

**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, December 14, 2015 at Katy Geissert Civic Center Library.

2. ROLL CALL

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

Absent: None.

Also Present: City Librarian Theyer.

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 NOVEMBER 9, 2015

MOTION: Commissioner Gerber moved to approve the Library Commission meeting minutes of November 9, 2015 as presented. Commissioner Sargent seconded the motion; a roll call vote reflected unanimous approval.

6. NEW BUSINESS

6A. FRIENDS OF THE TORRANCE LIBRARY

City Librarian Theyer reported that Friends is arranging for more charities to donate books to after their book sales, and that she would be accepting their \$16,800 donation at the December 22 City Council meeting to fund youth programming for 2016.

6B. TORRANCE YOUTH COUNCIL

Youth Council members Cindy Takigawa, Nathan Apodaca, and Alanna Bledman introduced themselves. Nathan reported that the Publicity committee has started filming a video promoting Torrance Public Library, this time focusing on youth of all ages. Cindy

announced that the Youth Council made \$93 from the December 6 Winter Boutique and discussed plans for the February 2016 Youth Forum.

6C. DAY IN THE DISTRICT

All Commissioners expressed interest in visiting local legislators to discuss library issues, typically on Fridays in January - March 2016. City Librarian Theyer stated that she would coordinate appointments with specific legislators, dates, and times, and ask up to three Commissioners to attend.

6D. CPLA DUES STRUCTURE

City Librarian Theyer stated that the California Public Library Advocates (CPLA) is changing their dues structure in 2016. She noted that members could still join as individuals for \$25; however, there is now an option for all trustees, Commissioners, and staff to join for \$250. Further discussion was deferred to February 2016 when the Commission generally takes up memberships and after a new Commissioner has been appointed. She announced the spring workshop on April 16, 2016 at the Tustin branch library of the Orange County Library.

In response to Chairperson Ross's inquiries, she advised him that the Commission generally runs under budget and that the entire organization option would not include Friends of the Torrance Library.

6E. STAFF RECOGNITION

Discussion centered on this year's staff recognition that included a personal visit from two or three Commissioners to each work unit where cookie trays and gift cards were presented. City Librarian Theyer stated that staff members enjoyed the personal visit, gift, and opportunity to meet with Commissioners.

Chairperson Ross expressed concern that recognizing all staff members takes away from the Commission's original intent to recognize part-time employees.

Commissioner Gerber explained that the Commission originally began hosting the brunch to honor part-time employees because they were not recognized for years of service with full-time employees; however, for the past few years, the City honors all Library employees for years of service.

MOTION: Commissioner Haussmann moved to continue visiting Library work units with a tray of cookies and gift cards for each employee and to appoint an ad hoc committee to plan the staff recognition. Commissioner Sargent seconded the motion; the motion passed on a 5-1 roll call vote (Chairperson Ross abstaining).

Chairperson Ross stated that he abstained because he does not like sharing the part-time staff recognition with all staff members. He appointed Commissioners Haussmann, Perkins, and Ravine to serve on an ad hoc committee to plan the recognition, with Commissioner Ravine to be Chair.

6F. JOINT MEETING WITH CITY COUNCIL

City Librarian Theyer stated that the previous joint meeting with City Council was on April 21, 2015, noting that the agenda and items were included in attachments. She pointed out that elections will be in June and that there may be up to three new Councilmembers. She asked the Commission to determine if they wish to start planning a joint meeting, either by ad hoc committee or the Commission as a whole.

An ad hoc committee was formed, consisting of Commissioners Gerber, Sargent, and Chairperson Ross, to plan the next joint meeting with City Council. Commissioner Gerber offered to serve as Chair of the committee.

7. OLD BUSINESS

7A. CLA CONFERENCE DEBRIEF

City Librarian Theyer noted that reports from Commissioner Sargent, Commissioner Ravine, and herself regarding the November 5-8 California Library Association Conference in Pasadena were included in attachments.

Commissioner Haussmann provided an oral report on her attendance. She stated that the Library Advocacy in Action workshop was a good overview on how the process works and how best to influence those in power.

Commissioner Ravine requested that meals be included for reimbursement.

7B. SOCIAL SERVICES COMMISSION LIAISON

City Librarian Theyer reported that the new Social Services Commission will meet on the fourth Thursday of the month starting in January or February 2016. She reminded Commissioners that at the November meeting the Commission voted to have a liaison at their meetings. She asked Commissioners to consider if they want to appoint a liaison, a single liaison with a backup, or a rotation system to have Commissioners attend the Social Services Commission meetings, and report back to the full Commission. It was decided to have a monthly rotation for those Commissioners interested in attending, with a backup. City Librarian Theyer offered to make Social Services a regular item on agendas, starting in January 2016.

8. MONTHLY DIVISION REPORT

City Librarian Theyer noted that her Monthly Division Report was included in agenda materials. She informed Commissioners that Senior Library Technician Zoe Yun is promoting to the Finance Department as an Administrative Analyst. A brief discussion centered on collection of nonperishable food items for the needy and the Library Spots.

9. ORAL COMMUNICATIONS

Commissioners Ravine, Perkins, Haussmann, Sargent, and Chairperson Ross spoke.

10. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

Items for the January 11, 2016 Library Commission meeting agenda were listed and include: Friends, Youth Council, Monthly Division Report, Social Services Commission, Day in the District, State budget, branch visits, Adult Book Groups presentation, and reimbursement of meals for the CLA Conference.

11. ADJOURNMENT

MOTION: At 8:12 p.m., Commissioner Sargent moved to adjourn the meeting to January 11, 2016, at 7:00 p.m. at Katy Geissert Civic Center Library. Commissioner Gerber seconded the motion; a roll call vote reflected unanimous approval.

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