

**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, June 14, 2010 at the North Torrance Library.

2. ROLL CALL

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

Absent: None.

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

3. FLAG SALUTE

Chairperson Gerber led the Pledge of Allegiance.

4. APPROVAL OF MINUTES

4a. MINUTES OF MAY 10, 2010 LIBRARY COMMISSION MEETING

MOTION: Commissioner Ravine moved for the approval of the May 10, 2010 meeting minutes as submitted. Commissioner Sargent seconded the motion; a voice vote reflected unanimous approval.

Chairperson Gerber welcomed guests Nathan Mintz, candidate for 53rd State Assembly District, and former Torrance Youth Council Chairperson Dustin Tiegert.

5. NEW BUSINESS

5a. FRIENDS OF THE TORRANCE LIBRARY REPORT

City Librarian Weiner regretfully informed Commissioners that May Dobratz, wife of Burt Dobratz, passed away a week ago. Chairperson Gerber offered to send a condolence card on behalf of the Commission and Commissioner Wasserman suggested that this meeting be adjourned in her memory.

5b. YOUTH COUNCIL REPORT

Principal Librarian Theyer reported that a Youth Council representative would be attending a City Council meeting to express appreciation to Providence Little Company of Mary for providing funding for Live Homework Help for next year.

5c. NORTH TORRANCE LIBRARY UPDATE

Senior Librarian Frame welcomed Commissioners and provided an update of branch activities since the Commission's last visit. He reported that last year was consumed with the renovation project, noting that the library closed on March 1 and opened earlier than anticipated on May 24, 2010. He attributed the smooth reopening process to staff's careful planning, preparation, and weeding collections. He pointed out the new seismically stable shelving, carpet, paint, circulation desk, electrical upgrades, and energy-efficient lighting. He noted that patrons comment how much larger and brighter the library looks now.

He reported that, with the generous \$80,000 grant from Exxon Mobil, they were able to install computer and power wiring throughout the floor of the facility. He stated that the grant is also providing new furniture, a large science and technology collection, a DVD teaching collection, four laptops for a mobile homework center, and a laptop version of the Early Literacy Work Station designed for preschoolers. He noted that North Torrance is a very busy branch and that patrons are taking advantage of the wireless access. He concluded his presentation with a wish list that includes furniture for the patio and staff areas.

Staff discussed the ADA remodel of all branch libraries to retrofit public restrooms, parking lots, and paths from parking to entry. It was noted that the City devoted funds to enclose the 400 square foot patio area at North Torrance Library, that the mural would be saved, and that the remodel is scheduled to be first in early 2011.

Youth Services Librarian Higley discussed her family book group, two story times, class visits, and outreach to seven elementary schools, two middle schools, and a high school. She stated that she is busy getting ready for the six-week Summer Reading Program and Reading Partners Program that will begin June 28, 2010.

City Librarian Weiner noted that Youth Services Librarian Higley has more schools assigned to her than any other Youth Services Librarian.

In response to Commissioner Sheldon's inquiry, Principal Librarian Theyer stated that using seniors for the Reading Partners program comes up for discussion periodically, but noted that young children look up to teens and also the Library is trying to fill its goal to help teens complete community service hours.

City Librarian Weiner stated that the Library is in the process of replacing the copy machine vendor and that new copiers will also have printing capability.

In response to Commissioner Ross' inquiry, staff stated that Southeast branch is the largest facility, but that North Torrance and Henderson branches have the largest circulation.

A brief discussion centered on the increase in Library usage due to the economic downturn.

5d. PART-TIME EMPLOYEE RECOGNITION EVENT DEBRIEFING

Commissioner Stapleton stated that the June 9, 2010 breakfast went seamlessly and that committee members successfully completed the tasks they were assigned.

Commissioner Ravine stated that he liked that Commissioners and City Council members split up and sat at different tables, allowing them to get to know Library staff better.

Chairperson Gerber stated that, even though it is a large part of the Commission budget, it is a worthwhile event and is greatly appreciated by Library staff.

Commissioner Sheldon commended the committee for a job well done.

5e. LIBRARY COMMISSION GOALS

Commissioner Stapleton requested that this item be postponed to the July 12, 2010 Commission meeting. At Commissioner Wasserman's request, she explained that in training she learned that Commissions should have concrete goals and suggested discussing possible ways that the Commission could help the Library at the next meeting.

City Librarian Weiner stated that the Commission may want to consider using a professional facilitator.

5f. SELECTION OF NEW YOUTH COUNCIL MEMBERS

City Librarian Weiner announced the Youth Council selection committee meetings on June 16-17, 2010 at the ATTIC and requested that any interested Commissioners contact Debbie Reed. Commissioner Stapleton stated that she would be able to attend one of the meetings.

6. UNFINISHED BUSINESS

6a. LIBRARY COMMISSION ANNUAL REPORT 2009-10

Commissioner Wasserman reported that he expects to present a draft Annual Report at the July 12, 2010 Commission meeting and requested that Commissioners bring forward any additions or corrections at the August 2010 meeting.

6b. CITY BUDGET UPDATE

City Librarian Weiner reported that there have been two Budget Workshops, May 25 and June 7, 2010, and that the City is targeting \$8.9 million for the second year of the two-year 2009-2011 Operating Budget. She distributed and briefly reviewed proposed budget reductions from the City Manager's perspective: Elements with the least negative impacts to program and services (Group A), Position reductions (Group B), Fire Department Reductions (Group C), Program Changes Alternatives (Group D), Proposed phase out of City payment of employee contribution to PERS (Group E), and Use and Sources of One-Time Monies (Groups F and G). She noted that an increase in DVD rental and late fees is included in Group A, the Library Assistant 1 position is in Group B, and closing Katy Geissert Civic Center Library on four Sundays is in Group D. She expressed appreciation to Commissioner Wasserman for speaking on the Library's behalf on June 7, 2010 and encouraged Commissioners to attend the next Budget Workshop on June 15, 2010.

Responding to Commissioner Ravine's inquiry, City Librarian Weiner stated that elimination of the Library Assistant 1 position was suggested by Library employees and that it was a permanent proposal, at least for the next two or three years. She added that there are nine vacant positions in the Library that have been "frozen."

Principal Librarian Theyer pointed out that the City funds every employee on the organizational chart at 100% every year, even positions that are vacant.

Commissioner Wasserman encouraged Commissioners to watch the video from the June 7, 2010 Budget Workshop.

7. STANDING COMMISSION COMMITTEE REPORTS

7a. TORRANCE PUBLIC LIBRARY FOUNDATION MAY MEETING

City Librarian Weiner reported that the Foundation is reevaluating their goals and are planning to have an annual meeting.

7b. SOUTHERN CALIFORNIA LIBRARY COOPERATIVE (SCLC)

Commissioner Ravine reported that he and Principal Librarian Theyer attended the May 20, 2010 SCLC meeting, and that Commissioner Sheldon participated on the conference call. He stated that it was an interesting meeting and that each system discussed how they are trying to meet their budgets. He noted that by the end of the summer there will be 47 organizations in SCLC and that the System Advisory Board (SAB) bylaws were accepted with only minor changes.

Principal Librarian Theyer reported that she attended the general meeting and announced that City Librarian Weiner was appointed to the Executive Council. She stated that SCLC is preparing a workshop with consultants for planning for the Cooperative.

8. MONTHLY DEPARTMENT REPORT

8a. BRANCH LIBRARY REFURBISHMENT UPDATE

Principal Librarian Theyer was pleased to announce that this item could be taken off the meeting agendas, to be replaced in early 2011 with the ADA remodel update. She stated that the grand opening of North Torrance branch will be scheduled for a date right before school starts.

8b. OTHER

City Librarian Weiner reported that SCLC applied for and received a grant and purchased the database "Career Transitions" for all of its member libraries. She stated that that also paid for "Text-a-Librarian" and Torrance is considering using it.

She stated that City employees have started using paperless time sheets and Library staff began implementing the system last month. She noted that on-line Library card applications should be ready in approximately one month.

City Librarian Weiner stated that the Library has put in a request to Friends of the Torrance Library for \$28,420 to fund adult programming for next year.

She reported that the May 18, 2010 "Seniors Don't be Scammed!" about identity theft was a great success, with 80 to 100 people in attendance. The next program in the series is on August 17, 2010 on computer scams. She distributed "For Safe & Savvy Seniors," a list of recommended resources provided by the Library.

City Librarian Weiner discussed staffing changes as a result of filling "frozen" positions with either temporary appointments or move-ups. She noted that Monica Zapeta is temporarily appointed as a part-time Reference Librarian and Zoe Yun is temporarily appointed as a Youth Services Librarian.

9. ORAL COMMUNICATIONS

9a. Commissioners Ravine and Chairperson Gerber expressed appreciation to the committee for planning the part-time employee recognition event.

9b. Commissioners Sheldon and Wasserman commended the Branch Refurbishment task force and all branch staff for a job well done.

9c. Commissioner Sargent stated that the flowers for the part-time employee recognition event were donated by Torrance Certified Farmers' Market.

10. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

Items for the July 2010 Library Commission meeting agenda were listed and include: Friends, Foundation, SCLS, Commission annual report, joint meeting with City Council, budget update, Commission budget, and goal setting.

11. ADJOURNMENT

MOTION: At 9:02 p.m., Commissioner Ross moved to adjourn the meeting in memory of May Dobratz to Monday, July 12, 2010 at the Katy Geissert Civic Center Library, at 7:00 p.m. Commissioner Stapleton seconded the motion and, hearing no objection, Chairperson Gerber so ordered.

Approved as Amended July 12, 2010 s/ Sue Herbers, City Clerk
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