

**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, August 11, 2014 at El Retiro Library.

2. ROLL CALL

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

Absent: None.

Also Present: City Librarian Theyer.

*Commissioner Hausmann arrived at 7:06 p.m.

3. FLAG SALUTE

Chairperson Ross led the Pledge of Allegiance.

4. AFFIDAVIT OF POSTING

MOTION: Commissioner Sargent, 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 unanimous approval.

5. APPROVAL OF MINUTES

5A. MINUTES OF JULY 14, 2014

Commissioner Wengrow moved to approve the Library Commission meeting minutes of July 14, 2014 as presented. Commissioner Sheikh seconded the motion; a roll call vote reflected unanimous approval.

9. ORAL COMMUNICATIONS

This item was taken out of order.

Sharon Brooms discussed the problems facing the homeless population and suggested that wealthy individuals invest their money into permanent infrastructure for the homeless to live in instead of the existing revolving door shelters.

6. NEW BUSINESS

6A. CLA CONFERENCE REGISTRATION

City Librarian Theyer confirmed that Commissioner Sargent is registered as a special attendee for the California Library Association Conference on November 7-9, 2014 in Oakland, California. She suggested that any other interested Commissioners register for the Conference or add events to Commissioner Sargent's registration before the August 15 deadline.

Commissioner Sargent expressed interest in attending the Pre-Conference Workshop on advocacy and the Legislative Luncheon, both on November 7, 2014.

MOTION: Commissioner Wengrow moved to allocate \$100 for Commissioner Sargent to attend the November 7, 2014 Pre-Conference Workshop on advocacy and Legislative Luncheon at the CLA Conference. Commissioner Sheikh seconded the motion; a roll call vote reflected unanimous approval.

7B. FOCUS GROUPS RESULTS

City Librarian Theyer presented raw data results from the Community Focus Groups conducted by the Library Commission. She explained that the scores were ranked with 1 meaning the person ranked it as most important and 12 meaning they ranked it as least important. She noted that "Technology Training" and "Online Payment of Fees and Fines" were ranked most important across all groups. She pointed out that the SWOT Analysis—Strengths, Weaknesses, Opportunities, and Threats—was typed verbatim from the flip chart sheets that Commissioners turned in.

Commissioner Sheikh requested that City Librarian Theyer provide the raw data on an EXCEL spreadsheet.

In response to Commissioner Wengrow's inquiry, City Librarian Theyer explained that the focus groups results guide the bigger data gathering effort to be discussed in the next item.

7C. COMMUNITY SURVEY

City Librarian Theyer reviewed the draft Community Survey designed to gauge satisfaction with current materials and services, and feedback on possible future materials and services. She stated that the survey would be available in print and online and invited Commissioners to encourage people at homeowners associations and other community groups to complete the survey. She anticipated that the survey would be ready to launch in mid-September and would take participants approximately five minutes to complete. She requested that Commissioners provide comment and feedback on the questions and structure.

Commissioner Sheikh initiated a brief discussion regarding the possibility of changing the age range but it was decided that age demographics provide valuable information.

7D. ANNUAL REPORT

Commissioners expressed their appreciation to Commissioners Haussmann and Sheikh for preparing the Commission Annual Report to the City Council. They offered additions and minor corrections to the draft, and City Librarian Theyer stated that she

would make the revisions and bring it back on September 8 for final approval. Chairperson Ross indicated that he would attend the October 7, 2014 City Council meeting when the Annual Report would be on the Consent Calendar.

6E. REVISION TO PROGRAMMING POLICY

City Librarian Theyer noted that the Library's current and revised Programming Policy was included in agenda materials. She noted that the Policy was revised for the new Mission and Vision statements as well as to expand the definition of a public program to include passive and online programs.

Commissioner Sargent offered a minor addition that states that programs are free and open to the public.

Commissioner Sheikh received clarification from staff that the Library has no restrictions on taking videos or photographs inside its libraries.

MOTION: Commissioner Wengrow moved to add "Reviewed by the Library Commission" on the Torrance Public Library's Programming Policy as amended. Commissioner Sheikh seconded the motion; a roll call vote reflected unanimous approval.

7. OLD BUSINESS

7A. FRIENDS OF THE TORRANCE LIBRARY

City Librarian Theyer reported that the Friends' July 19 Paperback book sale was successful.

Commissioner Sargent stated that she attended the Friends' Annual meeting and that Burt Dobratz is the new Chair and Helen Ball is the new Vice-Chair.

7B. TORRANCE YOUTH COUNCIL

No report.

8. MONTHLY DIVISION REPORT

City Librarian Theyer noted that her Monthly Division Report was included in agenda materials. She reported that Youth Services Librarians Matthew Moses and Marc Pezzell joined the Library staff at the end of July, Youth Services Librarian Pat Higley is retiring in August, and that there are three new Page vacancies.

Chairperson Ross received clarification that he cannot volunteer to shelve books because it is a paid position in the Library.

City Librarian Theyer discussed her presentation to the South Bay Cities Council of Government regarding social media use and successes.

9. ORAL COMMUNICATIONS

9A. Commissioner Perkins stated that she attended City Council meetings and the Library's lecture about Korea. She informed Commissioners that the City Council vacancy would be filled on August 12.

9B. Commissioner Haussmann stated that she attended a City Council meeting and the commemorative for Louis Zamperini at Torrance High School.

9C. Commissioner Sargent stated that she attended a fundraiser for Torrance Memorial Medical Center and Friends' Annual meeting with harpist Vanessa Sheldon. She distributed chocolate from Switzerland and Austria and announced a Miracle of Living lecture on diabetes on August 20.

9D. Commissioner Wengrow announced an American Red Cross Blood Drive on August 17 at Hermosa Beach Kiwanis Hall.

9E. Commissioner Ravine stated that his surgery in June was successful and that he went to recognition event for the outgoing Mayor and Councilmembers.

9F. Commissioner Sheikh stated that he attended a City Council meeting, lecture on Korea, and Pakistani Independence Day event at Exposition Park.

9G. Chairperson Ross stated that he went to the CIF re-certification for soccer referees.

9H. Commissioners expressed interest in City Librarian Theyer's suggestion to invite the four Library departments to give presentations at Commission meetings.

10. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

Items for the September 8, 2014 Library Commission meeting agenda were listed and include: Friends, Youth Council, Annual Report, final Community Survey and outreach opportunities, and Joint Meeting with City Council.

11. ADJOURNMENT

MOTION: At 8:43 p.m., Commissioner Sargent moved to adjourn the meeting to September 8, 2014, 2014 at 7:00 p.m. at Katy Geissert Civic Center Library. Commissioner Haussmann seconded the motion and, hearing no objection, Chairperson Ross so ordered.

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Approved as amended September 8, 2014 s/ Rebecca Poirier, City Clerk
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