

**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, January 10, 2011 at the Katy Geissert Civic Center Library.

2. ROLL CALL

Present: Commissioners Ravine, Ross, Sargent, Sheldon, Stapleton, Wasserman, and Chairperson Gerber.

Absent: None.

Also Present: Acting City Librarian Theyer, Acting Principal Librarian Frame, Acting Principal Librarian Vinke, Acting Reference Services Supervisor Singh, and Youth Services Supervisor Van Vranken.

3. FLAG SALUTE

Chairperson Gerber led the Pledge of Allegiance.

4. APPROVAL OF MINUTES

4a. MINUTES OF DECEMBER 13, 2010 LIBRARY COMMISSION MEETING

Commissioner Wasserman requested that the following clarification be added to Page 4, Item 9a: "Each of the Commissioners, as well as Tim Goodrich and Andy Tsou, offered their regrets..."

MOTION: Commissioner Ross moved for the approval of the December 13, 2010 meeting minutes as amended. Commissioner Sargent seconded the motion; a voice vote reflected unanimous approval.

Chairperson Gerber welcomed guest Geneva Carter.

5. NEW BUSINESS

5a. FRIENDS OF THE TORRANCE LIBRARY UPDATE

Friends Secretary Covey announced a paperback book sale on January 22, 2011 from 9:00 a.m. to 4:00 p.m. She reported that Internet book sales totaled \$3,900 in December 2010 and that Friends has been receiving a large number of donations.

5b. YOUTH COUNCIL UPDATE

The Commission welcomed Torrance Youth Council member Brendon Villalobos who discussed upcoming events that include a Talent Show on February 14 at the Bartlett Senior Center, Youth Forum "Speak to Inspire" in February, two volunteer events

with middle schools on March 19 to weed Lago Seco gardens, ASB Bowl mixer on March 22, Spring Boutique, and Beat the Odds scholarship program.

5c. COMMUNITY COLLECTIONS

Acting City Librarian Theyer noted that her report regarding Community Collections was included in agenda packets, in response to a request at the December 2010 Commission meeting. She presented the Library's Community Collections concept and identified three locations that would benefit: Homework Collection at Torrance Teen Center (the ATTIC), Picture Books for Preschools, and Popular Books for Pueblo Park.

In response to Commissioner Ravine's inquiry, she stated that funding is very scalable, depending on the location, and noted that it could be implemented at the ATTIC for \$4,000 to \$5,000. She added that staff time would be minimal after initial inception--selecting, acquiring, preparing, and delivery--and may even require less time than the current Words on Wheels program.

Commissioners expressed an interest in looking for community groups or private donors to help launch a Community Collection.

Commissioner Wasserman suggested contacting Teacher Concepts and the Torrance High School Alumni Association for the ATTIC or homeowners associations for after school programs at parks.

Commissioner Sheldon commended the report, stated that he fully supports the concept, and suggested that Community Collections be one of the Commission's Work Plan goals.

5d. YOUTH SERVICES COLLECTION DEVELOPMENT POLICY

Acting City Librarian Theyer presented the Torrance Public Library Youth Services Collection Development Policy included in agenda material. She advised that the Request to Reconsider form was not included as it is being combined with the Adult Services Collection Development Policy, adding that formal requests are rare. She requested that Commissioners review the document and provide input.

Commissioner Stapleton stated that it was very clear and thorough.

Chairperson Gerber stated that was helpful to include Freedom to Read and Freedom to View Statements.

Commissioner Sheldon stated that there should be an appeals process if someone does not agree with the administration's determination.

Acting City Librarian Theyer stated that the decision has always been made in-house and that she would need to inquire if an appeals process beyond the City Librarian would fall under Library policy or outside the Library.

Commissioner Wasserman stated that he likes that criteria is presented alphabetically. He suggested adding "Imagination" to content criteria and additional verbiage to Section 9: Controversial Materials and Patron Concerns.

MOTION: Commissioner Wasserman moved that the Library Commission has reviewed the Torrance Public Library Youth Services Collection Development Policy. Commissioner Stapleton seconded the motion; a voice vote reflected unanimous approval.

5e. EXAM PROCTORING

Acting City Librarian Theyer provided background and requested that the Commission review and provide feedback regarding the proposed changes to the Library's exam proctoring service. She stated that proctoring is a valuable service that generates revenue and in fall 2010 the Reference Services Department conducted a survey of surrounding libraries. She recommended reinstating the Library's exam proctoring service, setting specific hours, Reference Services to maintain responsibility for the service, and increasing the fee to \$50 per exam.

Responding to Chairperson Gerber's inquiry, she advised that students would not have to pay again if the computers "crash."

In response to Commissioner Sargent's inquiry, Acting City Librarian Theyer stated that a wide variety of students require the service as on-line education increases and adults go back for vocational training. She noted that the Southern California Library Cooperative System has stated that residents and non-residents should be charged the same fee.

Acting Reference Services Supervisor Singh added that the Library expects twelve to thirteen students to use the service each month.

MOTION: Commissioner Sheldon moved to approve the proposed changes to the Torrance Public Library's exam proctoring service. Commissioner Sargent seconded the motion; a voice vote reflected unanimous approval.

5f. YOUTH SERVICES FLYER AND PUBLIC HANDOUT DISPLAY POLICY

Acting City Librarian Theyer reported that the Youth Services Department Flyer and Public Handout Display Policy used to be part of the Collection Development Policy but that the Library recently determined that it needs to be its own policy in order to provide community information to youth, young adults, parents, and caregivers within the youth services section at each library location. She noted that priority for placement of non-Library materials is listed on page 45 of the agenda packet.

MOTION: Commissioner Sargent moved to accept the Youth Services Department Flyer and Public Handout Display Policy as presented. Commissioner Sheldon seconded the motion; a voice vote reflected unanimous approval.

5g. BUDGET/CONSOLIDATION UPDATE

Acting City Librarian Theyer was pleased to announce that on December 21, 2010 City Council approved the Library's proposal to create a second Principal Librarian position in charge of internal operations. She stated that one Junior Library Clerk 1 position would be lost by attrition. She noted that she has been made Acting City Librarian, that several Senior Librarians will begin rotating into the Principal Librarian position on a monthly basis, and that they are recruiting for City Librarian and Principal Librarian simultaneously.

She reported that the Governor released the preliminary State budget on January 10, 2011 and that it calls for the complete elimination of all State support for public libraries.

5h. DAY IN THE DISTRICT

Acting City Librarian Theyer reported that January 28 and February 4, 2011 are available for Day in the District and that Betsy Butler would be the only legislator to be making appointments. Commissioners indicated which day they would prefer, with most preferring January 28, 2011. She stated that, once a date is confirmed, she would contact Commissioners with the time and location. She announced Legislative Day on March 30, 2011 and reminded Commissioners that usually the Chairperson or designee attends.

5i. ELECTION OF COMMISSION CHAIR AND VICE CHAIR FOR 2011

MOTION: Commissioner Sargent moved to elect Vice-Chairperson Stapleton as Chairperson of the Library Commission effective February 2011. Commissioner Sheldon seconded the motion; a voice vote reflected unanimous approval.

Commissioners Ross and Wasserman declined nominations for Vice-Chairperson.

MOTION: Commissioner Stapleton moved to elect Commissioner Sargent as Vice-Chairperson of the Library Commission effective February 2011. Commissioner Ravine seconded the motion; a voice vote reflected unanimous approval.

6. UNFINISHED BUSINESS

6a. COMMISSION GOALS

Commissioner Stapleton recalled that Commissioners were asked to review the list of suggested goals and bring their recommendations to this meeting. She stated that making Commission meetings more effective was one of the goals listed; she offered a suggestion that monthly Department reports be sent to Commissioners before Commission meetings. She added that, at the meetings, Acting City Librarian Theyer could provide updates and answer questions. She stated that community outreach was another goal that Commissioners expressed an interest in. She suggested that each Commissioner make an effort to attend homeowners association meetings during the year to provide information about Library programming and Community Collections. She also suggested a "Meet the Commissioners" on cable television and for Commissioners to commit to attend at least three Library programs each year.

Commissioner Ravine stated that Commissioner Stapleton's suggestions captured what was discussed at the goal setting workshop; he pointed out that setting goals could be done now, with methodology determined at future meetings.

Commissioner Sheldon stated that the Commission should establish a definite set of strategic priorities with staff assistance.

Acting City Librarian Theyer offered to write up the goals--more efficient meetings and outreach--and bring them back next month for further discussion.

In response to Commissioner Ross' inquiry, Acting City Librarian Theyer explained how the Library handles complaints, adding that most complaints are about

fines, fees, and sharing resources. Commissioner Ross suggested that a Commissioner serve as an intermediary and it was determined that this would be a role but not a goal.

7. STANDING COMMISSION COMMITTEE REPORTS

7a. TORRANCE PUBLIC LIBRARY FOUNDATION

Acting City Librarian Theyer reported that the Foundation is meeting every three months.

7b. SOUTHERN CALIFORNIA LIBRARY COOPERATIVE (SCLC)

Acting City Librarian Theyer announced the next Director's meeting on March 23, 2011 and indicated that the SAB may meet at the same time.

7c. EDUCATION AND SCHOOL RELATIONS COMMITTEE

Acting City Librarian Theyer distributed her letter dated January 10, 2011 that includes the City Attorney's concerns about the Commission's Education and School Relations Committee. She reported that it is the City Attorney's opinion that the Commission may not have the power to create a formal Committee to take on the role of working with Library staff, City staff, or City Council with Torrance Unified School District (TUSD). She added that forming this Committee at all would require approval by City Council. She noted that Community Services Director Jones advised that the City already has a committee in that area and recommends that 1) the Commission assign a member to act as liaison who would then report back to the Commission or 2) the Commission requests that staff provide a monthly report on current activities and joint projects with TUSD.

Commissioner Wasserman discussed the City Attorney's interpretation of the Torrance Municipal Code and the Commission's purview. He stated that he does not have a personal preference on how to communicate and interface with TUSD as long as the Commission accomplishes its goal.

A general discussion centered on the difference between ad hoc and standing committees as well as ways that the Commission can provide outreach to the education community.

Chairperson Gerber indicated that she is in favor of receiving monthly staff reports.

MOTION: Commissioner Wasserman moved to replace the Education and School Relations Committee with a liaison and alternate appointed by the Commission. Commissioner Ravine seconded the motion.

Commissioner Wasserman stated his understanding that the liaison would not only attend Citizen Development and Enrichment Committee meetings but also PTA meetings, TUSD Board meetings, and other stakeholders in the education community.

Acting City Librarian Theyer stated that the question arises when more than one Commissioner goes as a formal body to represent the Commission. She noted that any Commissioner is invited to join Library staff on outreach and that there is past practice to

have liaisons under the rubric of the Library to Day in the District, System Advisory Board meetings, ECT, etc.

Following discussion, Commissioner Wasserman withdrew his motion and offered a substitute motion.

MOTION: Commissioner Wasserman moved to dissolve the Education and School Relations Committee. Commissioner Sargent seconded the motion; a voice vote reflected unanimous approval.

MOTION: Commissioner Stapleton moved to appoint a liaison to attend Citizen Development and Enrichment Committee meetings with Torrance Unified School District. Commissioner Ross seconded the motion; the motion passed on a 6-1 voice vote (Chairperson Gerber voting no).

MOTION: Commissioner Ross moved to appoint Commissioner Wasserman as liaison to attend Citizen Development and Enrichment Committee meetings with Torrance Unified School District. Commissioner Wasserman declined.

MOTION: Commissioner Stapleton moved to appoint Commissioner Sargent as liaison to attend Citizen Development and Enrichment Committee meetings with Torrance Unified School District. Commissioner Sheldon seconded the motion; a voice vote reflected unanimous approval.

8. MONTHLY DEPARTMENT REPORT

8a. Acting City Librarian Theyer distributed the Fall 2010 ExxonMobil's "Neighbor to Neighbor" featuring an article about the Homework Center at North Torrance Library.

8b. Acting City Librarian Theyer distributed flyers for "Girls in Gear" on January 25, 2011 as well as the December 2010 Friends' "Torrance Library Times."

9. ORAL COMMUNICATIONS

9a. Commissioners and staff took turns expressing their appreciation to Commissioner Sheldon and Chairperson Gerber for their service on the Commission and bid them a fond farewell.

9b. Commissioner Sheldon commended Acting City Librarian Theyer for preparing an excellent agenda packet. He stated that it has been a pleasure and education to serve on the Commission and that he will miss being a part of it.

9c. Commissioner Sargent stated that she enjoyed former City Librarian Weiner's retirement brunch.

9d. Commissioner Wasserman expressed his appreciation to staff and Commissioners for their efforts regarding the education issue. He discussed the October – December 2010 Cal Tactics and suggested writing letters to the Governor's office.

9e. Commissioners offered to renew their own subscriptions to Cal Tactics.

9f. Commissioner Stapleton received clarification from staff that every Library received the new science program.

9g. Commissioner Stapleton relayed a patron complaint that new books are “in process” for long periods of time and Acting City Librarian Theyer responded that it may be due to human error or because items are being held due to damage.

9h. Chairperson Gerber encouraged Commissioners to attend the January 11, 2011 City Council meeting when the item regarding Commission visits to branch libraries will be considered.

9i. Chairperson Gerber announced a reception to honor Frank Rizzardi for 34 years of service on January 13, 2011.

9j. Chairperson Gerber expressed confidence that she is leaving the Commission in good hands and that she may become a Friends volunteer.

10. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

Items for the February 2011 Library Commission meeting agenda were listed and include: Friends, Foundation, SCLS, Youth Council, Commission goals, budget/consolidation update, Legislative Day, and Education liaison report.

11. ADJOURNMENT

MOTION: At 9:13 p.m., Commissioner Ross moved to adjourn the meeting to Monday, February 14, 2011 at the North Torrance Library, 3604 Artesia Boulevard, at 7:00 p.m. Commissioner Stapleton seconded the motion and, hearing no objection, Chairperson Gerber so ordered.

Approved as Submitted February 14, 2011 s/ Sue Herbers, City Clerk
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