

October 14, 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, October 14, 2013 at Katy Geissert Civic Center Library.

2. ROLL CALL

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

Absent: None.

Also Present: City Librarian Theyer.

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.

5. APPROVAL OF MINUTES

5A. LIBRARY COMMISSION MEETING OF SEPTEMBER 9, 2013

MOTION: Commissioner Ross moved to approve the September 9, 2013 Library Commission meeting minutes as presented. Commissioner Perkins seconded the motion; a voice vote reflected unanimous approval.

6. NEW BUSINESS

6A. CHAIR TRAINING DEBRIEF

The September 26, 2013 Chairperson Training was attended by Commissioner Ross, Chairperson Sargent, and City Librarian Theyer. Chairperson Sargent stated that she learned that Chairpersons can make motions, and City Librarian Theyer stated that she received guidance on providing written clarity on agenda items about what actions she is asking for from the Commission.

6B. NOVEMBER MEETING

City Librarian Theyer reported that the next regularly scheduled Library Commission meeting falls on a holiday and asked the Commission to consider alternative dates. Following a brief discussion, it was decided to hold the November meeting on November 18, 2013 in the Polly Watts Story Theater.

MOTION: Commissioner Wengrow moved to hold the November Library Commission meeting on November 18, 2013 at 7:00 p.m. in the Polly Watts Story Theater, Katy Geissert Civic Center Library. Commissioner Ravine seconded the motion; a voice vote reflected unanimous approval.

6C. ADULT COLLECTION DEVELOPMENT POLICY REVISION

City Librarian Theyer presented a draft Adult Collection Development Policy for Torrance Public Library. She discussed the purpose of a Collection Development Policy and reasons for revisions. She stated that the Policy is updated on an as-needed basis and has been revised twice in the last three years. She requested that Commissioners review the updated Policy and provide comment.

Commissioners offered minor wording revisions.

MOTION: Commissioner Hausmann moved to accept the Adult Collection Development Policy and to add the statement "Reviewed by the Torrance Library Commission" on the document. Commissioner Perkins seconded the motion; a voice vote reflected unanimous approval.

7. OLD BUSINESS

7A. FRIENDS OF THE TORRANCE LIBRARY

City Librarian Theyer reported that Friends is busy preparing for the October 18-19 hardback book sale. She announced that a \$5,000 donation being accepted at the October 15 City Council meeting will mean that the Friends of the Torrance Library has donated over \$100,000 to the Library in 2013.

7B. YOUTH COUNCIL

The Commission welcomed Youth Council members Debbie Park from Torrance High School, Hayden Tanabe from West High School, Alisa Ohara from North High School, and Hantao Wang from CAMS.

There was a general discussion with Youth Council members about the joint podcasting project. Because this is their first year on the Youth Council, Commissioners explained about the video that was made about The Great Gatsby, the idea to make podcasts on books from high school required reading lists, and the goal to attract more students to the Library.

Hayden questioned how podcasts revolving around required reading books would stimulate Library activity and instead suggested creating a commercial in which

Youth Council members would talk about how the Library can be beneficial to students. City Librarian Theyer offered to provide them with a packet of information on the Library.

Commissioner Haussmann suggested that at their October 16 meeting they see if there is anyone on the Youth Council who would be interested in spearheading the project. She recommended that they look at the Library Video Contest entries to get ideas.

7C. OUTREACH REPORT

Commissioner Perkins stated that she enjoyed the September 22 Library Gala and Dr. Franklin Odo's lecture on October 12 at the Library.

Commissioner Haussmann stated that she has been collecting pens for Friends.

Commissioner Wengrow stated that she spoke about the Library at a California Retired Teachers Association meeting.

Commissioner Ravine stated that he attended the Library Gala, promoted the Library to the Police Department, and attended the opening ceremonies of the Little Free Libraries.

Commissioner Ross stated that he attended the Chairperson training and the last Youth Council meeting.

Commissioner Sheikh stated that he promoted the Library at churches and mosques in his neighborhood and inquired about arranging Library tours.

Chairperson Sargent stated that she enjoyed the Library programs "My Beloved Brontosaurus" and "History of California," and that she attended two City Council meetings, the Library Gala, Life Planning classes, and School District functions.

7D. PODCAST PROJECT

Previously discussed in Item 7B. City Librarian Theyer suggested renaming the podcast project to video project as the idea had moved from audio to video and the term podcast was now misapplied.

7E. JOINT MEETING WITH CITY COUNCIL MEETING

Commissioners selected January 14 and 28, 2014 and February 11 and 25, 2014 as possible dates for the joint meeting with City Council and directed City Librarian Theyer to work with City Council and space availability. The Committee, consisting of Commissioners Haussmann, Ravine, and Ross, plan to meet in the near future to plan the agenda and hope to brainstorm possible topics at the CPLA training on October 26.

MOTION: Commissioner Ross moved to approve a budget not to exceed \$350 for a similar dinner as the joint meeting last year. Commissioner Wengrow seconded the motion; a voice vote reflected unanimous approval.

7F. MEAL REIMBURSEMENT FOR COMMISSIONERS ATTENDING CLA ANNUAL CONFERENCE

Commissioners briefly discussed the Commission budget and whether Commissioners should be reimbursed for meals during the California Library Association Conference on November 3-5, 2013. It was decided that there would not be meal reimbursement.

7G. TRAINING FROM CPLA

City Librarian Theyer stated that the Board Effectiveness training with Jane Jones is scheduled for October 26 in the Polly Watts Story Theater. Chairperson Sargent suggested taking Jane Jones out to lunch again as they did last year.

MOTION: Commissioner Ravine moved to allocate funds in an amount not to exceed \$100 for breakfast for the training. Commissioner Ross seconded the motion; a voice vote reflected unanimous approval.

7H. TALKING POINTS

City Librarian Theyer distributed the brochure "All About the Torrance Public Library" and stated that it was designed to meet the needs of the Commission.

Commissioner Haussmann suggested changing the title to "All About Your Torrance Public Library" and Chairperson Sargent suggested adding more about what the Library Commission is.

7I. ATTEND LEGISLATIVE TOWN HALLS

City Librarian Theyer distributed information regarding a town hall meeting on Covered California held by Assemblymember Muratsuchi on October 19 at Ken Miller Recreation Center.

8. COMMISSION LIAISON REPORTS

8A. TORRANCE PUBLIC LIBRARY FOUNDATION

No report.

8B. EDUCATION AND SCHOOL RELATIONS

No report.

8C. LIBRARY CENTENNIAL COMMITTEE

Commissioner Ravine reported on the September 22 Library Gala and City Librarian Theyer recommended concluding the service of Commissioner Ravine as formal liaison from the Commission as Centennial activities are over.

MOTION: Commissioner Wengrow moved to conclude Commissioner Ravine's service as liaison from the Commission on the Library Centennial Committee. Commissioner Ross seconded the motion; a voice vote reflected unanimous approval.

9. MONTHLY DIVISION REPORT

City Librarian Theyer noted that the Monthly Division Report was included in agenda materials. She reported that Library Assistant II Carrie Wilson has resigned and that SCLC is still seeking a new Executive Director. She encouraged Commissioners to visit the City's You Tube channel to see the results of the Library Video Contest.

She distributed "Rejected Waiver Requests Put Five States in Danger of Losing IMLS Funding" about states that did not meet Level of Effort funding. She also distributed an updated "California Public Library Organization 2013" which explains how libraries are funded.

10. ORAL COMMUNICATIONS

10A. Commissioner Sheikh discussed his attendance at a Pakistan Independence Day event.

10B. Commissioner Ross announced a Commissioner Certification training on October 24, noting that Commissioners are required to attend every two years.

10C. Commissioner Perkins encouraged everyone to go to the Friends book sale this weekend.

10D. Chairperson Sargent announced a Miracle of Living lecture on October 16.

11. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

Items for the November 18, 2013 Library Commission meeting agenda were listed and include: Friends, Youth Council, liaison and outreach reports, talking points brochure, joint meeting with City Council, CPLA training debrief, CLA Conference debrief, Library Spots, video project, and reimburse lunch for Jane Jones.

12. ADJOURNMENT

MOTION: At 9:07 p.m., Commissioner Ross moved to adjourn the meeting to November 18, 2013 at 7:00 p.m. in the Polly Watts Story Theatre, Katy Geissert Civic Center Library. Commissioner Wengrow seconded the motion and, hearing no objection, Chairperson Sargent so ordered.

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Approved as submitted November 18, 2013 s/ Sue Herbers, City Clerk
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