann , Ross,  
Sheikh, Wengrow, and Chairperson Sargent.

Absent: Commissioners Perkins and Ravine.

Also Present: Principal Librarian Wierzbicki, Senior Librarian Van  
Vranken, and Youth Services Supervisor Firchow.

**MOTION:** Commissioner Ross moved to grant Commissioners Perkins and Ravine excused absences for the May 12, 2014 Commission meeting. Commissioner Wengrow seconded the motion; a roll call vote reflected unanimous approval.

**3. FLAG SALUTE**

Commissioner Wengrow led the Pledge of Allegiance.

**4. AFFIDAVIT OF POSTING**

**MOTION:** Commissioner Ross, seconded by Commissioner Wengrow, 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 Commissioners Perkins and Ravine).

**5. APPROVAL OF MINUTES**

**5A. MINUTES OF APRIL 14, 2014**

**MOTION:** Commissioner Ross moved to approve the April 14, 2014 Commission meeting minutes as presented. Commissioner Wengrow seconded the motion; a roll call vote reflected unanimous approval (absent Commissioners Perkins and Wengrow).

**6. NEW BUSINESS**

**6A. HENDERSON LIBRARY UPDATE**

Senior Librarian Van Vranken welcomed Commissioners and provided an update of branch activities since the Commission's last visit. She noted that the Henderson Staff Report was included in agenda attachments. She called attention to a table of crafts that were made at monthly adult Saturday workshops, and she distributed "I Love

Henderson Library” bookmarks and fliers for Mayhem in the A.M. Book Discussion Group. She expressed her appreciation to Teresa Covey for the Friends’ generous support. She noted that her Wish List is the same as last year but added an additional item—a Dean Bardos mural on the eastern wall of the facility.

In response to Commissioner Sheikh’s inquiry, Youth Services Supervisor Firchow explained that the role of the Youth Services Librarian is overseeing all the youth services activities at the branch that include outreach to schools, ordering the collection, as well as running the storytimes, programming, Teen Advisory Board, and after school program. She stated that they are in the process of recruiting for Youth Services Librarians for Henderson and Katy Geissert Libraries.

Responding to Commissioner Sheikh’s inquiry about the public computers, Senior Librarian Van Vranken stated that staff discovered that some young patrons were downloading large files to play certain games. She explained that it was affecting Workflows, patron printing, and the telephone system and noted that students are not allowed in the Youth Policy to download anything onto the public computers.

**6B. REVIEW OF SUNDAY DATES FOR 2014-2015**

Principal Librarian Wierzbicki presented the proposed Sunday Schedule for 2014-2015 for 32 Sundays of service.

**MOTION:** Commissioner Wengrow moved to accept as presented the Sunday Schedule for 2014-2015. Commissioner Ross seconded the motion; a roll call vote reflected unanimous approval (absent Commissioners Perkins and Ravine).

**6C. YOUTH COUNCIL RECOGNITION**

Commissioners offered suggestions for ways the Library Commission could recognize the Youth Council. Commissioner Sheikh extended an invitation for them to visit his company to meet with IT professionals and staff suggested that students contact Commissioner Sheikh to make arrangements.

**MOTION:** Commissioner Wengrow moved to make Certificates of Recognition to be presented by Chair Sargent to Youth Council members. Commissioner Sheikh seconded the motion; a roll call vote reflected unanimous approval (absent Commissioners Perkins and Ravine).

**7. OLD BUSINESS**

**7A. FRIENDS OF THE TORRANCE LIBRARY**

Secretary Teresa Covey announced that Friends made over \$9,000 at the April 26-27 Hardback Book Sale.

**7B. YOUTH COUNCIL**

The Commission welcomed Youth Council members Adel Kelifa, Timothy Harvey, Justina Breen, Connie Chung, and Hayden Tanabe. They shared information

about recent events they participated in that included the Beat the Odds award reception, Coffee House, and Relay for Life, noting that their last meeting is on June 4.

Commissioner Ross commented that attending Youth Council meetings has been a rewarding experience and that he is looking forward to serving on the selection committee for new members.

Timothy Harvey stated that over the summer he plans to teach some members how to make videos promoting the Library.

#### **7C. OUTREACH REPORT**

Commissioner Ross stated that he attended two Youth Council meetings, Beat the Odds award ceremony, Coffee House, Commissioner Recertification, and plans to work the election and be on the Senior Project Review Board.

Commissioner Wengrow stated that she attended the Commissioner Recertification meeting.

Commissioner Haussmann stated that she enjoyed the May 10 Senior Faire, Bunka Sai, and will also serve on the Senior Project Review Board.

Commissioner Sheikh stated that he attended a Candidate Forum at Toyota and volunteered to call residents reminding them to vote.

Chairperson Sargent stated that she worked at Bunka Sai, Senior Faire, and YMCA Healthy Kids Day and walked in the Relay for Life at South High School.

#### **7D. CLA ATTENDANCE**

Chairperson Sargent confirmed that she would represent the Commission at the California Library Association (CLA) Convention in Oakland on November 7-9, 2014.

**MOTION:** Commissioner Ross moved to allocate not to exceed \$160.00 from the Commission budget for Chairperson Sargent's registration for the California Library Association (CLA) Convention in Oakland on November 7-9, 2014. Commissioner Wengrow seconded the motion; a roll call vote reflected unanimous approval (absent Commissioners Perkins and Ravine).

#### **7E. FOCUS GROUPS - UPDATES**

Chairperson Sargent led a discussion regarding the first focus group held on April 28 at which several Commissioners from other City Commissions provided valuable feedback. She stated that she spoke with a representative from Torrance Unified School District and it was decided it would be best to encourage educators to participate in one of the five scheduled groups. She suggested going to the Bartlett Center the week before the June 17 meeting to promote the event. The following dates, locations, and moderators and scribes were determined:

<u>Date and Time</u>	<u>Location</u>	<u>Target</u>	<u>Moderator/Scribe</u>
May 15, 6:00	Katy Geissert	Community	Wengrow,,Sheikh
May 21, 4:30	ATTIC	Teens	Ross, Hausmann
June 7, 10:30	Walteria Library	Community	Sargent, her husband
June 16, 6:00	North Torrance	Community	Sheikh, Wengrow
June 17, 10:30	Katy Geissert	Seniors	To be determined

**7F. PART-TIME RECOGNITION BREAKFAST**

Commissioners and staff made final arrangements for the May 21, 2014 Part-time Recognition Breakfast. All Commissioners indicated that they planned to attend.

**7G. UNSPENT COMMISSION FUNDS**

**MOTION:** Commissioner Wengrow moved to roll any unspent Commission funds into next year’s budget. Commissioner Sheikh seconded the motion; a roll call vote reflected unanimous approval (absent Commissioners Perkins and Ravine).

**8. MONTHLY DIVISION REPORT**

Principal Librarian Wierzbicki noted that City Librarian Theyer’s Monthly Division Report was included in agenda materials.

In response to Chairperson Sargent’s request, Principal Librarian Wierzbicki explained that the Integrated Library System is the Library’s catalog, library card database, and checkout components. She noted that the current contract with SIRSI expires in two years and that staff is preparing an RFP to put it out to bid to find the lowest price for the most service.

Youth Services Supervisor Firchow discussed the project to convert ANSWR call numbers for fiction audiobooks, CDs, and Readalongs to a system that is more user-friendly.

Commissioner Sheikh stated that he was pleased that the Broadband Initiative passed.

**9. ORAL COMMUNICATIONS**

**9A.** Chairperson Sargent announced a Miracle of Living lecture “Key to Stroke Survival” on May 21.

**9B.** Commissioner Sheikh asked staff to bring back an update on outreach to Torrance Memorial Hospital.

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

Items for the June 9, 2014 Library Commission meeting agenda were listed and include: Friends, Youth Council certificates, Summer Reading Program, outreach

reports, Waleria Library report, focus groups, Commission elections, Part-time Recognition breakfast debrief, Annual Report, and joint meeting with City Council.

11. **ADJOURNMENT**

**MOTION:** At 8:11 p.m., Commissioner Ross moved to adjourn the meeting to June 9, 2014, 2014 at 7:00 p.m. at Waleria Library. Commissioner Hausmann seconded the motion and, hearing no objection, Chairperson Sargent so ordered.

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Approved as amended September 8, 2014 s/ Rebecca Poirier, City Clerk
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