

January 10, 2005

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

**1. CALL TO ORDER**

The Torrance Library Commission convened in a regular session at 7:09 p.m. on Monday, January 10, 2005 at the Southeast Branch Library.

**2. ROLL CALL**

Present: Commissioners Chappell\*, Haig, Roberts, Unverzagt, Watson\*\*, and Chairperson Botello.

Absent: Commissioner Thue.

Also Present: Acting Community Services Director Barnett, Councilmember Mauno, Library Services Manager Weiner, Management Associate Toner, Senior Librarian Theyer, and Youth Services Librarian Babiar.

\*Commissioner Chappell arrived at 7:12 p.m.

\*\*Commissioner Watson arrived at 7:19 p.m.

**MOTION:** Commissioner Unverzagt moved to grant an excused absence to Commissioner Thue from the January 10, 2005 Library Commission meeting. The motion was seconded by Commissioner Haig and passed by unanimous voice vote.

**3. FLAG SALUTE**

Commissioner Unverzagt led the Pledge of Allegiance.

**4. AFFIDAVIT OF POSTING**

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

**5. APPROVAL OF MINUTES**

**5a. MINUTES OF DECEMBER 13, 2004**

\*Commissioner Chappell arrived at 7:12 p.m.

Chairperson Botello requested that the following addition be included in the December 13, 2004 meeting minutes:

Page 2, Item 6b, Paragraph 2: "She stated that the workshops were relevant, that Dr. Starr's speech at the CALTAC luncheon was interesting...."

Commissioner Roberts requested that the following addition be included in the December 13, 2004 meeting minutes:

Page 2, Item 7a, Paragraph 3:"...taking requests, checking on overdue materials, taking money for books purchased from Friends of the Torrance Library, and answering questions."

**MOTION:** Commissioner Roberts moved to approve the December 13, 2004 Library Commission meeting minutes as amended. The motion was seconded by Commissioner Unverzagt and passed by unanimous voice vote approval (absent Commissioners Thue and Watson).

**10. ORALS**

This item was considered out of order.

Councilmember Mauno thanked Commissioners and Friends of the Torrance Library for their support of the North Torrance Library and Community Services Center application. He discussed his visits to Sacramento with Councilmember Lieu, and assured the Commission that if the application had received an "excellent" rating by the Library Bond Act staff, it would have been awarded. He stated that he learned much more about the importance of the Library and remains optimistic that the project will be funded in 2006 with the passage of the 2004 Library Construction and Renovation Bond Act. He noted that those applicants who were not successful in this cycle would have priority under the new application process.

Library Services Manager Weiner explained that there would be \$600,000,000 in grant funds, and that \$300,000,000 would be earmarked for past applicants first. She stated the video/DVD that was included in the application process was well received.

**6. NEW BUSINESS**

**6a. INTRODUCTION OF GENE BARNETT**

Commissioners welcomed Acting Community Services Director Barnett who described his background in the City as Parks and Recreation Director and commended staff, Commissioners, the library system, and base of support in the community. He stated that he was looking forward to the consolidation of departments and that he hoped to visit each of the six Commissions that will be served at least twice a year.

**6b. WELCOME AND BRANCH LIBRARY REPORT**

Senior Librarian Theyer welcomed Commissioners and provided information about the Southeast branch, their materials collection, staffing, and the community and schools that it services. She noted that the branch was unique in that it was not surrounded by a park, that there was a large senior population, and that community referrals were often given. She discussed the heavy use of the library from 3:00 to 6:00 on school days and the challenges staff members faced in providing support to the

students. She discussed plans for the homework center and the use of homework helpers. She stated that she would like to create a Plan of Service for the branch that would examine future needs and possible staffing changes to be able to do more with less. Her wish list also includes a changing table in the restroom, electrical upgrades, and a cash register. She noted that a new circulation desk has already been funded by the Torrance Library Foundation.

In response to Chairperson Botello's inquiry, she stated that surrounding schools are Wood, Torrance, and Adams Elementary Schools, Hull Middle School, Torrance High School, and three preschools.

Library Services Manager Weiner noted that inspirational fiction was unique to the Southeast branch and stated that she hoped that some of the ASSIST technology could be provided to the library.

Youth Services Librarian Babiar discussed programming that is challenging due to the diverse youth both in ethnicity and age. She described family story times, story experience for ages 3 to 5, special programming that takes place once a month, the Teen Advisory Board, and their teen book group. She stated that they average four class visits a week and that she would like to have a security guard during after-school hours.

Responding to Commissioner Haig's inquiry regarding the hiring of a security guard, Acting Community Services Director Barnett stated that there have been discussions with City Manager staff and the Police Department, and that other options, similar to the Parks and Recreation Department's Ranger program, are being considered that would be a less costly alternative.

Library Services Manager Weiner commented that a security guard is contracted out for the Civic Center Library. She discussed meetings with City Manager staff regarding safety and security issues and distributed the present Torrance Public Library Standards of Behavior. She noted that the document was being updated with stronger language and would be brought to the Commission for their endorsement.

Senior Librarian Theyer offered to compile suggestions that she has received from other libraries regarding safety and security concerns.

**6c. FRIENDS OF THE TORRANCE LIBRARY REPORT**

Library Services Manager Weiner announced a paperback book sale on January 22, 2005 and commented that Internet book sales continue to be successful.

**6d. CALIFORNIA LIBRARY ASSOCIATION (CLA) ANNUAL "LIBRARY DAY IN THE DISTRICT" JANUARY 28 AND FEBRUARY 4**

Library Services Manager Weiner stated that the event was an opportunity for supporters of the Library to go to their local legislature's office to discuss library issues. She stated that CLA has proposed topics to address that include the 2004 Library Construction and Renovation Bond Act, opposition to Local Property Tax Shift to the Education Revenue Augmentation Fund (ERAF), funding for the Public Library

Foundation, and support and funding of the California State Library. She offered to make appointments on-line for Commissioners interested in attending.

**6e. CALTAC SOUTHERN WORKSHOP MARCH 19**

Commissioners Roberts, Chappell, and Botello expressed an interest in attending the CALTAC Southern Workshop on March 19, 2005 in Commerce, California.

**MOTION:** Commissioner Chappell, with a second by Commissioner Roberts, moved to submit registration forms as soon as possible for four Commissioners to attend the CALTAC Southern Workshop on March 19, 2005; a voice vote reflected unanimous approval (absent Commissioner Thue).

**6f. CLA “LIBRARY LEGISLATIVE DAY” IN SACRAMENTO APRIL 20**

Commissioner Unverzagt shared information about “Library Legislative Day” and recommended traveling to Sacramento the night before the event.

**7. UNFINISHED BUSINESS**

**7a. UPDATE ON DEPARTMENT CONSOLIDATION**

Management Associate Toner reported that the steering committee would be meeting with employee groups to discuss proposed movement of employees and affected Senior Librarians and Senior Recreation Supervisors. She stated that she would be bringing an organizational chart to the February Commission meeting that identifies functions and the personnel responsible for those functions.

Acting Community Services Director Barnett stated that there was sensitivity on management’s part to assure employees who are affected and to advise what those changes will be.

**8. STANDING COMMISSION COMMITTEE REPORTS**

**8a. TORRANCE PUBLIC LIBRARY FOUNDATION**

Library Services Manager Weiner stated that the Foundation has not met but that fundraising for the Southeast project continues.

**8b. TUSD ECT**

Commissioner Unverzagt reported that ECT did not meet in January and that the next meeting would be the first Monday of February 2005

**8c. MCLS SYSTEM ADVISORY BOARD**

Library Services Manager Weiner reported that MCLS South State and Santiago Library systems met on January 10, 2005 to discuss the Library of California and future library systems.

**9. MONTHLY DEPARTMENT REPORT**

**9a. CITY LIBRARIAN JAMES BUCKLEY RETIREMENT**

Commissioners discussed the retirement reception that included a tribute song and slide show on December 16, 2004.

**9b. SAFETY/SECURITY ISSUES AT LIBRARY LOCATIONS**

Previously discussed at this meeting.

**10. ORALS**

**10A.** Commissioner Unverzagt expressed appreciation to Commissioners and staff for her five years on the Library Commission.

**10B.** Library Services Manager Weiner discussed an incident at the Walteria branch library that concluded in the arrest of an offender.

**10C.** Commissioner Roberts thanked Commissioners Watson and Unverzagt for their years of dedicated service on the Commission.

**10D.** Acting Community Services Director Barnett discussed a successful program last weekend on Water-Wise Gardening and Landscaping and thanked staff and volunteers for their participation.

**10E.** Senior Librarian Theyer thanked the Commission for continuing their tradition of visiting branch libraries.

**10F.** Commissioner Watson thanked the Commission for sending her to CLA and distributed her report. She stated that she enjoyed hearing Susan Hildreth, Chairperson Botello, and the presentation about Google.

**10G.** Chairperson Botello presented gifts and thanked Commissioner Watson for nine years and Commissioner Unverzagt for five years of service to the City.

**11. ADJOURNMENT**

**MOTION:** At 9:32 p.m., Commissioner Unverzagt moved to adjourn the meeting to February 14, 2005 at 7:00 p.m. at the Katy Geissert Civic Center Library. Commissioner Chappell seconded the motion and, hearing no objection, Chairperson Botello so ordered.

Approved as Amended February 14, 2005 s/ Sue Herbers, City Clerk
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