

November 18, 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, November 18, 2013 at Katy Geissert Civic Center Library.

2. ROLL CALL

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

Absent: None.

Also Present: Principal Librarian Wierzbicki, Administrative Analyst Orpe, and Youth Services Librarian Firchow.

3. FLAG SALUTE

Commissioner Wengrow 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.

Chairperson Sargent requested that Item 6D be taken out of order.

MOTION: Commissioner Ross moved to consider Item 6D following Item 7E. Commissioner Sheikh seconded the motion; a voice vote reflected unanimous approval.

5. APPROVAL OF MINUTES

5A. LIBRARY COMMISSION MEETING OF OCTOBER 14, 2013

MOTION: Commissioner Ross moved to approve the October 14, 2013 Library Commission meeting minutes as presented. Commissioner Ravine seconded the motion; a voice vote reflected unanimous approval.

6. NEW BUSINESS

6A. CONDITION OF PARKS SURVEY

This item was considered following Item 6C.

6B. REIMBURSE LUNCH FOR CPLA TRAINING

MOTION: Commissioner Ravine moved to reimburse Chairperson Sargent for the cost of trainer Jane Jones' lunch following the CPLA training on October 26, 2013. Commissioner Ross seconded the motion; a voice vote reflected unanimous approval.

6C. YOUTH PROGRAMS UPDATE

Youth Services Librarian Firchow showed pictures from the Summer Reading Program “Reading is So Delicious” and noted that her written report was included in agenda packets. She reported that this year total enrollment for the Reader Program was 4,076 and 772 for the Teen Program. She noted that there was an increase in the percentage of students who completed both programs compared to 2012. She stated that there were a total of 72 storytime sessions, with 3,172 attending. She described crafts, prizes, and programs presented during the seven-week program. She recognized teen volunteers who assisted with the program and put in a total of 650 hours. She discussed the Summer Reading Fair for readers who completed their reading requirements, noting that over 1,000 were in attendance. She expressed her appreciation to Friends, Torrance Teacher Association, ExxonMobil, and local businesses for their support.

In response to Commissioner Wengrow’s inquiry, Youth Services Librarian Firchow attributed the higher completion rate to the added 7th week and the Summer Reading Fair.

6A. CONDITION OF PARKS SURVEY

Administrative Analyst Orpe reported that one of the goals of the Parks Division is to maintain the spirit of continuous improvement and organizational development. He distributed a Public Satisfaction Survey designed to assess public satisfaction with Torrance parks.

Commissioners, staff, and audience members completed and turned in the survey. Administrative Analyst Orpe noted that he would compile these responses, as well as those from other Commissions, and return at a future meeting with results in a report format. He stated that they are considering conducting an online survey and reaching out to residents at Torrance Certified Farmers’ Market as well.

6E. COMMISSION CERTIFICATION DEBRIEF

Chairperson Sargent discussed her attendance at the Commission Certification training and reminded Commissioners that they need to attend every two years.

7. OLD BUSINESS

7A. FRIENDS OF THE TORRANCE LIBRARY

Secretary Covey announced that Friends made over \$8,000 at the October 18-19 hardback book sale. She expressed her support for the Library Spots and suggested providing more publicity

7B. YOUTH COUNCIL

The Commission welcomed Youth Council members Hayden Tanabe, Rebecca Horton, Alisa Ohara, Timothy Harvey, Jillian Free, Debbie Park, and Willy Wang.

Jillian stated that the last Youth Council meeting was productive and relayed suggestions on ways to attract more teens to the Library. She stated that members agreed that outreach would be strongest to middle and elementary school students and recommend producing a video to promote all that the Library offers. She suggested that the Youth Council form a committee to work with the Commission on creating a video.

Commissioner Haussmann suggested asking high school drama teachers for assistance with making a video.

Commissioner Ross recommended making one video for now but ending it in such a way that it can carry on to something else.

Jillian announced a talent show at the Senior Bartlett Center on January 27 and Youth Form at the ATTIC on February 4.

7C. OUTREACH REPORT

Commissioner Haussmann stated that the film "Lost Years" was informative and that she enjoyed the Excellence in Arts awards ceremony and Al Muratsuchi breakfast.

Commissioner Sheikh stated that he attended the last Youth Council meeting and plans to schedule a meeting with Gina at Torrance Memorial Hospital to see if they have needs that the Library might be able to provide.

Commissioner Perkins stated that she attended the Excellence in Arts awards ceremony, "Lost Years," Al Muratsuchi breakfast, classical guitarist Peter Fletcher, senior show, Friends book sale, and groundbreaking ceremony at 555 Maple Avenue.

Commissioner Ravine stated that he talked with several individuals about the Library Spots and suggested more publicity about them.

Commissioner Ross stated that he attended kick-off events for Councilmember Sutherland and Michael Wermers.

Commissioner Wengrow stated that she enjoyed the Excellence in Arts awards ceremony and was pleased that her nominee Helen Dennis won an award. She also attended a City Council meeting on behalf of the Retired Teachers Association.

Chairperson Sargent stated that she assisted at the Salvation Army Health Fair and attended a H.E.L.P. session, Torrance Adult School Council meeting, Friends book sale, Senior craft fair, Peter Fletcher concert, Y.M.C.A. Annual Dinner, Al Muratsuchi breakfast, and technical assistance for seniors program.

7D. CLA CONFERENCE DEBRIEF

Commissioner Wengrow reported that she and Chairperson Sargent attended the Pre-Conference meeting and luncheon at the California Library Association Conference on November 3-5 in Long Beach.

Chairperson Sargent attended the Conference on November 3 and 4 and noted that her report was included in agenda packets. She noted that few Commissioners from other Districts were in attendance and feels fortunate to have support from Library staff and Council.

Commissioner Perkins stated that it was an interesting experience and Commissioners Haussmann and Sheikh indicated that they would write up reports.

7E. JOINT MEETING WITH CITY COUNCIL MEETING

Chairperson Sargent noted that her written report was included in attachments and recommended postponing the joint meeting with City Council until after City Council elections in June 2014.

Commissioner Wengrow suggested postponing the joint meeting until late September.

MOTION: Commissioner Perkins moved to postpone the joint meeting with City Council until later in 2014 and to disband the ad hoc committee formed to develop the agenda for the meeting. Commissioner Sheikh seconded the motion; a voice vote reflected unanimous approval.

6D. DECEMBER MEETING

This item was taken out of order.

Following a brief discussion, Commissioners decided that the Commission should meet in December 2013 on its regularly scheduled meeting date of December 9.

7F. TRAINING FROM CPLA - DEBRIEF

Chairperson Sargent reviewed flip chart notes and results for Advocacy, Human Resources, Finance/Fundraising, Organizational Operations, and Planning from the Board Effectiveness training on October 26. She called attention to the items that received the most points: Public events to publicize library, Information in Del Amo Mall, and Support of technology.

Commissioners discussed ways to provide information about the Library in Del Amo Mall such as a small public library, Library Spot, and putting posters in the windows of empty stores.

Commissioner Sheikh stated that he would like to reach out to Torrance Memorial Hospital and Little Company of Mary to promote the Library and offer any needed assistance to patients. He offered to bring back results of the outreach.

MOTION: Commissioner Haussmann moved approval for Commissioner Sheikh to contact Torrance Memorial Hospital and Little Company of Mary. Commissioner Ravine seconded the motion; a voice vote reflected unanimous approval.

In response to Commissioner Sheikh's inquiry, Principal Librarian Wierzbicki explained the logistics of scheduling school visits to the Library.

7G. TALKING POINTS

Chairperson Sargent stated that City Librarian Theyer is requesting that the Commission review the "All About the Torrance Public Library 2013" brochure, adding that current statistics would be updated for the new brochure produced in January. She reminded Commissioners that they had discussed changing the title and adding the role of the Library Commission. She offered to send any comments to City Librarian Theyer.

Commissioner Sheikh distributed a document that he created for possible inclusion in the brochure. He suggesting including names of Library Commissioners and the Library's Mission Statement.

7H. ATTEND LEGISLATIVE TOWN HALLS

A brief discussion centered on the 555 Maple Avenue multi-sports facility and groundbreaking ceremony. Chairperson Sargent pointed out that Betsy Butler was instrumental in initiating the project.

8. COMMISSION LIAISON REPORTS

8A. TORRANCE PUBLIC LIBRARY FOUNDATION

No report.

8B. EDUCATION AND SCHOOL RELATIONS

No report.

9. MONTHLY DIVISION REPORT

Principal Librarian Wierzbicki noted that the Monthly Division Report was included in agenda materials. She reported that Southeast Library will reopen on December 2 and this will complete the ADA upgrades for all libraries.

10. ORAL COMMUNICATIONS

10A. Commissioner Ravine suggested that Commissioners attend book fairs at schools to promote the Library.

10B. Commissioner Perkins announced that West High School's drill team will be performing at half time in New Orleans.

10C. Commissioner Haussmann enjoyed a lecture by State Treasurer Lockyer.

10D. Chairperson Sargent announced a Miracle of Living lecture on November 20.

11. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

Items for the December 9, 2013 Library Commission meeting agenda were listed and include: Friends, Youth Council, liaison and outreach reports, talking points brochure, CPLA training, Library Spots, City budget, and use of excess funds in Commission budget.

12. ADJOURNMENT

MOTION: At 9:03 p.m., Commissioner Ross moved to adjourn the meeting to December 9, 2013 at 7:00 p.m. at Katy Geissert Civic Center Library. Commissioner Haussmann seconded the motion and, hearing no objection, Chairperson Sargent so ordered.

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Approved as amended January 13, 2014 s/ Sue Herbers, City Clerk
