

**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, August 13, 2012 at Katy Geissert Civic Center Library.

2. ROLL CALL

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

Absent: Commissioners Stapleton (previously excused) and Wasserman.

Also Present: City Librarian Theyer.

MOTION: Commissioner Ross moved to grant an excused absence to Commissioner Wasserman for the August 13, 2012 Commission meeting. Commissioner Perkins seconded the motion; a voice vote reflected unanimous approval.

3. FLAG SALUTE

Commissioner Ravine led the Pledge of Allegiance.

4. AFFIDAVIT OF POSTING

MOTION: Commissioner Wengrow, 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 (absent Commissioners Stapleton and Wasserman).

5. APPROVAL OF MINUTES

5A. LIBRARY COMMISSION MEETING OF JULY 9, 2012

Chairperson Sargent offered the following correction on Page 3, 6D: "Following a brief discussion, Chairperson Sargent decided to do the report with help from Commissioners Ravine and Wasserman if necessary and Commissioners were asked..."

MOTION: Commissioner Ravine moved for the approval of the July 9, 2012 Library Commission meeting minutes as amended. Commissioner Wengrow seconded the motion; a voice vote reflected unanimous approval (absent Commissioners Stapleton and Wasserman).

6. NEW BUSINESS

6A. REPORT FROM THE FRIENDS OF THE TORRANCE LIBRARY

Secretary Covey reported that Friends has been receiving a large number of used book donations and is looking forward to a big October book sale.

6B. COUNCIL / COMMISSION JOINT MEETING

The Commission directed staff to work with the City Council's office to select a date for a joint meeting with City Council, with November 13 or 27, 2012 recommended. It was decided to develop an agenda, determine the menu, and approve a budget at the September 10, 2012 Commission meeting.

6C. REVIEW OF YOUTH VALUES STATEMENT

City Librarian Theyer presented a draft Community Services Department's Youth Values Statement to be incorporated into Youth programs in the whole Department. She noted that the Statement was developed as part of the City's Strategic Plan, Key Performance Indicator #45. She requested that Commissioners provide any input and feedback on the Statement.

Chairperson Sargent suggesting changing the third bullet, "Be responsible for City resources, spaces, and places," to "Use City resources, spaces, and places responsibly."

6D. APPOINT MEMBER TO LIBRARY CENTENNIAL COMMITTEE

City Librarian Theyer reported that Torrance Public Library is forming a team to plan a celebration of the Library's Centennial in 2013. She suggested that the Commission create a new Commission liaison and appoint a representative to the Library Centennial Committee.

MOTION: Commissioner Ross moved to appoint Commissioner Stapleton as liaison to the Library Centennial Committee, with Commissioner Ravine as back up. Commissioner Wengrow seconded the motion; a voice vote reflected unanimous approval (absent Commissioners Stapleton and Wasserman).

7. OLD BUSINESS

7A. ANNUAL REPORT UPDATE

Chairperson Sargent presented the Library Commission Annual Report for Fiscal Year July 1, 2011 – June 30, 2012. Minor scrivener's corrections and one addition were offered and Commissioners expressed appreciation to Chairperson Sargent for a job well done.

MOTION: Commissioner Wengrow moved to approve the Library Commission Annual Report for Fiscal Year July 1, 2011 – June 30, 2012 as amended. Commissioner Perkins seconded the motion; a voice vote reflected unanimous approval (absent Commissioners Stapleton and Wasserman).

7B. CALIFORNIA LIBRARY ASSOCIATION CONFERENCE ATTENDANCE

City Librarian Theyer asked the Commission to consider sending a representative to the California Library Association Convention on November 2-4, 2012 in San Jose, California. She described the "Trustee Package" being offered that includes an advocacy workshop and the CALTAC luncheon.

Chairperson Sargent offered to attend for registration only for the Trustee I package on November 2 that includes the legislative luncheon, advocacy pre-conference, exhibits opening, and Awards Gala.

Commissioner Ross moved to approve a budget of NTE \$200 to register Chairperson Sargent for the November 2-4, 2012 California Library Association Convention and for any incidental expenses. Commissioner Wengrow seconded the motion; a voice vote reflected unanimous approval (absent Commissioners Stapleton and Wasserman).

7C. PODCASTING REPORT

Commissioner Ross discussed the proposed outline for the first podcast. He stated that the podcast would include an interview with City Librarian Theyer as well as highlighting current Library programming. Due to the absence of Commissioner Wasserman, the item was postponed to the September 10, 2012 Commission meeting and City Librarian Theyer offered to provide a laptop with samples of podcasts.

7D. OUTREACH REPORT

Commissioner Perkins stated that she attended Rock Around the Block, Thursday's Downtown Market, Medal of Honor, Bartlett Senior Center, Hollywood Bowl, Torrance Art Museum exhibit opening, and Friends book sale.

Commissioner Ross stated that he went to a Rose Bowl charity event for American Airlines.

Commissioner Ravine stated that he enjoyed the Downtown Market and astronaut program with Dick Richards at the Library.

Chairperson Sargent stated that she attended the installation at City Council, YMCA rededication, and Rock Around the Block.

7E. CALENDAR ATTENDANCE AT CITY COUNCIL MEETINGS

No meetings were calendared.

8. COMMISSION LIAISON REPORTS

8A. TORRANCE PUBLIC LIBRARY FOUNDATION

Commissioner Perkins reported that the next Foundation meeting is scheduled for September 13, 2012.

8B. SOUTHERN CALIFORNIA LIBRARY COOPERATIVE (SCLC)

No report.

8C. EDUCATION AND SCHOOL RELATIONS

No report. Commissioner Wengrow received clarification that she is the liaison, with Commissioner Ross as the alternate, and Commissioners decided that the name of the committee should stay the same.

9. MONTHLY DIVISION REPORT

City Librarian Theyer noted that the Monthly Division Report was included in agenda materials as well as Library statistical data for June. She reported that the Citizen Development and Enrichment Committee met on August 13 to discuss subsidies

for Madrona Marsh, Senior Excursions, and Torrance Art Museum. She noted that the closure of Henderson Library for ADA improvements is now more likely to be mid-to-late September and that the library would be closed for three months. She announced that Summer Reading Program had over 4,800 youth and teen participants and the adult program had 153. She showed a small community collection now in place at Pueblo Park as the result of collaboration with a Girl Scout doing her Gold Award Project.

Responding to Commissioner Wengrow's inquiry, City Librarian Theyer explained the circulation data for branch libraries in the Statistical Report.

10. ORAL COMMUNICATIONS

10A. Commissioner Wengrow expressed interest in attending Advocacy Day in Sacramento next spring and announced the birth of her new grandchild.

10B. Commissioner Ross discussed an article in the CALTAC newsletter and City Librarian Theyer explained how appointments are made at advocacy events as well as about pending legislation regarding the Library Services and Technology Act. At his request, she also explained the Library's deselection or "weeding" policies.

10C. Commissioner Perkins reminded Commissioners to submit their applications for the Centennial Parade.

10D. Commissioner Sargent distributed fliers for the next Miracle of Living lecture.

11. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

Items for the September 10, 2012 Library Commission meeting agenda were listed and include: Friends, Youth Council, Commission liaison reports, outreach reports, attendance at City Council meetings, podcast update, and joint meeting with City Council.

12. ADJOURNMENT

MOTION: At 8:35 p.m., Commissioner Ross moved to adjourn the meeting to September 10, 2012 at 7:00 p.m. at Katy Geissert Civic Center Library. Commissioner Perkins seconded the motion and, hearing no objection, Chairperson Sargent so ordered.

Approved as Submitted September 10, 2012 s/ Sue Herbers, City Clerk
