

**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, October 8, 2012 at Katy Geissert Civic Center Library.

2. ROLL CALL

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

Absent: Commissioners Ross and Stapleton.

Also Present: City Librarian Theyer and Audiovisual Librarian Aguado.

MOTION: Commissioner Ravine moved to grant Commissioner Stapleton an excused absence for the October 8, 2012 Commission meeting. Commissioner Wengrow seconded the motion; a voice vote reflected unanimous approval.

3. FLAG SALUTE

Commissioner Wasserman led the Pledge of Allegiance.

4. AFFIDAVIT OF POSTING

MOTION: Commissioner Perkins, seconded by Commissioner Wengrow, 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 SEPTEMBER 10, 2012

MOTION: Commissioner Wengrow moved to approve the September 10, 2012 Library Commission meeting minutes as submitted. Commissioner Perkins seconded the motion; a voice vote reflected unanimous approval (absent Commissioners Ross and Stapleton).

6. NEW BUSINESS

6A. YOUTH COUNCIL

The Commission welcomed Torrance Youth Council members Frank Masi from El Camino College, Jeffrie Gonzalez from North High School, and Anthony Xian from West High School. Frank reported that the Youth Council is busy preparing for the Winter Boutique at Wilson Park.

6B. REPORT FROM THE FRIENDS OF THE TORRANCE LIBRARY

Secretary Covey announced the October 19-20, 2012 Fall Hardback book sale at Katy Geissert Civic Center Library.

6C. PLAYAWAY REPORT

Audiovisual Librarian Aguado reported on the success of the Playaway audiobook collection launched in July 2012. She stated that the collection consists of 151 titles and that circulation has totaled 595 as of last week, noting that almost two-thirds of the audiobooks are checked out at all times.

City Librarian Theyer added that the Library recently created a survey for users to complete. She indicated that responses would assist the Library in determining demographics of the user, how funds should be allocated, and selection of new titles.

6D. DATE FOR NOVEMBER COMMISSION MEETING

Chairperson Sargent pointed out that November 12 is Veterans' Day and asked Commissioners to select another date or go dark that month. Following a brief discussion, it was decided to hold the Commission meeting on November 26 in the Library meeting room or Polly Watts Story Theatre and to cancel the December meeting.

MOTION: Commissioner Ravine moved to change the November Library Commission meeting to November 26, 2012 at Katy Geissert Civic Center Library. Commissioner Wengrow seconded the motion; a voice vote reflected unanimous approval (absent Commissioners Ross and Stapleton).

MOTION: Commissioner Wasserman moved to cancel the December 2012 Commission meeting. Commissioner Perkins seconded the motion; a voice vote reflected unanimous approval (absent Commissioners Ross and Stapleton).

7. OLD BUSINESS

7A. COUNCIL / COMMISSION JOINT MEETING

Following a brief discussion, Commissioners and staff decided that optimal dates for a joint meeting with City Council would be January 15 or 29, 2013 before appointment of any new Library Commissioners. City Librarian Theyer offered to check schedule availability with City Council for either of those dates.

Commissioners and staff discussed topics for the agenda that include the Library Annual Report, CLA Conventions, Library Centennial, podcasting, Commission advocacy, Youth Council, youth programming, importance of preparing preschoolers to read, e-books and Playaways, Plan of Service, e-notification, and Friends.

City Librarian Theyer noted that she is presenting a report on the Library's Plan of Service at City Council's outreach meeting on December 11 at Wilson Park. She suggested formatting the agenda around the five service responses for the Plan of Service and offered to prepare and bring back a draft agenda at the November 26 Commission meeting when the agenda and menu would be finalized.

7B. PODCASTING REPORT

Commissioner Wasserman distributed his report on the progress of the Podcasting Subcommittee. He reported that the Committee, consisting of Commissioners Ross, Wasserman, and Wengrow, met with City Librarian Theyer on October 1. He noted that two Youth Council members, Frank Masi and Anthony Xian, also attended the meeting and provided valuable insight and suggestions.

Frank and Anthony showed an example of a short podcast made by a woman reviewing a Summer Reading book requirement and Commissioner Wasserman showed examples of podcasts produced by Torrance Police Department, his brother, Google "Hangouts," and Screen Actors Guild Foundation.

Commissioner Wasserman stated that the Committee first considered whether to develop content that is part of the Library's outreach or to make it solely a Commission-based outreach effort. He discussed pros and cons of each approach and noted that the Committee concluded that the Library outreach was the better initial route.

Commissioner Wasserman led a discussion regarding two initial program proposals: a series of children's book recommendations and a series of short discussions about specific themes or aspects of books on summer reading lists for Torrance Unified School District. He stated that the Committee recommends a pilot program exploring either or both of these program topics.

He discussed existing technology that consists of a laptop and digital sound recorder, both acquired as part of the LINK grant. He noted that the Committee determined that a video content format was essential and recommended investigating what private equipment could be borrowed to develop the first episodes. He mentioned that he and his brother's film and video production company in Torrance is willing to lend its equipment and his brother has offered his expertise in operating it as well as assisting in editing. He suggested that Commissioners be the "actors" and City Librarian Theyer stated that she would check what is required if Youth Council members under the age of 18 participate.

MOTION: Commissioner Wasserman moved that the Commission accept the Podcasting Subcommittee's recommendation to work in conjunction with Library staff to produce a series of two-to-three minute videos that promote the Library. Commissioner Ravine seconded the motion; a voice vote reflected unanimous approval (absent Commissioners Ross and Stapleton).

7C. OUTREACH REPORT

Commissioner Perkins stated that she attended a League of Women Voters meeting, Capitol Steps, art show, Centennial Parade and Dedication, Excellence in Arts Awards ceremony, and the "Genealogy Basics" program.

Commissioner Wasserman stated that he has reserved space in the next West Torrance Homeowners Association newsletter to present information about the Library.

Commissioner Ravine stated that he enjoyed the South Bay Children's Health Center's fundraiser and "The Complete History of America (Abridged)."

Commissioner Wengrow stated that she participated in the Podcasting Subcommittee meeting and gave kudos to Youth Council members for their contribution.

Chairperson Sargent stated that she attended South High School's rededication, assisted Library staff at the September 15 Annual Health & Resource Fair, Excellence in Arts Awards ceremony, and Scott Carney's lecture on "The Red Market." She mentioned that she saw a small library for teenagers at a Palm Desert mall.

MOTION: Commissioner Perkins moved to grant Commissioner Ross an excused absence for the October 8, 2012 Commission meeting. Commissioner Ravine seconded the motion; a voice vote reflected unanimous approval.

7D. CALENDAR ATTENDANCE AT CITY COUNCIL MEETINGS

Chairperson Sargent stated that she attended the September 25 City Council meeting and spoke about the Summer Reading Program and its sponsors.

City Librarian Theyer encouraged Commissioners to attend the December 11, 2012 City Council community outreach meeting at Wilson Park.

7E. E-BOOKS UPDATE

City Librarian Theyer noted that an e-book update from Principal Librarian Vinke was included in agenda materials. She stated that the Library has signed an agreement with Baker & Taylor to offer a new e-book collection via Axis 360. She indicated that all basic logistics are set to launch the service but that staff is still ironing out the details. She advised that the Library has decided not to include records for e-books in its online catalog at this time but may add it later.

In response to Commissioner Wasserman's inquiry, she explained that the Library would own the content of e-book titles that it purchases and that this was one of their major criteria in selecting a vendor.

8. COMMISSION LIAISON REPORTS

8A. TORRANCE PUBLIC LIBRARY FOUNDATION

City Librarian Theyer reported on the last Foundation meeting. She stated that they are currently inactive in terms of funding, advocacy, and future planning, adding that they did not want to entertain funding for any Library Centennial activities. It was mentioned that they are not sending out membership renewals.

When Commissioner Wasserman inquired if there was any conflict of interest for a Library Commissioner to be a member or board member of the Foundation or Friends, City Librarian Theyer offered to check.

Responding to Commissioner Wengrow's inquiry, City Librarian Theyer stated that the Foundation was formed in 1994.

8B. EDUCATION AND SCHOOL RELATIONS

No report.

8C. LIBRARY CENTENNIAL COMMITTEE

City Librarian Theyer reported that the Committee met on September 18 and October 2 and presented activities being pursued: a newly designed library card, a summer carnival for youth, a program about Isabel Henderson, three programs on the history of Torrance Libraries, a gala event, and a video contest about the importance of the Library in people's lives. She announced that Torrance Historical Society pledged \$200 in seed funding and plans to host the program on Isabel Henderson in March 2013. She discussed plans for a summer carnival for youth in Victor Park in August 2013 that would include a craft, face painting, and perhaps a performer. She stated that she is writing a proposal for Friends asking them to support a gala event in fall 2013 that would include a speaker who would talk about the power of public libraries and written word.

9. MONTHLY DIVISION REPORT

City Librarian Theyer noted that the Monthly Division Report was included in agenda materials. She added that she attended the Torrance Council of PTAs meeting on October 3 and that a major topic of discussion was Propositions 30 and 38. She informed Commissioners that SCLC and CLA would be sharing the services of Rosario Garza and that State Librarian Stacey Aldrich is moving on to new opportunities in Pennsylvania.

In response to Chairperson Sargent's inquiry, she discussed a plan to create Little Free Libraries in public parks as another way to pilot Community Collections. She stated that she is seeking support for construction of two free libraries at Pueblo Park and Discovery Park.

10. ORAL COMMUNICATIONS

10A. Commissioner Ravine suggested separating new editions of audiobooks and Audiovisual Librarian Aguado responded that there are plans to place new labels on audiobooks and DVDs once staffing becomes permanent.

10B. Commissioner Wengrow commended the e-notification service and announced a Commissioner Certification Training on October 30.

10C. Commissioner Perkins encouraged fellow Commissioners to attend the Friends' hardback book sale and announced a League of Women Voters meeting on October 16 at Katy Geissert meeting room.

10D. Commissioner Wasserman stated that he gave his sister-in-law a tour of Katy Geissert and helped his niece get a library card.

10E. Chairperson Sargent announced an Old Torrance Historic Homes tour on October 13-14 and a Miracle of Living lecture on October 17.

10F. The Commission welcomed guest Eileen Haussmann who shared her background in videotaping and editing for Torrance Unified School District.

11. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

Items for the November 26, 2012 Library Commission meeting agenda were listed and include: Friends, Youth Council, Commission liaison reports, outreach reports, podcasting update, joint meeting with City Council, and CLA Convention report.

12. ADJOURNMENT

MOTION: At 8:59 p.m., Commissioner Wengrow moved to adjourn the meeting to November 26, 2012 at 7:00 p.m. at Katy Geissert Civic Center Library. Commissioner Ravine seconded the motion and, hearing no objection, Chairperson Sargent so ordered.

Approved as Submitted November 26, 2012 s/ Sue Herbers, City Clerk
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