

**MINUTES OF A REGULAR MEETING OF THE
TORRANCE LIBRARY COMMISSION**

1. CALL TO ORDER

The Torrance Library Commission convened in a regular session at 7:04 p.m. on Monday, March 14, 2016 at Walteria Library. Vice-Chairperson Ravine led the meeting until Chairperson Ross arrived at 7:15 p.m.

2. ROLL CALL

Present: Commissioners Gerber, Haussmann*, Javid, Lambert, Perkins, Ravine, and Chairperson Ross*.

Absent: None.

Also Present: City Librarian Theyer, Principal Librarian Wierzbicki, Senior Librarian Deleget, and Youth Services Librarian Gutierrez.

*Commissioner Haussmann arrived at 7:10; Chairperson Ross arrived at 7:15.

MOTION: Commissioner Gerber moved to grant Commissioner Ravine an excused absence for the February 8, 2016 Library Commission meeting. Commissioner Lambert seconded the motion; a roll call vote reflected 4-0 approval, with Commissioner Ravine abstaining.

3. FLAG SALUTE

Commissioner Lambert led the Pledge of Allegiance.

4. AFFIDAVIT OF POSTING

MOTION: Commissioner Perkins, seconded by Commissioner Gerber, moved to accept and file the report of the City Clerk on the posting of the agenda; a roll call vote reflected 5-0 approval.

5. APPROVAL OF MINUTES

5A. MINUTES OF FEBRUARY 8, 2016

MOTION: Commissioner Gerber moved to approve the Library Commission meeting minutes of February 8, 2016 as presented; Commissioner Perkins seconded the motion. The motion passed on a 5-0 roll call vote.

6. NEW BUSINESS

6A. FRIENDS OF THE TORRANCE LIBRARY

City Librarian Theyer reported that a Friends' donation of over \$3,000 to fund an adult Summer Reading Program would be accepted and appropriated at the March 22 City Council meeting. A get well card for Hospitality Chair Teresa Covey was circulated for signatures.

6B. TORRANCE YOUTH COUNCIL

The Commission welcomed Youth Council members Julie Kaplan, Kimberly Osbern, and Diane Kim who shared information about the March 13 Spring Boutique, March 15 ASB Bowl, March 25 Coffee House event, and April 2 Pancake Breakfast.

6C. WALTERIA LIBRARY REPORT

Senior Librarian Deleget welcomed Commissioners and provided an update on branch activities since the Commission's last visit. She noted that the WALTERIA Library Report was included in agenda attachments as well as different types of items borrowed and total circulation of 116,322 items in 2015. She stated that approximately 3,000 patrons use the facility each month. She reported that currently the staff consists of four full-time and four part-time employees. She discussed adult programs that included a Literary Tea, Halloween Paper Craft, Gift Wrapping, Brain Games Revisited, Radio-Controlled Airplanes, and I Love Art Contest. She stated that the Armchair Traveler Book Group continues to be popular.

Youth Services Librarian Gutierrez provided information about monthly after-school programming that includes story crafts, performers, and passive programs. She discussed Monday evening's Pajamarama and Teen Advisory Board. She stated that she visits local elementary schools, preschools, and day cares throughout the year.

Senior Librarian Deleget discussed plans for the future that include weeding and updating collections and preparing for the Summer Reading Program. She concluded her presentation with a wish list that includes display racks or spinners, study table and chairs, new computers, larger curb-side book returns, and book ends with cork.

In response to an inquiry from Commissioner Haussmann, City Librarian Theyer explained that donations could be made to the Library, specifying WALTERIA branch.

Commissioner Ravine inquired about first grade outreach, and Youth Services Librarian Gutierrez stated that she visited Arnold Elementary and WALTERIA Elementary Schools, adding that 51 students came in to get library cards.

Responding to Commissioner Lambert's inquiries, Senior Librarian Deleget explained that she shares an office with other staff members, and City Librarian Theyer explained how a delivery van returns materials to other libraries five days a week.

Chairperson Ross inquired about the Library's material budget and staff explained that Friends do not fund operations, and that Principal Librarian Wierzbicki receives \$10,000 a year from the City for furniture and equipment for all branches.

6D. SOCIAL SERVICES COMMISSION REPORT

City Librarian Theyer reported that the first Social Services Commission meeting on February 25 was primarily a training session. She stated that the Commission elected a Chairperson and Vice-Chairperson, adopted Commission Rules of Order, and accepted a proposed six-month Work Plan. She distributed agenda materials and copies of the PowerPoint presentation. She noted that she would be presenting at the next Commission meeting on March 24 and Chairperson Ross indicated that he would attend.

7. OLD BUSINESS

7A. DAY IN THE DISTRICT VISITS DEBRIEF

City Librarian Theyer apologized that Commissioners were sent to the wrong location for the visit with State Senator Allen and that she would reschedule an individual visit. She stated that she is still trying to make an appointment with State Senator Hall's office.

Commissioner Perkins discussed her visit with Assemblyman Hadley on February 19, noting that he inquired about the State budget for libraries.

City Librarian Theyer stated that so far they only have the Governor's proposed budget, noting that one-time assistance for libraries to connect to the broadband network is not in it. She distributed Budget Facts 2016-17 from California Library Association.

7B. AD HOC COMMITTEE REPORT – JOINT MEETING WITH CITY COUNCIL

City Librarian Theyer reported that she was unable to secure a meeting room for an April joint meeting with City Council. She recommended that the Commission select dates in September and October or host a social event. Following discussion, Commissioners directed staff to schedule a joint meeting in September or October 2016, and September 27, October 4, or October 18 were selected as potential dates.

It was noted that there were only two members on the committee and Commissioner Javaid volunteered and was appointed to the committee.

7C. AD HOC COMMITTEE REPORT – STAFF RECOGNITION

City Librarian Theyer reported that at the last meeting the Commission decided to continue personal visits to each work unit where cookie trays and gift cards are presented. She added that she would provide a budget at the April 11 meeting, with visits to be scheduled in late May/early June.

8. MONTHLY DIVISION REPORT

City Librarian Theyer noted that her Monthly Division Report was included in agenda materials. She discussed the March 12 traffic accident on the corner of Madrona Avenue and Torrance Boulevard that caused the Library to be evacuated and closed down due to fumes and power outage. She commended staff for their response in handling the situation. She distributed fliers for "Lunch at the Library." She informed the Commission that the Library is changing its Integrated Library System. She stated that at its February 23 meeting City Council approved joining the Public Library Broadband Initiative to improve the wireless speed at all six libraries.

9. ORAL COMMUNICATIONS

9A. Chairperson Ross stated that he attended the February 9 City Council meeting, February 11 Goldsworthy Desalter groundbreaking event, February 26 South Bay Cities Council of Governments (SBCCOG) Assembly, and two Youth Council meetings.

9B. Commissioner Ravine stated that he enjoyed the Desalter groundbreaking event and City Librarian Theyer's presentation at the SBCCOG Assembly.

9C. Commissioner Perkins stated that she attended the SBCCOG Assembly and March 12 Fire Fighters Association's Spaghetti Dinner.

9D. Commissioner Haussmann stated that she enjoyed the SBCCOG Assembly and Reference Librarian George's Biography and Memoirs Book Group.

9E. Commissioner Lambert stated that he attended the SBCCOG Assembly and that he participates in a Reading Partners program in Lawndale.

9F. Commissioner Javaid shared information about 100th day of school activities at her children's school.

9G. Commissioner Gerber stated that she enjoyed the Fire Fighters Association's Spaghetti Dinner and Torrance Theatre Company's "39 Steps."

10. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

Items for the April 11, 2016 Library Commission meeting agenda were listed and include: Friends, Youth Council, Ad Hoc Committee reports, budget for staff recognition, CPLA, Social Services Commission, Henderson Library report, State budget, Monthly Division Report, flowers for Teresa Covey, and talking points for ILS.

11. ADJOURNMENT

MOTION: At 8:28 p.m., Commissioner Lambert moved to adjourn the meeting to April 11, 2016, at 7:00 p.m. at Henderson Library. Commissioner Haussmann seconded the motion; a roll call vote reflected approval.

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Approved as submitted April 11, 2016 s/ Rebecca Poirier, City Clerk
