

**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, March 11, 2013 at Henderson Library.

2. ROLL CALL

Present: Commissioners Haussmann, Perkins, Ravine,
Ross, Wengrow, and Chairperson Sargent.

Absent: None.

Also Present: City Librarian Theyer, Senior Librarian Van Vranken,
Youth Services Librarian Shimamoto,
Principal Librarian of Operations Vinke, and
Principal Librarian of Public Services Wierzbicki.

3. FLAG SALUTE

Commissioner Ravine led the Pledge of Allegiance.

4. AFFIDAVIT OF POSTING

MOTION: Commissioner Perkins, seconded by Commissioner Ravine, moved to accept and file the report of the City Clerk on the posting of the agenda; a voice vote reflected unanimous approval.

5. APPROVAL OF MINUTES

5A. LIBRARY COMMISSION MEETING OF FEBRUARY 11, 2013

MOTION: Commissioner Haussmann moved for the approval of the February 11, 2013 Library Commission meeting minutes as presented. Commissioner Ravine seconded the motion; a voice vote reflected unanimous approval.

6. NEW BUSINESS

**6A. TORRANCE PUBLIC LIBRARY ENDING PARTICIPATION IN THE
DOCUMENTS DEPOSITORY PROGRAM**

City Librarian Theyer called attention to her written report in agenda materials.

Principal Librarian Vinke reported that benefits from participating in the Documents Depository Program have diminished over time as federal and state documents are becoming increasingly available online. He pointed out that ending participation as a Depository Library would free up valuable shelf space for popular materials and save staff time required to catalog and process the items.

Responding to Commissioner Ravine's inquiry, City Librarian Theyer stated that the documents are fully catalogued in the Library's system and patrons would be referred to another Depository Library.

MOTION: Commissioner Wengrow moved to concur with staff recommendation that Torrance Public Library ends its participation in the Documents Depository Program. Commissioner Perkins seconded the motion; a voice vote reflected unanimous approval.

6B. FRIENDS OF THE TORRANCE LIBRARY No report.

6C. YOUTH COUNCIL

Chairperson Sargent relayed a request from the Youth Council for a Commissioner to participate in the Beat the Odds selection committee on April 4; Commissioner Ross volunteered to serve on the committee and described the scholarship program open to all high school students who have overcome adversities.

Youth Council member Anna Spallino, South High School, announced a Spring Boutique on March 17 at Wilson Park and Pancake Breakfast on April 6 at the ATTIC. She informed the Commission that the podcast committee has selected The Great Gatsby to film a segment on, focusing on the symbolism in the book.

7D. HENDERSON STAFF REPORT

Senior Librarian Van Vranken noted that a written report was included in agency materials. She expressed appreciation for the branch staff, and informed the Commission that Taylor Penton has resigned and her last day will be March 16. She stated that each week the library highlights a special part of their collection at the front desk. She reported that the branch offers at least one program a month and showed covered coat hangers and Ukrainian Easter eggs that were made at craft programs. She distributed a flier for activities at Henderson and announced "It's Spring Cleaning—dClutter Your House" on March 16. She discussed the Mayhem in the A.M. book group and a new program Craft Delight the first Wednesday of each month. She stated that the ADA renovation went smoothly and concluded her presentation with a wish list that includes a computer for the Library Assistant 1, painting the staff parking spaces with "Staff Only," homework computer center for students, and new furniture for the patrons.

In response to Commissioner Wengrow's inquiry, staff explained that the approximately \$10,000 required to purchase a computer would include on-going budget costs and putting it on replacement.

Chairperson Sargent inquired about painting the staff parking spaces and City Librarian Theyer explained that it would be an overall City bid.

Commissioner Ross suggested prioritizing the wish list and Commissioner Wengrow suggested including approximate costs in case of donation.

A brief discussion centered on how donations to the Library are handled and acknowledged.

Youth Services Librarian Shimamoto showed crafts that were made at story/craft programs for Chinese New Year and Valentine's Day. He stated that their new iPad will allow them to project story times onto the flat screen television.

City Librarian Theyer explained that all branches now have flat screen televisions, a Blu-ray player, an Apple TV console, and an iPad. She stated that iPads can be used to display slide shows and project books and song lyrics during storytimes while Blu-ray players allow them to show close-captioned movies that children and parents benefit from reading. She stated that Principal Librarian Vinke would provide a demonstration at a future Commission meeting.

6E. EBOOKS UPDATE

Principal Librarian Vinke reported on the success of the new ebook collection and called attention to the list of highest circulating items in agenda materials. He stated that the Library continues to purchase new titles as they work within the confines of digital rights management and publishers' requirements. He noted that, once patrons are accustomed to using the service, it is very intuitive.

In response to Commissioner Ravine's inquiry, staff explained that ebook downloads are in a patron's account and multiple devices can be used as long as one signs in as the account holder.

6F. UNITED FOR LIBRARIES MEMBERSHIP

City Librarian Theyer asked the Commission to consider membership in the newly formed United for Libraries for a group rate of \$125 per year. She pointed out the list of membership benefits in the material of record, noting that the biggest benefit would be if they were interested in doing a Commissioner training again.

Following a brief discussion regarding the Commission budget, it was decided to hold off joining United for Libraries until there is a full Commission.

6G. SELECT VICE CHAIR

Commissioner Ross, seconded by Commissioner Ravine, volunteered to replace Commissioner Wasserman's place as Vice-Chairperson of the Library Commission.

MOTION: Commissioner Wengrow moved to close the nominations. Commissioner Ravine seconded the motion; a voice vote reflected unanimous approval.

Commissioner Ross was elected Vice-Chairperson of the Library Commission through June 2013 on a unanimous voice vote.

6H. PART TIME EMPLOYEE RECOGNITION BREAKFAST

City Librarian Theyer reported that there are ten honorees this year and asked the Commission to select possible dates, vote a budget, and form an ad-hoc committee to plan the event.

MOTION: Commissioner Ross moved that the Commission host the Part Time Employee Recognition Breakfast this year. Commissioner Haussmann seconded the motion; a voice vote reflected unanimous approval.

May 8, May 15, June 13, and June 18 were selected as potential dates for the event and City Librarian Theyer offered to check availability of the Library meeting room.

A brief discussion centered on gift certificates, caterer, invitations, flowers, and the Commission budget. Commissioners Ross, Perkins, and Chairperson Sargent volunteered to serve on the ad hoc committee to plan the event.

MOTION: Commissioner Ross moved to allocate not to exceed \$1,100 from the Commission budget for the Part Time Recognition Breakfast. Commissioner Perkins seconded the motion; a voice vote reflected unanimous approval.

7. OLD BUSINESS

7A. OUTREACH REPORT

Commissioner Wengrow stated that she attended the Ethics Training. She mentioned that she met someone interested in working at the Library and City Librarian Theyer explained the application process.

Commissioner Ravine stated that he helped Library staff at the March 9 Cherry Blossom Festival and enjoyed last month's Mayhem in the A.M. book group. He suggested advertising Torrance Theatre Company's productions in the Library.

Commissioner Ross stated that he attended the last Youth Council meeting, Ethics Training, the Firefighters' Spaghetti Dinner, and a Naval Submarine League meeting in San Diego.

Commissioner Perkins stated that she spent a week in Hawaii and had the opportunity to visit Hilo Library. She also attended the South Bay Cities Council of Governments general assembly and March 9 Firefighters' Spaghetti Dinner.

Commissioner Haussmann stated that she attended the South Bay Cities Council of Governments general assembly.

Chairperson Sargent stated that she helped Library staff at the Cherry Blossom Festival, and enjoyed attending the Ethics Training, Joe Angle's "Devil in the City," and the Firefighters' Spaghetti Dinner.

7B. CPLA WORKSHOP

Commissioner Ravine and Chairperson Sargent shared information about the March 2, 2013 CPLA workshop at Whittier Public Library. They enjoyed discussions regarding SCA-7 and bond measures. It was noted that a written report would be available at the next Commission meeting.

8. COMMISSION LIAISON REPORTS

8A. TORRANCE PUBLIC LIBRARY FOUNDATION No report.

8B. EDUCATION AND SCHOOL RELATIONS No report.

8C. LIBRARY CENTENNIAL COMMITTEE

City Librarian Theyer invited the committee to reconvene to discuss author Lisa See's participation in the Gala this September.

Chairperson Sargent announced Jamie Watson's presentation on Isabel Henderson on March 17 at Torrance Historical Society.

9. MONTHLY DIVISION REPORT

City Librarian Theyer noted that the Monthly Division Report was included in agenda materials. She discussed staffing changes and announced World Book Night on April 23, 2013.

10. ORAL COMMUNICATIONS

10A. Commissioners Wengrow and Hausmann stated that they enjoy buying books for children at Library story times.

10B. Commissioner Ravine distributed fliers about a fundraiser at the Comedy & Magic Club for Torrance Theatre Company on April 25.

10C. Chairperson Sargent announced that Jane Jones is being recognized as a legend by the Volunteer Center.

11. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

Items for the April 8, 2013 Library Commission meeting agenda were listed and include: Friends, Youth Council, liaison and outreach reports, Commission budget, CPLA Workshop, WALTERIA Library report, Policy revision, and Part-Time Employee Recognition.

12. ADJOURNMENT

MOTION: At 9:13 p.m., Commissioner Ross moved to adjourn the meeting to April 8, 2013 at 7:00 p.m. at WALTERIA Library. Commissioner Perkins seconded the motion and, hearing no objection, Chairperson Sargent so ordered.

Approved as Amended April 8, 2013 s/ Sue Herbers, City Clerk
--