

**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 8, 2011 at the Katy Geissert Civic Center Library.

**2. ROLL CALL**

Present: Commissioners Perkins, Ravine, Ross, Sargent, Wasserman, Wengrow, and Chairperson Stapleton.

Absent: None.

Also Present: City Librarian Theyer.

**MOTION:** Commissioner Ross moved to grant Chairperson Stapleton an excused absence for the September 12, 2011 Commission meeting. Commissioner Wengrow seconded the motion; a voice vote reflected unanimous approval.

**3. FLAG SALUTE**

Chairperson Stapleton led the Pledge of Allegiance.

**4. AFFIDAVIT OF POSTING**

**MOTION:** Commissioner Ross moved to accept and file the report of the City Clerk on the posting of the agenda. Commissioner Sargent seconded the motion; a voice vote reflected unanimous approval.

**5. APPROVAL OF MINUTES**

**5a. MINUTES OF JULY 11, 2011 LIBRARY COMMISSION MEETING**

**MOTION:** Commissioner Sargent moved for the approval of the July 11, 2011 Library Commission meeting minutes as presented. Commissioner Ravine seconded the motion; a voice vote reflected unanimous approval.

**6. NEW BUSINESS**

**6A. APPOINT LIAISONS TO THE TORRANCE PUBLIC LIBRARY FOUNDATION AND EDUCATION AND SCHOOL RELATIONS**

City Librarian Theyer requested that the Commission appoint liaisons to the Torrance Public Library Foundation and the Education and School Relations positions. She noted that no appointment was necessary for the System Advisory Board for the Southern California Library Cooperative (SCLC) as Commissioner Ravine is eligible to serve as liaison until June 30, 2013.

Commissioner Perkins volunteered to serve as liaison to the Foundation and Commissioner Wasserman offered to serve as an alternate.

**MOTION:** Commissioner Ross moved to appoint Commissioner Perkins as the Library Commission's liaison to the Torrance Public Library Foundation, with Commissioner Wasserman to serve as an alternate. Commissioner Sargent seconded the motion; a voice vote reflected unanimous approval.

Commissioner Sargent offered to continue serving as liaison to the Education and School Relations position; Commissioner Ross volunteered to serve as an alternate.

**MOTION:** Commissioner Wengrow, with a second by Commissioner Ravine, moved to appoint Commissioner Sargent as the Commission's liaison to the Education and School Relations position; a voice vote reflected unanimous approval.

**6B. E-MAIL OVERDUE REPORT**

City Librarian Theyer noted that Principal Librarian Vinke's report on the e-mail notification system was included in agenda packets.

Responding to Commissioner Ravine's inquiries, she stated that 5,000, out of approximately 100,000 library patrons, have registered for the system so far, and that she has control over the Library's Facebook page within the terms of Facebook and the Library's internal policy.

In response to Commissioner Wasserman's inquiry, she advised that a formal Citywide policy on social media use is expected in the near future.

**6C. FRIENDS OF THE TORRANCE LIBRARY UPDATE**

City Librarian Theyer reported that the July 16, 2011 Friends paperback book was successful.

**6D. REVISIT COMMISSION GOALS**

Chairperson Stapleton initiated discussion on the two goals adopted by the Commission in February 2011: 1) To host more efficient meetings, and 2) To increase outreach efforts—including attending library events, meeting with Homeowners Associations, and visibility on Torrance CitiCABLE. She noted that all goals are being addressed except for visibility on CitiCABLE and asked Commissioners how they would like to proceed.

Commissioner Wengrow suggested focusing outreach efforts on the City's website but it was pointed out that many seniors do not use the Internet; Commissioner Ross pointed out that some residents do not have access to CitiCABLE depending on their provider.

Commissioner Wasserman recommended forming an ad hoc committee to determine the best way to present more information on CitiCABLE and what population they are trying to target.

Chairperson Stapleton suggested including information on what the Library Commission does and how one becomes a Commissioner.

Commissioner Ross suggested targeting not only seniors but all populations and "This Week in Torrance" and "Spotlight Torrance" were considered as possible programs for outreach efforts.

Chairperson Stapleton gave direction to Commissioner Wasserman to speak to Hope Witkowski from "Senior Scenes" about the best approach to develop visibility on CitiCable and to bring back information at the September 12, 2011 Commission meeting.

#### **6E. JOINT MEETING WITH CITY COUNCIL**

City Librarian Theyer reported that City Council is available for meetings in October 2011 and that the Library Meeting Room is only available on October 25, 2011. All Commissioners indicated that they would be able to participate on that date.

**MOTION:** Commissioner Wasserman, with a second by Commissioner Sargent, moved to host a joint meeting of the Library Commission and City Council on October 25, 2011 at 5:30 p.m.; a voice vote reflected unanimous approval.

Possible topics for the joint meeting agenda were discussed. It was determined that each Commissioner would present a topic at the meeting and assignments were tentatively selected as follows: Chairperson Stapleton – Commission goals; Commissioner Sargent – public outreach; Commissioner Ravine – Legislative Day; Commissioner Wengrow – outreach at homeowners associations; Commissioner Wasserman – Plan of Service; Commissioner Perkins – Live Homework Help; and Commissioner Ross – e-mail notifications.

It was decided that it was not necessary to appoint an ad hoc committee to develop the agenda and City Librarian Theyer offered to provide Commissioners with background information.

Discussion centered on the Commission budget and the amount to be allocated for catering for the joint meeting.

**MOTION:** Commissioner Wasserman moved to allocate NTE \$300 from the Commission budget for the joint meeting, direct staff to implement the dinner, and to use a vendor from Torrance. Commissioner Sargent seconded the motion. Commissioners Wasserman and Sargent withdrew the motion and it failed to pass.

City Librarian Theyer recommended voting on the budget for the joint meeting at the September 12, 2011 Commission meeting to allow staff the opportunity to bring the last two Commission budgets and a sample menu.

#### **6F. NORTH TORRANCE LIBRARY PROJECT**

City Librarian Theyer noted that her report on the North Torrance Library Project was included in agenda materials. She reported that a community meeting is this evening, a pre-construction meeting is on August 9, 2011 and that preparations are underway for closure scheduled for September 6, 2011.

## **6G. PLAN OF SERVICE**

City Librarian Theyer distributed a copy of the Public Library Association's Strategic Planning for Results that will be used as a planning model to develop a new Plan of Service. She reported that the last Plan of Service was finalized in December 2003 and that most goals and benchmarks have been achieved. She noted that the new Plan of Service will have primary and secondary goals as well as measures for assessing public library service to Torrance designed to carry Library services to 2020. She reviewed the timeline and tasks included in the material of record: Demographic Collection and Analysis, Survey the Public, Focus Groups, Write the Plan, and Communicate the Plan, with completion expected in June 2012. She requested that Commissioners provide feedback and consider appointing a liaison to work with Library staff on the Plan of Service.

In response to Chairperson Stapleton's response, she explained that staff may have both maintenance goals and completed goals, and that staff may add additional goals so that there is always something to strive for.

Responding to Commissioner Ravine's inquiry about Commission involvement, City Librarian Theyer advised that at a minimum the Plan of Service would be brought back to the Commission for review in one year, the Commission could appoint a formal liaison, or staff could provide monthly reports. She stated that Commissioners would be given the opportunity to participate in focus groups and recalled that in 2003 Commissioners assisted staff in providing contact information within the community for focus groups.

Commissioner Wasserman inquired about accountability and she explained that the new Plan of Service would include an Introduction of where the Library has been in the last two Plans. She noted that once there is a new Plan of Service she would like to start preparing annual reports for benchmarking.

## **7. OLD BUSINESS**

### **7A. COMMISSION OUTREACH REPORT**

Commissioner Perkins stated that she attended the Friends book sale, Rock Around the Block, and the July 19, 2011 City Council meeting.

Commissioner Sargent stated that she attended Rock Around the Block, the July 19, 2011 City Council meeting, and visited the Historical Law Library in San Diego.

Commissioner Wasserman stated that he had the opportunity to do outreach at his 20-year West High School reunion and at a parenting group of lawyers.

Commissioner Ross raised the possibility of charging to transport children to Library programs and City Librarian Theyer advised that it is against Library policy to provide transportation with City vehicles or to provide childcare, adding that all programs are free and open to the public.

Chairperson Stapleton stated that she spoke about Summer Reading Program and read the list of donors at the July 19, 2011 City Council meeting.

**7B. LIBRARY COMMISSION ANNUAL REPORT (DRAFT)**

Commissioner Wengrow presented the draft Library Commission Annual Report for fiscal year July 1, 2010 to June 30, 2011 and asked Commissioners to provide comments. She requested that staff verify appointment, beginning, and expiration dates for Commissioners with the City Clerk's office.

Commissioners offered minor corrections and additions; Commissioner Wasserman, Sargent, and Chairperson Stapleton provided written comments.

Chairperson Stapleton gave direction to City Librarian Theyer and Commissioner Wengrow to consult with one another to amend the Annual Report.

**8. COMMISSION LIAISON REPORTS**

**8A. TORRANCE PUBLIC LIBRARY FOUNDATION**

Principal Librarian Theyer announced the August 9, 2011 Foundation meeting to discuss their plans, goals, and budget for their sponsorship of "One City, One Book" for the Centennial celebration.

**8B. SOUTHERN CALIFORNIA LIBRARY COOPERATIVE (SCLC)**

No report.

**8C. EDUCATION AND SCHOOL RELATIONS**

Commissioner Sargent reported that Hull Middle School is opening in September 2011 and will have a new gymnasium.

**9. MONTHLY DIVISION REPORT**

City Librarian Theyer noted that the Monthly Division Report for July 2011 was included in agenda packets. She distributed the August 2011 Calendar of Events and announced that Dana Vinke and Jan Wierzbicki officially promoted to Principal Librarian positions on August 5, 2011. She was pleased to note that Library administration was fully and permanently staffed for the first time in nine months. She distributed registration information for the California Library Association Conference on November 11-13, 2011 in Pasadena and asked Commissioners to vote on attendance and fund allocation at the September 12, 2011 meeting. She announced an Ethics class on August 24, 2011 for Commissioners who are due.

**10. ORAL COMMUNICATIONS**

**10A.** Commissioner Ravine relayed a resident's comment that new books are often unavailable at the Library.

City Librarian Theyer responded that the Library ran out of book money in April 2011 and that they changed book vendors but that they are now receiving new books from a new book vendor.

**10B.** Commissioner Sargent expressed appreciation to Commissioner Wengrow for preparing the Annual Report and distributed information about a Miracle of Living lecture on August 17, 2011.

**10C.** Commissioner Wasserman commended the Summer Reading Program and related a conversation with an editor from Simon & Schuster. He noted that the digitization of old Torrance newspaper has been helpful in placing faces with names for the Torrance Veterans Memorial.

**10D.** City Librarian Theyer stated that she would be absent from the September 12, 2011 Commission meeting, that Principal Librarian Vinke would serve as liaison, and there would be a report from the Youth Services Librarian about Summer Reading Program.

**10E.** Chairperson Stapleton directed staff to place the Library's Plan of Service on future agendas if there is anything to report.

**11. ITEMS FOR NEXT LIBRARY COMMISSION MEETING**

Items for the September 2011 Library Commission meeting agenda were listed and include: Friends, Foundation, SCLC, Education and School Relations, Commission Annual Report, outreach reports, CitiCable ad hoc committee, joint meeting with City Council, CLA Conference, and Summer Reading Program.

**12. ADJOURNMENT**

**MOTION:** At 9:20 p.m., Commissioner Sargent moved to adjourn the meeting to September 12, 2011 at Katy Geissert Civic Center Library, 3301 Torrance Boulevard, at 7:00 p.m. Commissioner Wengrow seconded the motion and, hearing no objection, Chairperson Stapleton so ordered.

Approved as Submitted September 12, 2011 s/ Sue Herbers, City Clerk
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