

March 10, 2014

**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, March 10, 2014 at Southeast Library.

2. ROLL CALL

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

Absent: Commissioner Hausmann.

Also Present: City Librarian Theyer, Senior Librarian Coates, and
Youth Services Librarian Babiari.

*Commissioner Sheikh arrived at 7:09 p.m.

MOTION: Commissioner Perkins moved to grant Commissioner Hausmann an excused absence for the March 10, 2014 Commission meeting. Commissioner Wengrow seconded the motion; a roll call vote reflected unanimous approval.

3. FLAG SALUTE

Commissioner Ravine led the Pledge of Allegiance.

4. AFFIDAVIT OF POSTING

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

5. APPROVAL OF MINUTES

Minutes were not available.

6. NEW BUSINESS

The Commission welcomed Youth Council members Jillian Free and Timothy Harvey and guest Mike Kosidlak.

6A. SOUTHEAST LIBRARY UPDATE

Senior Librarian Coates noted that he was promoted to the vacant Senior Librarian position in early January and called attention to the Southeast Staff Report included in agenda packets. He reported that the branch reopened in mid-December 2013 and is now ADA compliant, with restroom, entry, and parking lot upgrades.

Youth Services Librarian Babiari discussed story times, class visits, Saturday craft programs, Teen Book Group, and the challenge of meeting Common Core State Standards.

Responding to Commissioner Wengrow's inquiry, she stated that the branch services Torrance, John Adams, and Howard Wood Elementary Schools, J. H. Hull Middle School, and Torrance and Sherry High Schools.

City Librarian Theyer noted that Southeast is physically the largest branch and is able to have more materials than the other libraries.

Chairperson Sargent commended Senior Librarian Coates for obtaining the grant for the Tech-Xperts program for seniors through appointments with teen volunteers and a brief discussion centered on how to continue the program when the grant ends in May.

In response to Commissioner Perkins' inquiry, City Librarian Theyer stated that Henderson and North Torrance branches have the highest circulation.

Referring to the Wish List, Senior Librarian Coates explained that a secondary computer would allow staff to manage the resources in the Homework Center and prevent a waste of paper and ink. He further explained that sound absorbing panels would cut down on noise created by tables of students working on projects.

City Librarian Theyer explained utility and fixed costs and how items on a Wish List are prioritized, assessed for value, and considered for budgeting.

Commissioner Wengrow inquired about the Library's van and City Librarian Theyer stated that it is used for inter-library deliveries five days a week and to move equipment and materials.

6B. PART-TIME RECOGNITION BREAKFAST

Commissioners asked City Librarian Theyer to check for meeting room availability on May 14, 21, or June 4, with May 13 as an alternate. City Librarian Theyer stated that this year there would be seven honorees and offered to provide invitations, certificates, and biographies. Commissioner Ross agreed to be responsible for gift cards and catering arrangements, and Chairperson Sargent volunteered to take care of flowers and table decorations.

Commissioner Ross stated that State legislators could also provide certificates of recognition and Commissioner Wengrow recommended arranging for Friends of the Torrance Library to be a recipient.

MOTION: Commissioner Perkins moved to approve allocation of not to exceed \$1,200 from the Library Commission budget for the Part-time Recognition Breakfast. Commissioner Wengrow seconded the motion; a roll call vote reflected unanimous approval (absent Commissioner Hausmann).

6C. PLAN OF SERVICE PROGRESS REPORT

City Librarian Theyer presented the first Progress Report on the Library's Plan of Service and requested that Commissioners review the report and provide feedback. She read comments from Commissioner Haussmann and noted that the report covers actions and activities in 2013 and sets forth major goals for 2014 listed on Page 11.

Commissioner Ravine commented that it takes too long and too many individuals to process new books, and City Librarian Theyer explained the procedure for processing new materials, noting that it can take 48 hours for best sellers to up to four months if there is internal review. She stated that this year staff is assessing shorter, more efficient ways of processing materials, noting that now music CDs are being centrally processed.

In response to Mr. Kosidlak's inquiries, City Librarian Theyer explained that the Library has a contract with OCLC for catalog records but that this year staff is investigating using an alternate vendor. She stated that major goals focus on Youth Services because there is overwhelming support for servicing youth from community members and City Council.

At Commissioner Sheikh's request, City Librarian Theyer described how the Library proctors exams at Katy Geissert and explained that the Library cannot charge more for proctoring exams than it costs them.

City Librarian Theyer discussed the goal to increase public awareness of modern library resources and services. She noted that 54% of seniors and 48% of K-12 students have library cards, adding that the City is below the State average for percentage of residents with library cards.

Chairperson Sargent commended City Librarian Theyer for a job well done and stated that the report is helpful to Commissioners to understand what is going on at the Library. She noted that South Bay Cities Council of Governments mentioned at a recent Conference that they are obtaining information on environmental issues from the Library.

6D. THANK YOU LETTERS

Chairperson Sargent stated that staff gave her approval to send thank you letters to Mayor Scotto and Torrance Youth Council.

6E. CPLA SPRING WORKSHOP DEBRIEF

Chairperson Sargent distributed her report regarding the March 1 California Public Library Advocates (CPLA) Spring 2014 Workshop at Huntington Beach Public Library. She reported that the workshop was worthwhile, with approximately 50 people in attendance. She stated that they were welcomed by Huntington Beach City Councilwoman Jill Hardy and discussed lectures that included a presentation regarding obtaining funding and support for the San Diego Central Library. She announced a "Serving With a Purpose" Conference in Ontario on May 22.

7. OLD BUSINESS

7A. FRIENDS OF THE TORRANCE LIBRARY

Secretary Covey reported that Friends is providing funding for the 2014 Summer Reading Program and discussed the huge attendance at the January 18, 2014 Paperback Book sale.

City Librarian Theyer announced that on March 11, 2014 she is asking City Council to accept and appropriate \$31,000 in donations from Friends.

7B. YOUTH COUNCIL

Youth Council members Timothy Harvey and Jillian Free presented the second video prepared by the Youth Council's Publicity Committee to promote the Library to high school students, this one focusing on the Library's audio video materials.

MOTION: Commissioner Ross moved to approve the second video prepared by the Youth Council to promote the Library. Commissioner Perkins seconded the motion; a roll call vote reflected unanimous approval (absent Commissioner Haussmann).

Jillian announced a Pancake Breakfast on April 5 at the ATTIC and Chairperson Sargent read a letter from Senior Recreation Supervisor Reed stating that proceeds would be used to upgrade the patio area and facility.

Chairperson Sargent relayed a request for a Commissioner to serve on the selection committee for the Beat the Odds scholarship program; Commissioner Ross and Chairperson Sargent expressed interest in participating.

7C. OUTREACH REPORT

Commissioner Sheikh stated that he attended the Jared Sidney Torrance recognition awards presentation and enjoyed visiting Carson Library.

Commissioner Perkins stated that she attended a South Bay Cities Council of Governments Conference, the awards presentation, and "George Washington's Boy."

Chairperson Sargent stated that she also attended the awards presentation as well as the SBCCOG Conference and shared Commissioner Haussmann's notes about things she learned at the Conference about climate change.

7D. DAY IN THE DISTRICT

Commissioners Wengrow, Ross, and Sheikh provided information about their February 25 visit with District Director Timothy Lippman and Senior Consultant Myloc Dinh from Assemblymember Muratsuchi's office. They noted how receptive the representatives were and were pleased that Principal Librarian Vinke was present.

7E. COMMISSION BOOKMARK

Commissioner Wengrow distributed a draft bookmark prepared by Commissioner Haussmann about the role of the Library Commission. Commissioners discussed possible revisions and Commissioner Wengrow offered to bring it back for approval at the April 14, 2014 Commission meeting.

Commissioner Ravine distributed a bookmark used at Henderson Library that was designed by Central Services and suggested using the bridge logo that is on the new Library cards.

7F. UNSPENT COMMISSION FUNDS

It was decided to use Commission funds to register Commissioner Sheikh in CPLA, Commissioner Ravine in CLA, and Commissioner Wengrow in CLA and CPLA. Commissioners discussed using unspent Commission funds for Commissioners to attend the "Serving With a Purpose" Conference in Ontario on May 22.

7G. CLA ATTENDANCE

City Librarian Theyer requested that the Commission consider sending a representative to the California Library Association (CLA) Convention in Oakland on November 7-9, 2014. The item was deferred to the April 14, 2013 Commission meeting.

7H. FOCUS GROUPS

City Librarian Theyer scheduled a meeting with the ad hoc committee on March 24, 2014 at 7:00 p.m. at Katy Geissert.

8. MONTHLY DIVISION REPORT

City Librarian Theyer noted that her Monthly Division Report was included in agenda materials. She reported that CDs, Playaways, and DVDs can now be checked out through the self-checkout machines at Katy Geissert. She stated that catalog only computers now show a slide show of events when idle. She invited Commissioners to help staff the Library's booth at the March 16 Cherry Blossom Festival at Columbia Park.

Southeast Library staff demonstrated what the new Apple televisions at all Libraries can do with the Apple I Pad that include showing videos, promoting programs and services, virtual interactions, and as an accessory to storytimes.

9. ORAL COMMUNICATIONS

9A. Commissioner Perkins announced a League of Women Voters Candidate Forum of March 27 and 31, 2014.

9B. Commissioner Sheikh initiated a brief discussion on ways the Commission can spread the word about Library needs.

9C. Commissioner Ross stated that he attended the last Youth Council meeting.

9D. Chairperson Sargent announced a Miracle of Living lecture on cancer on March 19 as well as the Torrance Office of Economic Development's 7th Annual Torrance Advantage Awards on March 20.

9E. Chairperson Sargent encouraged Commissioners to visit the mural at El Retiro Park.

10. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

Items for the April 14, 2014 Library Commission meeting agenda were listed and include: Friends, Youth Council, outreach reports, North Torrance Library report, focus groups, Spot Libraries, Commission bookmark, Serving With a Purpose Conference, unspent Commission funds, Part-time Recognition breakfast, and CLA Conference attendance.

11. ADJOURNMENT

MOTION: At 9:40 p.m., Commissioner Ross moved to adjourn the meeting to April 14, 2014, 2014 at 7:00 p.m. at North Torrance Library. Commissioner Wengrow seconded the motion and, hearing no objection, Chairperson Sargent so ordered.

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Approved as submitted April 14, 2014 s/ Sue Herbers, City Clerk
