

**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, May 9, 2016 at El Retiro Library.

2. ROLL CALL

Present: Commissioners Gerber, Hausmann*, Javaid, Lambert, Perkins, Ravine, and Chairperson Ross.

Absent: None.

Also Present: City Librarian Theyer, Principal Librarian Wierzbicki, Supervising Librarian Ujimori, and Senior Librarian Firchow.

*Commissioner Hausmann arrived at 7:05 p.m.

MOTION: Commissioner Gerber moved to grant Commissioner Javaid an excused absence for the April 11, 2016 Commission meeting. Commissioner Ravine seconded the motion; a roll call vote reflected 6-0 approval.

3. FLAG SALUTE

Chairperson Ross led the Pledge of Allegiance.

4. AFFIDAVIT OF POSTING

MOTION: Commissioner Ravine, seconded by Commissioner Perkins, moved to accept and file the report of the City Clerk on the posting of the agenda; a roll call vote reflected 6-0 approval.

5. APPROVAL OF MINUTES

5A. MINUTES OF APRIL 11, 2016

MOTION: Commissioner Lambert moved to approve the Library Commission meeting minutes of April 11, 2016 as presented; Commissioner Ravine seconded the motion. The motion passed on a 6-0 roll call vote.

6. NEW BUSINESS

6A. FRIENDS OF THE TORRANCE LIBRARY

City Librarian Theyer reported that the April 22-23 Friends' Hardback Book Sale was successful, especially the Sunday \$5 per bag sale. She stated that on May 10 City

Council is accepting and appropriating a \$60,000 donation from Friends for downloadable audio books and \$11,000 for adult programming. A card was circulated from Hospitality Chair Teresa Covey thanking Commissioners for the flowers they sent.

6B. TORRANCE YOUTH COUNCIL

No report.

6C. EL RETIRO LIBRARY REPORT

Supervising Librarian Ujimori welcomed Commissioners and provided an update on branch activities since the Commission's last visit in June 2015. She noted that the El Retiro Library Report was included in agenda attachments. She discussed some of the programs offered at the branch that have included "Try Your Hand at Making Gift Tags," "Fairy Gardens," El Retiro Book Discussion Group, and a presentation from South Bay Environmental Services Center and West Basin Municipal Water District about how to live comfortably and stay healthy in your home. She announced "Chocolates" on May 14 and "Chili, Chiles, and Hot Sauces" on May 28.

Senior Librarian Firchow stated that Youth Services Librarian Spradlin was unable to be here this evening. She reported that his toddler time is very popular and that he continues to do outreach to all the local schools. She announced that in the fall he is starting a book group for tweens. She distributed calendars for the 2016 Summer Reading Program "Read For the Win!" on June 27 - August 13.

Commissioner Gerber offered her observation that all the branch wish lists have more computers listed.

6D. MEETING REFRESHMENTS

A general discussion centered on Chairperson Ross's proposal to contribute funds from the Commission budget for coffee and refreshments at Library Commission meetings.

MOTION: Commissioner Hausmann moved to approve \$125 from the Commission budget for refreshments at branch Library visits five times a year. The motion died for lack of a second and there were no further motions made.

6E. COMMISSIONER TRAINING (CPLA)

City Librarian Theyer reported that California Public Library Advocates (CPLA) offers free Board Effectiveness Training, noting that a description was included in agenda materials. She stated that, if interested in this training, Commissioners propose several Saturday mornings that they are available over the next few months. Following a brief discussion, she offered to check with trainer Jane Jones for dates she is available in the fall.

6F. COMMISSIONER TRAINING (CPLA)

Commissioner Ravine distributed his report on his attendance at the CPLA Spring Workshop in Tustin on April 16. He commended keynote speaker City Librarian

Theyer's and noted that the Workshop was geared toward problem solving. He stated that groups were formed to discuss problem areas that their libraries were having and to brainstorm possible solutions by thinking "outside the box." He noted that one area of discussion centered on starting up a Foundation or having a Foundation that is floundering, with the possible solution offered to start with a smaller capital project such as purchasing new furniture and working from there.

6G. CLA ATTENDANCE

City Librarian Theyer announced the California Library Association (CLA) annual Convention on November 3-5 in Sacramento. She noted that CLA opens registration in June, enabling libraries to use end of fiscal year funds to pay for registrations. Commissioner Ravine expressed interest in attending.

MOTION: Commissioner Haussmann moved to approve the cost of one full attendance from this fiscal year's budget for Commissioner Ravine to attend the CLA Convention on November 3-5, 2016 in Sacramento. Commissioner Perkins seconded the motion; a roll call vote reflected 6-1 approval (Chairperson Ross voting no).

At Commissioner Lambert's request, City Librarian Theyer explained the difference between CPLA and CLA.

7. OLD BUSINESS

7A. DAY IN THE DISTRICT REPORT

City Librarian Theyer stated that she has been unable to make an appointment with State Senator Allen's office. She recommended that the Commission evaluate the May revise of the State budget and authorize Chairperson Ross to write local legislators about issues of concern to the Commission and to update them on Torrance Public Library initiatives.

MOTION: Commissioner Gerber moved to authorize Chairperson Ross to write local legislators about issues of concern to the Commission and to update them on Torrance Public Library initiatives. Commissioner Javaid seconded the motion; a roll call vote reflected unanimous approval.

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

Commissioner Gerber reported that the Committee is meeting on May 13 to begin planning the joint meeting with City Council on September 27, 2016.

7C. AD HOC COMMITTEE REPORT – STAFF RECOGNITION

City Librarian Theyer informed the Commission that an item would be considered by City Council on May 9 requesting their approval of the expenditure of \$1,300 for the annual Library staff recognition. She explained that permission is needed from City Council for amounts exceeding \$1,000, and Chairperson Ross offered to attend the meeting to speak to the item if needed. She noted that the City Council item is included in attachments, and called attention to the City Manager Note.

City Librarian Theyer stated that she needs one more Commissioner to participate in the staff recognition at Walteria Library on May 24 and Southeast Library on May 25. She offered to email Commissioners individually.

7D. SOCIAL SERVICES COMMISSION REPORT

Commissioner Perkins shared information about the April 28 Social Services Commission meeting.

8. MONTHLY DIVISION REPORT

City Librarian Theyer noted that her Monthly Division Report was included in agenda materials. She was pleased to announce that ten of 13 vacancies have been filled, and that interviews for Senior Library Technicians would take place before the end of May. She reported that the Library has finalized the next Integrated Library System contract and that it would be presented to City Council on May 10. She announced the City's budget hearings on May 10 and May 17, and noted that a \$40,000 enhancement to the book budget is recommended by the City Manager. She added that a few capital projects are included, spaced out over five years, for roofing, carpeting, and chiller repair.

9. ORAL COMMUNICATIONS

9A. Commissioners Gerber, Haussmann, Ravine, and Chairperson Ross stated that they attended City Council meetings.

9B. Commissioner Gerber announced the publication of her book From Cows to Concrete.

9C. Chairperson Ross stated that he attended the Friends' book sale, a Youth Council meeting, and plans to serve on the selection committee for new Youth Council members.

10. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

Items for the June 13, 2016 Library Commission meeting agenda were listed and include: Friends, Youth Council, Ad Hoc Committee reports, Library's Annual Report, Commission's Annual Report, Library policies, election of Chairperson and Vice-Chairperson, National Library Legislative Day, Social Services Commission, North Torrance Library report, State and City budget update, and Monthly Division Report.

11. ADJOURNMENT

MOTION: At 8:30 p.m., Commissioner Gerber moved to adjourn the meeting to June 13, 2016, at 7:00 p.m. at North Torrance Library. Commissioner Ravine seconded the motion; a roll call vote reflected approval.

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Approved as submitted June 13, 2016 s/ Rebecca Poirier, City Clerk
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