

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

1. CALL TO ORDER

The Torrance Library Commission convened in a regular session at 7:10 p.m. on Monday, January 8, 2007 at the Katy Geissert Civic Center Library.

2. ROLL CALL

Present: Commissioners Botello, Chappell, Grogan,
Haig, Lang, Wang, and Chairperson Roberts.

Absent: None

Also Present: Principal Librarian Theyer.

3. FLAG SALUTE

Commissioner Botello led the Pledge of Allegiance.

4. AFFIDAVIT OF POSTING

MOTION: Commissioner Haig moved to accept and file the report of the City Clerk on the posting of the agenda for this meeting. Commissioner Chappell seconded the motion; a voice vote reflected unanimous approval.

5. APPROVAL OF MINUTES

5a. MINUTES OF DECEMBER 11, 2006

Minutes were not available.

6. NEW BUSINESS

6a. FRIENDS OF THE TORRANCE LIBRARY REPORT

Membership Chairperson Covey distributed fliers and encouraged Commissioners to attend the Saturday, January 20, 2007 paperback book sale at Katy Geissert Civic Center Library.

6b. YOUTH COUNCIL REPORT

Torrance Youth Council members Naghmeh Ghafourian, representing South High School, and Dustin Tygret, representing North High School, shared information about decorating the Rose Parade float and future plans that include organizing a final study program, the Beat the Odds scholarship program, and a pancake breakfast.

The Commission was in recess from 7:18 p.m. to 7:28 p.m.

6c. ELECTION OF LIBRARY COMMISSION CHAIR AND VICE-CHAIR FOR 2007

MOTION: Commissioner Wang moved to elect Commissioner Botello as Chairperson of the Library Commission through June 2007. Commissioner Lang seconded the motion; a voice vote reflected unanimous approval.

MOTION: Commissioner Haig moved to elect Commissioner Chappell for the office of Vice-Chairperson of the Library Commission through June 2007. Commissioner Wang seconded the motion; a voice vote reflected unanimous approval.

6d. CLA CONFERENCE – COMMISSIONER AND STAFF REPORTS

Commissioner Lang reported on her attendance at the November 11-13, 2006 California Library Association Conference (CLA) in the City of Sacramento. She stated that she was able to visit several vendor booths and exhibits. She noted that the workshops were informative, particularly one on motivating community support for bond measures.

Chairperson Roberts thanked the Commission for the allowing her the opportunity to attend the Conference and encouraged Commissioners to attend the next one that will be held in the City of Long Beach.

Principal Librarian Theyer shared information about a strategic planning workshop entitled "From Planning to Action," noting that implementation of a strategic plan is just as important as writing one. She stated that the State Librarian's breakfast was also very informative, and that she learned that consulting was available from the Office of Library Construction for library building projects.

In response to Commissioner Wang's inquiry, she stated that the Library's Strategic Plan was written three years ago for the Proposition 14 application.

6e. LIVE HOMEWORK HELP UPDATE

Principal Librarian Theyer reported that Live Homework Help has been an unparalleled success and distributed October, November, and December 2006 remote and in-house usage reports. She provided background information on the program, noting that it was funded by a grant from L.S.T.A. She explained that live sessions were available seven days a week in math, social studies, science, and English for grades four through college introduction. She discussed the report statistics, tutor qualifications, survey responses, and outreach efforts that included promotion at Back to School nights, the Exxon-Mobil open house, in Torrance Seasons, "Your Partner in Education" brochures, posters, and specialized fliers. She stated that the Library intends to renew the grant for next year, but noted that it is a declining grant and that the State would only be paying 75%.

9. MONTHLY DEPARTMENT REPORT

This item was considered out of order.

Principal Librarian Theyer reported that there are two new part-time reference librarians, that they are interviewing for a new Senior Librarian for Henderson branch,

and that they received approval to fill one of the Library Assistant 1 positions at Katy Geissert.

She reported that the initial architect contract for the Katy Geissert main level remodel would be considered by City Council on January 9, 2007. She discussed the branch shelving project, noting that it was determined that electrical upgrades and shelving would be coordinated. She stated that a Library staff task force was researching A.D.A. requirements and surveying all branches for their needs. She advised that each branch would need to close for three to four weeks, beginning with Southeast branch in July 2007.

In response to Chairperson Robert's inquiry, she stated that branch staff members would be reassigned during closures.

Principal Librarian Theyer announced a new short story collection at Katy Geissert, that the Summer Reading Program was in the planning stages, and that they anticipate the homework center at Southeast branch to open in late February 2007. She announced two new programs at Katy Geissert: Baby Time for six to 18 months and a manga/anime club. She distributed fliers on upcoming programming that include Stories in Art beginning January 25, Grow Your Own Antioxidants! on January 27, Emergency Preparedness on January 24, and Winter Scrapbooking on January 20.

6f. STARBUCKS GRANT FOR RECOGNITION EVENT

Commissioner Lang stated that a Starbucks grant application needs to be submitted by March for the recognition event in May 2007.

Commissioner Haig volunteered to research the grant opportunity and present information at the next Commission meeting.

The Commission was in recess from 8:20 p.m. to 8:33 p.m.

7. UNFINISHED BUSINESS

7a. CLA DAY IN THE DISTRICT

Principal Librarian Theyer announced that City Librarian Weiner was attempting to coordinate appointments with Los Angeles County for January 26, 2006 and February 2, 2007. She stated that the emphasis this year was not on any one issue but an opportunity to introduce new legislators to home libraries. Commissioners Chappell and Grogan stated that they would attend on January 26, 2007 and Commissioners Botello and Haig stated that they would attend on February 2, 2007.

7b. ETHICS TRAINING

It was confirmed that all Library Commissioners have completed the Ethics training.

7c. JOINT MEETING WITH CITY COUNCIL DEBRIEFING

7c.1 LETTER TO COUNCIL RE: SUPPORT OF THE LIBRARY

Commissioners suggested minor revisions to the draft letter to City Council that was prepared by staff.

MOTION: Commissioner Botello moved that the letter as discussed and amended be prepared for the Library Chairperson's signature and forwarded to City Council. Commissioner Grogan seconded the motion; a voice vote reflected unanimous approval.

7d. SUNDAY SERVICE

Principal Librarian Theyer reported that a survey of staff indicated that 50% think that Katy Geissert should provide Sunday service and that 40% are willing to work. She noted that some concerns expressed by staff were a confusing, inconsistent schedule, lack of knowledge of contract staff, and having partial service. She reported that staff has received hourly quotes for staff from some contract agencies in anticipation for a budget modification to be presented at the mid-year budget review.

8. STANDING COMMISSION COMMITTEE REPORTS

8a. TORRANCE PUBLIC LIBRARY FOUNDATION

The next Torrance Public Library Foundation meeting will be January 17, 2007 at 12:00 p.m. at Katy Geissert.

8b. TUSD ECT

There was no ECT meeting in January 2007 and Commissioner Lang stated that she was planning to attend the February 5, 2007 meeting.

10. ORALS

10A. Commissioners and staff presented flowers and expressed appreciation to Chairperson Roberts for her leadership, friendship, and 11 years of dedicated service to the City. They welcomed her to attend future Commission meetings.

10B. Guest Judi Gerber stated that Chairperson Robert's commitment has inspired her.

10C. Chairperson Roberts thanked Commissioners and staff and announced that she is a new grandmother.

10D. Principal Librarian Theyer stated that she would be attending all Library branch visits.

11. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

Items for the February 5, 2007 Library Commission meeting agenda were discussed.

12. **ADJOURNMENT**

MOTION: At 9:10 p.m., Commissioner Grogan moved to adjourn the meeting to Monday, February 5, 2007 at 7:00 p.m. at the North Torrance Library. Commissioner Wang seconded the motion and, hearing no objection, Chairperson Roberts so ordered.

Approved as Amended February 5, 2007 s/ Sue Herbers, City Clerk
