

May 13, 2013

**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 13, 2013 at North Torrance Library.

**2. ROLL CALL**

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

Absent: None.

Also Present: City Librarian Theyer, Principal Librarian Wierzbicki,  
Senior Librarian Frame, and  
Youth Services Librarian Higley.

\*Commissioner Haussmann arrived at 7:05 p.m.

**3. FLAG SALUTE**

Commissioner Wengrow led the Pledge of Allegiance.

**4. AFFIDAVIT OF POSTING**

**MOTION:** Commissioner Ross, seconded by Commissioner Perkins, 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 APRIL 8, 2013**

**MOTION:** Commissioner Ravine moved for the approval of the April 8, 2013 Library Commission meeting minutes as presented. Commissioner Ross seconded the motion; a voice vote reflected unanimous approval.

**6. NEW BUSINESS**

**6A. FRIENDS OF THE TORRANCE LIBRARY**

City Librarian Theyer announced that at its June 11 meeting City Council would be accepting generous donations from Friends for Online Homework Help, adult programming, and ebooks.

**7D. ATTEND SERVING WITH A PURPOSE CONFERENCE**

This item was taken out of order.

City Librarian Theyer presented an opportunity for Commissioners to attend a single day conference "Serving With a Purpose" on May 22 in Ontario. She stated that the conference is sponsored by California State Library, CPLA, and other Library systems and is targeted to trustees, Friends, Foundations, and volunteers.

Commissioners Hausmann and Ravine expressed interest in attending.

**MOTION:** Commissioner Wengrow moved to allocate funds for registration and mileage for up to two Commissioners to attend the "Serving With a Purpose" Conference on May 22, 2013. Commissioner Ravine seconded the motion; the motion passed on a 5-1 voice vote (Commissioner Ross opposing).

Commissioner Ross explained that he voted "no" because he does not feel that conferences such as this are a good use of funds or time.

**7E. CLA CONFERENCE REGISTRATION**

City Librarian Theyer announced the California Library Association (CLA) Conference "Let's Make Some Noise" on November 3-5, 2013 at Long Beach Convention Center. She noted that registration for the conference would open in June and offered to register interested Commissioners with this year's funds.

Commissioners Hausmann, Perkins, Ravine, Wengrow, and Chairperson Sargent indicated that were interested in attending.

**MOTION:** Commissioner Wengrow moved to allocate funds from this year's budget for registration for up to five Commissioners to attend the California Library Association (CLA) Conference on November 3-5, 2013 at Long Beach Convention Center. Commissioner Perkins seconded the motion; the motion passed on a 5-1 voice vote (Commissioner Ross opposing).

Commissioner Ross stated that conferences such as this are useful for staff members but not for Commissioners who only serve a few years.

Commissioners responded that once Commissioners leave they often continue to be advocates for the Library and that the knowledge and experience they have gained on the Commission often carry over to other endeavors.

**6F. LIBRARY COMMISSION BUDGET**

Chairperson Sargent relayed City Manager Jackson's comment that the Library Commission can carry forward any balance to the next fiscal year's budget as long as it is not for wages or payment of employees. She stated that she got the impression that leftover funds should not be donated to the Library but suggested getting more information from him in January 2014.

**7. OLD BUSINESS**

**7A. OUTREACH REPORT**

Commissioner Perkins stated that she attended the Friends' book sale, Senior Faire, and Michael George's lecture on the history of Torrance Library.

Commissioner Ross stated that he enjoyed being on the Beat the Odds scholarship selection committee and attending the awards ceremony.

Commissioner Haussmann distributed brochures from her recent visits to Sacramento Library and Santa Cruz Library.

A brief discussion centered on a library program that provides dogs for children to read to.

Commissioner Ravine stated that he enjoyed the lecture on the history of Torrance Library, volunteered for Torrance Theatre Company, and will attend an Exxon Mobil Community Advisory Board meeting on May 15.

Commissioner Wengrow stated that she has become a regular visitor to North Torrance Library and is impressed with its environment and selection.

Chairperson Sargent stated that she and City Librarian Theyer accepted the Proclamation for National Library Week at the April 16 City Council meeting. She stated that she enjoyed the Metropolitan Water District inspection tour to the Colorado River and Hoover Dam, Woman of the Year luncheon for the Switzer Center, and Michael George's lecture on the history of Torrance Library.

Chairperson Sargent suggested that Commissioners reach out to homeowners associations and other organizations in the next fiscal year.

**6C. NORTH TORRANCE STAFF REPORT**

This item was taken out of order.

Senior Librarian Frame provided an update on branch activities since the Commission's last visit and noted that a staff report was included in agenda materials. He reported that North Torrance Library is one of the busiest branches and has the reputation of having the best science collection in the system. He stated that the Exxon Mobil Homework Center attracts a large number of students to the library and discussed the challenge of long-term staffing shortages. He called attention to the huge DVD collection, noting that audio-visual items were 36% of total circulation last month.

Responding to Commissioner Haussmann's inquiry, he explained that staff relies on reviews and professional experience to select DVDs titles for the collection, adding that their Collection Development Policy gives them broad guidelines.

In response to Commissioner Ravine's inquiry, Senior Librarian Frame stated that the Mystery Book Discussion group meets monthly and has a core group of 10-12 participants.

When Commissioner Wengrow inquired about volunteers, he responded that the Homework Helper program is extremely popular.

Youth Services Librarian Higley discussed the Pajama-rama story time on Monday evenings, Family story time on Tuesday mornings, and monthly Wacky Wednesday program.

**6B. YOUTH COUNCIL - PODCAST SAMPLE**

This item was taken out of order.

Principal Librarian Wierzbicki showed the three to four minute podcast on The Great Gatsby that was prepared by the Torrance Youth Council. Commissioners commended Youth Council members for their efforts and City Librarian Theyer stated that it could be part of the City's You Tube channel.

**7B. PART TIME EMPLOYEE RECOGNITION BREAKFAST**

Commissioners and staff discussed final preparations for the May 15 event.

**7C. STATE AND CITY BUDGET**

City Librarian Theyer noted that her written report was included in agenda packets. She announced that the State Library is giving all jurisdictions a one-time infusion of funds to purchase materials, noting that Torrance would be receiving \$10,000--\$5,000 for early literacy and \$5,000 for workforce development. She advised that the Governor's May revise is due out next week.

She announced City budget hearings on May 14 and May 21. She stated that the City has released the City Manager's budget, noting that it is a flat, no grow budget. She explained how PERS rates are going up and revenue from the utility user tax is going down.

**8. COMMISSION LIAISON REPORTS**

**8A. TORRANCE PUBLIC LIBRARY FOUNDATION**

No report.

**8B. EDUCATION AND SCHOOL RELATIONS**

Chairperson Sargent discussed an Adult School Site Council meeting and the future of SCROC.

**8C. LIBRARY CENTENNIAL COMMITTEE**

Commissioner Ravine announced the Gala on September 22 and Carnival on August 10 at Victor Park.

**9. MONTHLY DIVISION REPORT**

City Librarian Theyer noted that the Monthly Division Report was included in agenda materials. She reported that staff has decided to increase the collection of Playaways and will make it another “floating” collection. She stated that with a State Library grant they are creating Library Spots in Public Parks, and Cultural Service Division is in the process of decorating the boxes prior to installation in July.

**10. ORAL COMMUNICATIONS**

**10A.** Chairperson Sargent announced a Miracle of Living lecture on May 15.

**10B.** Commissioner Perkins reminded Commissioners to attend the May 18 Armed Forces Day parade.

**10C.** Commissioner Hausmann stated that she successfully completed the Ethics Training.

**10D.** Responding to Commissioner Ravine’s inquiry, City Librarian Theyer stated that Library lectures may or may not be put on CitiCABLE depending on the lecturer and copyright issues.

**10E.** City Librarian Theyer announced a Commissioner Certification Training on June 4, with appointments expected on June 25.

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

Items for the June 10, 2013 Library Commission meeting agenda were listed and include: Friends, Youth Council, liaison and outreach reports, budget update, Southeast Library report, election of officers, podcasting, Part-Time Employee Recognition debrief, annual report, Serving with a Purpose Conference, and Summer Reading Program.

**12. ADJOURNMENT**

**MOTION:** At 8:35 p.m., Commissioner Ross moved to adjourn the meeting to June 10, 2013 at 7:00 p.m. at the Southeast Library. Commissioner Hausmann seconded the motion and, hearing no objection, Chairperson Sargent so ordered.

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Approved as Submitted June 10, 2013 s/ Sue Herbers, City Clerk
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