

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

1. CALL TO ORDER

The Torrance Library Commission convened in a regular session at 7:03 p.m. on Monday, March 8, 2004 at the Katy Geissert Civic Center Library.

2. ROLL CALL

Present: Commissioners Bise, Botello, Chappell, Levanas, Unverzagt, and Chairperson Watson.

Absent: Commissioners Bise and Roberts*.

Also Present: City Librarian Buckley, City Clerk Herbers, and Management Associate Wren.

* Commissioner Roberts arrived at 7:11 p.m.

3. FLAG SALUTE

Commissioner Unverzagt led the Pledge of Allegiance.

4. AFFIDAVIT OF POSTING

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

5. APPROVAL OF MINUTES

5a. FEBRUARY 9, 2004

Minutes of the February 9, 2004 Library Commission meeting were not available.

6. NEW BUSINESS

6e. CLARIFICATION OF SEPTEMBER 16, 2003 MINUTES OF JOINT MEETING WITH CITY COUNCIL AND VOTE TO APPROVE WHEN QUORUM NOT POSSIBLE

This item was considered out of order. City Clerk Herbers distributed a March 8, 2004 inter-office memo clarifying the procedure for approval of Commission meeting minutes: that a quorum was able to act on minutes even if the actual members present at the meeting were not in attendance and that minutes that were not approved would simply be carried forward as a matter of record as required by law as the actions of the Commission would be noted by the minutes of the meeting at which the minutes were presented..

She stated that audiotapes of meetings are kept until minutes have been approved and advised Commissioners to contact her as soon as possible in the future with any questions or concerns regarding the production of the minutes and reminded commissioners that minutes are not verbatim and reflect actions of the commissioner rather than discussions.

Referring to questions Commissioners had regarding the minutes of the September 16, 2003 joint meeting with City Council, City Clerk Herbers stated that she had followed City Council direction and past practices in providing a general overview of the discussions and that no actions had been taken in the meeting. She noted that due to a clerical error, the City Council has not yet approved that portion of the meeting and that it would be resubmitted for their approval. She offered to meet with two Commissioners who were present at the meeting to review the minutes from that meeting along with a City Council member if so requested.

She encouraged Commissioners to attend the March 30, 2004 Commissioner Orientation.

6f. OFF RECORD COMMENTS AND BROWN ACT

Considered out of order, City Clerk Herbers advised that the topic was addressed in her March 8, 2004 inter-office memo to the Library Commissioners. She left the meeting at 7:30 p.m.

The meeting returned to regular order.

6a. YOUTH COUNCIL REPORT

No report.

6b. FRIENDS OF THE TORRANCE LIBRARY REPORT

Friends Vice President Covey announced a hardback book sale on Friday, April 30, 2004 for members and Saturday, May 1, 2004 for the public.

6c. LIBRARY COMMISSIONER ACCEPT NATIONAL LIBRARY WEEK PROCLAMATION AT APRIL 13 CITY COUNCIL MEETING

City Librarian Buckley encouraged Commissioners to attend the April 13, 2004 City Council meeting.

6d. PUBLIC LIBRARY ASSOCIATION CONFERENCE REPORT

Commissioner Botello thanked fellow Commissioners for voting to send her to the Public Library Association's 10th National Conference in Seattle, Washington on February 24-28, 2004. She distributed her report from the conference and shared information about presentations she attended that included "Zines and Teens: A Radical Combination." She stated that she came away with a greater appreciation of the library system and hoped that with her notes they could bring things to the attention of the Library and lend support when needed.

City Librarian Buckley stated that there were 2,000 exhibitors at the conference and described the general session and workshops on the “generation gap,” Internet filtering, and a data base system that he attended. He announced that at the conference he was able to arrange an author presentation of “The Legacy of the Da Vinci Code” with Lewis Perdue on April 13, 2004 in the Civic Center Library meeting room.

6e. CLARIFICATION OF SEPTEMBER 16, 2003 MINUTES OF JOINT MEETING WITH CITY COUNCIL AND VOTE TO APPROVE WHEN QUORUM NOT POSSIBLE

Previously discussed at this meeting.

6f. OFF RECORD COMMENTS AND BROWN ACT

City Librarian Buckley stated that there could be no “off the record” comments at Commission meetings and that the issue would be addressed at the March 30, 2004 Commissioner Workshop.

At Commissioner Watson’s request, he stated that he would look into scheduling a California State Library Board training.

6g. DISCUSSION OF CORRESPONDENCE RECEIVED REGARDING FORMER LIBRARIAN MOLLIE DOWD

It was noted that Hannah Saville was not present at this meeting as scheduled. A brief discussion centered on her proposal to install a plaque honoring Mollie Dowd at the Walteria branch library with concerns that it could set a precedent.

MOTION: Commissioner Botello moved to thank Hannah Saville for her thoughtful recognition of Molly Dowd as an earnest and valued librarian in service to the citizens of Torrance but that the Library Commission did not feel they could support her request for a plaque in her name. Commissioner Unverzagt seconded the motion; a voice vote reflected unanimous approval.

7. UNFINISHED BUSINESS

Chairperson Watson read a thank you note from former Chairperson Basile for the book donated in her name.

8. STANDING COMMISSION COMMITTEE REPORTS

8a. ECT

Commissioner Levanas reported that she would attend the annual Celebration of Education dinner at the Marriot Hotel on April 24, 2004.

8b. TORRANCE PUBLIC LIBRARY FOUNDATION

Commissioner Levanas stated that she was unable to attend the last Foundation meeting. City Librarian Buckley reported that it was a very productive meeting and that each Board member was asked to bring a potential board member to the next meeting as well as to contact a business in the City for possible library contributions. He stated that Youth Services Supervisor Cynthia Olsen prepared a grant request for graphic comic books for older teens. He announced that the next Foundation meeting would be April 21, 2004 at noon.

9. MONTHLY DEPARTMENT REPORT

9a. ASSIST PROGRAM UPDATE

City Librarian Buckley distributed copies of a First Quarter 2004 Torrance Magazine article regarding the ASSIST Program, the position description for volunteer Assistive Technology Trainer, and invitations to the ASSIST Open House on April 10, 2004 from 11:00 a.m. to 3:00 p.m.

9b. ASIAN PACIFIC HERITAGE MONTH (MAY) PROGRAMMING

City Librarian Buckley requested Commissioners' assistance with the celebration of Hawaiian and Polynesian cultures during the Asian-Pacific Heritage Month in May 2004, especially on May 8, 2004 and May 22, 2004 when there would be all day programming.

9c. LIBRARY DEPARTMENT QUARTERLY BUDGET UPDATE

City Librarian Buckley reported that each City Department had been asked to submit their proposals to reduce their budget by 2.5% this year. He stated that the cuts could be kept as a contingency depending on the State budget.

9d. LIBRARY DEPARTMENT BUDGET REDUCTIONS

City Librarian Buckley announced that reductions that were submitted included reducing hours at all branch libraries from 8:00 p.m. to 7:00 p.m. through attrition of two library pages and that the balance was materials reductions. A brief discussion centered on reinstating the "Adopt a Magazine" program.

In response to Commissioner Robert's inquiry, he explained why cutting library hours in the morning would not be feasible. He noted that adult programming would be impacted by the reduction of evening hours.

9e. OTHER

City Librarian Buckley announced that consolidation of the Library and Parks and Recreation Departments was scheduled for July 1, 2004 and that there had been an initial discussion with managers of the two departments.

He announced that a City team had been created to assist with the Proposition 14 grant for the North Torrance Library and that a petition of support would be circulated on March 20, 2004 at an event at Wilson Park. He stated that the Library has not heard the status of their application

10. OTHER ITEMS THAT MAY REQUIRE COMMISSION ACTION

No report.

11. ORALS

Management Associate Wren reported that the City had held a kickoff meeting with department managers to discuss the reorganization and would meet with divisions before March 16, 2004. She stated that she would return to the April Library Commission meeting to share the results of the survey sent out by the City Manager's Office to other communities belonging to the Municipal Managers Association of Southern California. She explained that the goal of the reorganization was to eliminate six positions from the departments for an estimated \$353,000 in savings and that City Council has approved a basic model of the Community Services Department with the implementation date of July 1, 2004.

Responding to questions about who would take over the City Librarian's functions, she explained that it was dependent on the results of the survey and would be determined at the work group discussions.

Chairperson Watson announced the resignation of Commissioner Bise from the Library Commission.

Chairperson Watson encouraged Commissioners to attend an author presentation and book signing of Melting Pot Memories during Women's History Month at the Torrance Historical Society on March 14, 2004 at 2:00 p.m.

12. ADJOURNMENT

MOTION: At 8:35 p.m. Commissioner Roberts moved to adjourn the meeting to Monday, April 12, 2004, at 7:00 p.m. at the Katy Geissert Civic Center Library Community Meeting Room. Commissioner Levanas seconded the motion and, hearing no objection, Chairperson Watson so ordered.

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