

**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, February 9, 2004 at the Katy Geissert Civic Center Library.

**2. ROLL CALL**

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

Absent: Commissioners Bise and Levanas.

Also Present: City Librarian Buckley and Library Services Manager Weiner.

**3. FLAG SALUTE**

Commissioner Unverzagt led the Pledge of Allegiance.

**4. AFFIDAVIT OF POSTING**

**MOTION:** Commissioner Botello moved to accept and file the report of the City Clerk on the posting of the agenda for this meeting. Commissioner Roberts seconded the motion and a voice vote reflected unanimous approval (absent Commissioners Bise and Levanas).

**5. WELCOME & INTRODUCTIONS–COMMISSIONER CLARENCE CHAPPELL**

Commissioner Chappell introduced himself and was welcomed by staff and Commissioners.

**6. APPROVAL OF MINUTES**

**6a. SEPTEMBER 16, 2003 JOINT MEETING WITH COUNCIL**

Commissioner Unverzagt expressed concern that the minutes did not reflect that during the panel discussion at the joint meeting she noted that other libraries had tried eliminating the position of Library Director through reorganization and had failed, and that the City Manager had indicated that he would conduct a survey of other communities that had done this and would get back to the Commission with the results.

City Librarian Buckley stated that at a recent MCLS meeting the possibility of conducting a similar study was discussed due to concern by other libraries about the effects of consolidation.

Library Services Manager Weiner stated that the MCLS survey might not be completed before the City's budget process and suggested that one of the Library Commissioners liaison with MCLS.

Commissioner Roberts stated that she also remembered the survey mentioned by the City Manager at the September 16, 2003 meeting.

Commissioner Botello stated that it was significant that MCLS has expressed concern about the wider impacts of consolidation and the elimination of Library Directors, and that perhaps the Commission should articulate the need for reevaluation to City Council.

Chairperson Watson suggested that the Commission inquire about the implementation and status of the survey that was discussed at the joint meeting.

**MOTION:** Commissioner Unverzagt moved to allow Chairperson Watson to draft a memo to the City Manager, with a copy to the City Council, regarding the status of the survey of other libraries in communities that have consolidated libraries into community services organizations. The motion was seconded by Commissioner Botello and passed by unanimous voice vote approval (absent Commissioners Bise and Levanas).

Commissioner Roberts noted the following correction to the September 16, 2003 Joint City Council and Library Commission meeting minutes:

Page 3, VII. Orals, paragraph 5: "Commissioner Roberts commented on the importance of meeting, being able to air concerns, and learn their expectations."

Commissioner Unverzagt stated that she did not feel comfortable voting to accept the September 16, 2003 minutes as submitted.

Discussion centered on the Commission's ability to make amendments and additions to meeting minutes other than for content.

Commissioner Botello noted the following correction to the September 16, 2003 Joint City Council and Library Commission meeting minutes:

Page 2, VI, paragraph 1, line 8: "City Manager Jackson...."

City Librarian Buckley offered to discuss the Commission's concerns with City Clerk Herbers, who served as the secretary for the joint meeting.

Commission Botello stated that if the Commission had questions about what was said at the meeting, they should not approve the minutes until they get a report back.

Approval of the September 16, 2003 Joint City Council and Library Commission meeting minutes was carried over to a future Commission meeting pending response from the City Manager.

**6b. NOVEMBER 10, 2003**

Minutes of the November 10, 2003 Library Commission meeting were not approved due to the absence of members present at the meeting.

**6c. JANUARY 12, 2004**

Minutes of the January 12, 2004 Library Commission meeting were not approved due to the absence of members present at the meeting with Commissioner Unverzagt noting that, with Commissioner Basile's term ended, there would never be a quorum for the November 10, 2003 and January 12, 2004 meetings.

City Librarian Buckley offered to speak to City Clerk Herbers about the procedure for approving minutes in this case.

**7. NEW BUSINESS**

City Librarian Buckley discussed Commissioner Botello's request to attend the Public Library Association National Conference in Seattle, Washington on February 24-28, 2004. He distributed copies of the Library Commission budget as of February 9, 2004 and funding was discussed.

**MOTION:** Commissioner Unverzagt moved to approve the allocation of \$1,087 for Commissioner Botello to attend the Public Library Association National Conference in Seattle, Washington on February 24-28, 2004. Commissioner Roberts seconded the motion and a voice vote reflected unanimous approval (absent Commissioners Bise and Levanas).

**7a. YOUTH COUNCIL REPORT**

Youth Council members Julie Barajas from Torrance High School, Stephanie Sung from West High School, and Su Fey Ong from the California Academy of Math and Science (CAMS) introduced themselves and described future Youth Council activities that include an Associated Student Body joint meeting with City high schools in February 2004, a pancake breakfast on April 3, 2004 at the ATTIC, the Spring Boutique on April 4, 2004 at Wilson Park, and the Youth Forum on April 27, 2004. They reported that a Field Day to promote interaction and unite all the high schools was being considered and that topics of debate for the Youth Forum were the Patriot Act, the electoral college system, and the United States placing its values on the international community.

Library Services Manager Weiner offered to provide reference books that list pros and cons for the Youth Forum debate topics. A brief discussion centered on the Patriot Act and the impact of filtering. Youth Council members invited Commissioners to attend their meetings on the first and third Wednesdays of each month in the West Annex meeting room.

**7b. FRIENDS OF THE TORRANCE LIBRARY REPORT**

No report.

**7c. COMMISSION SUPPORT ON LIBRARY DEPARTMENT TEAM ORGANIZING EVENTS FOR ASIAN-PACIFIC HERITAGE MONTH - MAY**

Library Services Manager Weiner announced that Dana Vinke had been promoted to Senior Librarian and that there had been five worthy candidates for the position.

She reported that a committee was making preparations for Asian-Pacific Heritage Month in May, adding that Asian-Pacific Islanders would be celebrated this year. She stated that the month-long celebration of Polynesian and Hawaiian culture would feature hula demonstrations and foods and that they were attempting to get licensing rights to show the film "Whale Rider." She requested input from Commissioners and asked them to volunteer to be hosts or docents for the event.

**MOTION:** Commissioner Unverzagt moved to support the Library team's organization of events for Asian-Pacific Heritage Month in May 2004. Commissioner Botello seconded the motion and a voice vote reflected unanimous approval (absent Commissioners Bise and Levanas).

Chairperson Watson shared information about storytelling in Hawaii.

**7d. LIBRARY DEPARTMENT ASSIST PROGRAM OPEN HOUSE**

Library Services Manager Weiner reported that 100% of staff participated in the two ASSIST training sessions provided by Goodwill Industries of Long Beach and South Bay. She stated that the sessions had staff go through simulation exercises with pre- and post- questionnaires used to measure the results of the training.

She reported that some of the adaptive technology that would be ordered through the State Library grant funding included a closed circuit television, scooter, walkers with baskets, scanner, adaptive software, and twenty-five descriptive videos.

She announced that there would be an open house on April 10, 2004 from 11:00 a.m. to 3:00 p.m. would feature a ribbon-cutting ceremony with Mayor Walker and stations to demonstrate the new adaptive technology for the public. She invited Commissioners to volunteer to welcome patrons or serve as docents.

She stated that staff hoped to establish a core of trained volunteers by recruiting volunteers for three to six month positions to go along with the grant. She invited Commissioners and Youth Council members to consider a volunteer position.

**7e. CLA'S 23<sup>RD</sup> ANNUAL LIBRARY LEGISLATIVE DAY APRIL 21, 2004 IN SACRAMENTO**

Commissioner Unverzagt described her experience at Library Legislative Day last year and Chairperson Watson indicated she be interested in attending.

**MOTION:** Commissioner Roberts moved, with a second by Commissioner Unverzagt, to send Chairperson Watson to CLA's 23<sup>rd</sup> Annual Library Legislative Day on April 21, 2004 in Sacramento; a voice vote reflected unanimous approval (absent Commissioners Bise and Levanas).

**7f. DISCUSSION OF CORRESPONDENCE RECEIVED FROM HANNAH SAVILLE**

City Librarian Buckley advised that Hannah Saville requested that the item be postponed to the March Library Commission meeting as she was unable to attend tonight's meeting.

**8. UNFINISHED BUSINESS**

**8a. APPOINTMENT OF COMMISSION VICE-CHAIR**

**MOTION:** Chairperson Watson moved to nominate Commissioner Botello as Vice-Chairperson of the Library Commission. The motion was seconded by Commissioner Unverzagt and passed by unanimous voice vote approval (absent Commissioners Bise and Levanas).

**8b. COMMISSION ADVOCACY REPORT UPDATE**

Chairperson Watson stated that she would contact Friends Vice-President Covey for information on Friends of the Torrance Library for the next publicity report. She explained to Commissioner Chappell the purpose of the advocacy reports.

**8c. COMMISSION REQUEST TO HOLD MEETINGS AT BRANCH LIBRARIES SCHEDULED FOR FEBRUARY 24, 2004 CITY COUNCIL MEETING**

Commissioners explained the process of branch library meetings to Commissioner Chappell.

**9. STANDING COMMISSION COMMITTEE REPORTS**

**9a. ECT**

Commissioner Unverzagt reported that she was unable to attend the last ECT presentation.

**9b. TORRANCE PUBLIC LIBRARY FOUNDATION**

City Librarian Buckley announced the next Torrance Public Library Foundation meeting on February 11, 2004 at noon in the Civic Center Library.

**10. MONTHLY DEPARTMENT REPORT**

City Librarian Buckley reported on the upstairs remodel of the Civic Center Library, noting that it was open to the public after 4:00 p.m. He stated that Youth Services continued story hour at other locations during the remodel.

He stated that the City would have their quarterly budget review on February 10, 2004 at 5:30 p.m. and that all Departments have been asked to take another budget cut.

He stated that suggestions for reductions from staff and the public include reducing hours and cutting the periodical budget. The pros and cons of the "Adopt a Subscription" program were discussed. He noted that proposed reductions must be reported by March 1, 2004 and suggested that Commissioners attend the meeting to voice concerns on cutting the materials budget

Library Services Manager Weiner reported on the Proposition 14 State Library grant application that was submitted on January 16, 2004. She distributed drawings of the proposed enlarged facility and informed Commissioners that awards would be announced this summer. She stated that a post grant committee had been formed to keep the interest going through the decision process and that members included TUSD Assistant Superintendent Dr. Laurie Love, representatives from the City Manager's office, representatives from the Office of Cable Communications, and Councilmember Mauno.

City Librarian Buckley reported that State Legislators were very supportive of the grant application and would set up a meeting with them after results of the application were announced.

**11. OTHER ITEMS THAT MAY REQUIRE COMMISSION ACTION**

In response to Commissioner Botello's inquiry, it was determined that Commissioner Roberts was the MCLS representative.

Next month's addenda items were discussed.

**12. ORALS**

Commissioner Unverzagt offered to donate Girl Scout manuals to the Library.

Library Services Manager Weiner announced a lecture by local author Alan Cook, "Walking the World: Memories & Adventures" on February 25, 2004.

**12. ADJOURNMENT**

**MOTION:** At 9:05 p.m. Commissioner Roberts moved to adjourn the meeting to March 8, 2004 at 7:00 p.m., at the Katy Geissert Civic Center Library Community Meeting Room. Commissioner Unverzagt seconded the motion and, hearing no objection, Chairperson Watson so ordered.

Approved as Written May 10, 2004 s/ Sue Herbers, City Clerk
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