

**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, February 10, 2014 at Katy Geissert Civic Center Library.

**2. ROLL CALL**

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

Absent: None.

Also Present: Principal Librarian Operations Vinke.

**3. FLAG SALUTE**

Commissioner Hausmann led the Pledge of Allegiance.

**4. AFFIDAVIT OF POSTING**

**MOTION:** Commissioner Wengrow, seconded by Commissioner Hausmann, moved to accept and file the report of the City Clerk on the posting of the agenda; a roll call vote reflected unanimous approval.

**5. APPROVAL OF MINUTES**

**5A. LIBRARY COMMISSION MEETING OF JANUARY 13, 2014**

**MOTION:** Commissioner Perkins moved to approve the January 13, 2014 Library Commission meeting minutes as submitted. Commissioner Wengrow seconded the motion; a roll call vote reflected unanimous approval.

**6. NEW BUSINESS**

**6A. UNSPENT COMMISSION FUNDS**

Discussion deferred to Items 6B, 6C, and 6F at this meeting.

**6B. CLA ATTENDANCE**

Principal Librarian Vinke requested that the Commission consider sending a representative to the California Library Association (CLA) Convention in Oakland, California on November 7-9, 2014. He reminded Commissioners that registration for the Conference begins in June so it is possible to use this year's budget for registration.

It was decided to defer discussion to the March 10, 2014 Commission meeting.

## **6C. CPLA SPRING WORKSHOP**

Principal Librarian Vinke relayed City Librarian Theyer's request that the Commission determine if any Commissioners are interested in attending the California Public Library Advocates (CPLA) Workshop on March 1, 2014 at Huntington Beach Public Library.

Commissioners Wengrow, Sheikh, and Chairperson Sargent indicated that they would like to attend the Workshop and were directed to register themselves and request reimbursement from Commission funds.

**MOTION:** Commissioner Perkins moved to approve three Commissioners to attend the California Public Library Advocates (CPLA) workshop on March 1, 2014 at Huntington Beach Public Library. Commissioner Sheikh seconded the motion. The motion passed on a 6-1 roll call vote (Commissioner Ross abstaining).

Commissioner Ross stated that he abstained from voting because he believes the funds could be better used elsewhere.

## **6D. COMMISSION LIAISONS**

Chairperson Sargent noted that City Librarian Theyer's report was included in attachments and requested that Commissioners determine if they want to end formal liaisons with Torrance Public Library Foundation and Education and School Relations.

**MOTION:** Commissioner Ross moved that the Library Commission discontinue having formal liaisons with Torrance Public Library Foundation and Education and School Relations. Commissioner Ravine seconded the motion; a roll call vote reflected unanimous approval.

## **6E. STATE BUDGET UPDATE**

Chairperson Sargent noted that a report from CLA lobbyists as well as talking points on both the Public Library Broadband Initiative and SCA 7-WOLK were included in attachments. She requested that the Commission determine if it wishes to send a letter of support for the Public Library Broadband Initiative and/or SCA 7-WOLK to the Governor, Budget Committee members, and local legislators. She stated she would like to make minor revisions to the attached sample letter and asked Commissioners to review the letter, amend or alter it, and direct staff to prepare it for her signature.

**MOTION:** Commissioner Wengrow moved for Chairperson Sargent to send a letter of support to the Governor, Budget Committee members, and local legislators. Commissioner Ross seconded the motion; a roll call vote reflected unanimous approval.

## **6F. FOCUS GROUPS**

Commissioners and staff discussed City Librarian Theyer's suggestion that the Library host targeted focus groups to survey the new Library Plan of Service. It was noted that her prepared concept was included in attachments as well as her offer to prepare scripts and instructions, assemble materials, and train facilitators.

There was general consensus that the Commission should take on hosting and facilitating the group sessions. Discussion centered on the focus groups conducted in 2012, agenda as outlined in the concept, and ways to attract participants.

When Commissioner Wengrow suggested conducting a survey instead of focus groups, Principal Librarian Vinke explained that a well-rounded community assessment should have both components. He assured Commissioners that they would receive all the support they would need to make sure the groups are as successful as possible.

Commissioner Haussmann suggested visiting private schools, churches, and the Y.M.C.A. to ask them about the Library's strengths and weaknesses and possibilities on the horizon for the Library to develop. She stated that by doing so they would be assured of an audience and would also interest people in going to the Library.

Principal Librarian Vinke responded that outreach is important but that focus groups are unique in that they target certain groups of people in the community who are interested in improving the Library.

Chairperson Sargent expressed interest in being a facilitator and Commissioners decided to form an ad hoc committee to develop the details.

**MOTION:** Commissioner Wengrow moved to form an ad hoc committee, consisting of Commissioners Wengrow, Sheikh, and Chairperson Sargent, with Commissioner Ravine as an alternate, to plan the focus groups to survey the new Library Plan of Service. Commissioner Ross seconded the motion; a roll call vote reflected unanimous approval.

**MOTION:** Commissioner Ross moved to approve a budget of NTE \$300 for refreshments, supplies, and gifts for the focus groups. Commissioner Wengrow seconded the motion; a roll call vote reflected unanimous approval.

## **6G. BROADBAND REPORT**

Principal Librarian Vinke noted that a report from CLA regarding bringing high speed broadband to California public libraries was included in attachments. He discussed the three alternatives that were examined in identifying costs and related requirements for implementing high-speed broadband networks for California public libraries: Status Quo, Cooperative Library System Consortium, and Statewide Consortium. He noted that ideally, if approved and the State has the funds to support it, the Statewide Consortium alternative would provide high-speed Internet access so the Library can meet the needs of the community.

## **7. OLD BUSINESS**

### **7A. FRIENDS OF THE TORRANCE LIBRARY**

Principal Librarian Vinke announced that the January 18 Paperback book sale at Katy Geissert Library was well attended and that Friends made approximately \$8,000.

### **7B. YOUTH COUNCIL**

The Commission welcomed Torrance Youth Council members Timothy Harvey, Hayden Tanabe, and Willy Wang.

Timothy discussed plans to film the next video centered on AP and SAT testing and how the Library can be useful to students. He asked permission to upload the new video in February before it is presented at the March Commission meeting. He stated that they want to make a new video each month and that AP testing is coming up.

Commissioners indicated that they would like to see it before it is uploaded and Principal Librarian Vinke stated that he would check with City Librarian Theyer and let him know. The Commission agreed that it was acceptable for the Youth Council to create two videos and show them both at the March meeting.

Hayden discussed the February 4 Youth Forum and announced upcoming events that include the ASB Bowl at West High School in March and Pancake Breakfast at the ATTIC in April. He offered to assist with a focus group directed toward youth.

#### **7C. OUTREACH REPORT**

Commissioner Hausmann stated that she enjoyed the Talent Show at the Bartlett Senior Center, Assemblymember Muratsuchi's breakfast, and visiting Redlands Public Library.

Commissioner Ravine stated that he enjoyed attending the Commissioner Appreciation Dinner and relayed Paul Cohen's kudos for Teen Tech Xpert, the Computer Assistance Program for Adults.

Commissioner Ross stated that he attended the last Youth Council meeting and the Friends' Paperback book sale.

Commissioner Sheikh stated that he enjoyed the Commissioner Appreciation Dinner, racing events in Anaheim, and sports events at Wilson Park and Redondo Union High School.

Commissioner Perkins stated that she attended the West High School Drill Team Showcase, Assemblymember Muratsuchi's breakfast, Torrance Art Museum opening exhibition, Talent Show at the Bartlett Senior Center, Commissioner Appreciation Dinner, and Friends' Paperback book sale.

Commissioner Wengrow stated that the Commissioner Appreciation Dinner was a lovely event and suggesting sending a thank you note to Mayor Scotto.

In response to Commissioner Wengrow's inquiry, Principal Librarian Vinke described the Teen Tech Xpert program, how it is publicized, and how it was made possible through a grant applied for by Senior Librarian Evan Coates.

Chairperson Sargent stated that she attended a City Council meeting, Commissioner Appreciation Dinner, Assemblymember Muratsuchi's breakfast, Torrance Historical Society Valentine's Day tea, Christopher Plummer's lecture at the Ahmanson Theatre, and a film at Temple Menorah.

#### **7D. DAY IN THE DISTRICT**

Commissioners Haussmann, Perkins, and Chairperson Sargent discussed their Day in the District meeting with David Leger, District Representative in Senator Ted Lieu's office, on February 7.

**7E. COMMISSION BOOKMARK**

Commissioners Wengrow and Haussmann distributed the sample bookmark they prepared promoting the Library Commission, to be used in conjunction with the "All About Your Torrance Public Library" brochure. Following a brief discussion, it was decided that the names of Commissioners should be taken out and the revised bookmark be brought back at the next Commission meeting.

**8. COMMISSION LIAISON REPORTS**

**8A. TORRANCE PUBLIC LIBRARY FOUNDATION** - No report.

**8B. EDUCATION AND SCHOOL RELATIONS** - No report.

**9. MONTHLY DIVISION REPORT**

Principal Librarian Vinke noted that City Librarian Theyer's Monthly Division Report was included in agenda materials.

Commissioner Sheikh stated that City Librarian Theyer visited with the Child Life Specialist at Torrance Memorial Medical Center to discuss how the Library can assist their patients while they are in the hospital.

**10. ORAL COMMUNICATIONS**

**10A.** Commissioners congratulated Commissioner Ravine on his reappointment to the Commission.

**10B.** Chairperson Sargent announced a Miracle of Living presentation on February 19 regarding heart disease.

**11. ITEMS FOR NEXT LIBRARY COMMISSION MEETING**

Items for the March 10, 2014 Library Commission meeting agenda were listed and include: Friends, Youth Council, outreach reports, focus groups, unspent Commission funds, CLA Conference attendance, CPLA Spring Workshop, Commission bookmark, thank you note to Mayor Scotto, and Part Time Employee Recognition.

**12. ADJOURNMENT**

**MOTION:** At 8:54 p.m., Commissioner Ross moved to adjourn the meeting to March 10, 2014 at 7:00 p.m. at Southeast Library, 23115 South Arlington Avenue. Commissioner Wengrow seconded the motion and, hearing no objection, Chairperson Sargent so ordered.

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Approved as submitted January 4, 2014 s/ Sue Herbers, City Clerk
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