

**MINUTES OF AN ADJOURNED REGULAR MEETING
OF THE TORRANCE LIBRARY COMMISSION**

1. CALL TO ORDER

The Torrance Library Commission convened in an adjourned regular session at 7:05 p.m. on Monday, March 14, 2005 at the North Torrance Branch Library.

2. ROLL CALL

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

Absent: Commissioner Thue.

Also Present: Library Services Manager Weiner, Senior Librarian Ross, Senior Librarian Frame, and Youth Services Librarian Van Vranken.

3. FLAG SALUTE

Commissioner Grogan 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 Chappell seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Thue).

5. APPROVAL OF MINUTES

5a. MINUTES OF FEBRUARY 14, 2005

The following corrections to the February 14, 2005 Library Commission meeting minutes were noted:

Page 3, paragraph 4: "...noting that a Library Assistant 1 and a Junior Library Clerk beneath her would move..."

Page 3, paragraph 9: "...she explained that there were four employee organizations with different benefits and handling of worker's compensation."

Page 4, Item 8b, paragraph 2: "Commissioner Grogan volunteered to attend the April and May ECT meetings."

MOTION: Commissioner Chappell moved for the approval of the February 14, 2005 Library Commission meeting minutes as corrected. Commissioner Roberts seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Thue).

6. NEW BUSINESS

New Commissioner Carrie Lang was introduced and welcomed to the Commission.

6a. WELCOME AND BRANCH LIBRARY REPORT

Senior Librarian Ross welcomed Commissioners and provided a status report on the North Torrance Branch Library. He reported that the branch serves a multiethnic, multiracial patron base as well as many patrons from neighboring cities. He stated that the branch tries to meet the needs of a large number of Asian patrons with a collection of Chinese, Korean, Japanese, and Vietnamese materials. He discussed staffing and the facility, expressing disappointment that the application for Proposition 14 grant funds to construct a new Branch Library and Community Services Center was not awarded.

He provided information regarding the branch's adult collection, noting that among books, popular adult fiction was the most circulated. He stated that he was the Senior Librarian assigned to purchase Korean and Vietnamese books and magazines for the library system. He stated that he coordinates the Words on Wheels program out of the branch, represents the Library on the Social Services Advisory Committee of the Community Services Commission, and proctors exams for people who are taking distance-learning courses. He concluded his report with his wish list that includes a new shelving unit for the audiovisual collections and a new magazine display area.

Library Services Manager Weiner noted that North Torrance Branch Library was unique in that children's circulation was higher than adult circulation.

6a1. YOUTH SERVICES ACTIVITIES

Youth Services Librarian Van Vranken shared information about her background and reported on youth programming at the branch that includes drop-in family story times, the Wacky Wednesday after school program, year-round Reading Partners on Saturdays, Homework Help, Summer Reading Program, and Chess Club. She stated that other outreach programs include the First Grade library card campaign, In 'N Out "Food for Thought," National Children's Book Week, and the UCLA Bruin Baseball promotion.

She reported that for outreach she supports five elementary schools, two middle schools, North High School, one adult school, two private schools, and six preschools with class visits, two lunchtime book clubs, Art in the Library, partnering with North High School Clubs, and North High School's library card campaign. She stated that she attends Back To School nights, Open Houses, and Title I parent meetings as well as faculty meetings. She reported that she created the homework center, a new Teen Zone, and new children's audio/visual shelves. She stated that some of her goals are to work towards the completion of the New North Torrance Branch Library and to continue to provide outreach and support to all patrons in the North Torrance area.

6b. FRIENDS OF THE TORRANCE LIBRARY REPORT

Library Services Manager Weiner reported that Internet book sales continue to be very successful.

6c. YOUTH COUNCIL REPORT

Torrance Youth Council member Ashley Hunt reported on Youth Council activities that include the March 20, 2005 Spring Boutique, J.S.A. Conference on April 13-15, 2005, Beat the Odds scholarship program, and Youth Forum.

Commissioner Haig inquired about the criteria for Beat the Odds scholarships and suggested that the Youth Council seek corporate sponsorship.

6d. SAFETY AND SECURITY IN THE LIBRARIES

Library Services Manager Weiner reported that staff has drafted different language for the Standards for Behavior and to be presented at a future Commission meeting. She advised that, due to the need for more security in facilities, she and Administrative Analyst Witzansky would be approaching the Police Department for additional funding for the Park Ranger program.

6e. REPORT ON 'DAY IN THE DISTRICT' MEETING WITH ASSEMBLYMAN MIKE GORDON

Commissioner Haig and Library Services Manager Weiner reported that they met with Assemblyman Gordon's principal assistant Linda Wolin, and that representatives from Redondo Beach, Lomita, and Los Angeles County systems were also present. Library Services Manager Weiner stated that funding, grants, and budget issues were discussed.

6f. NATIONAL LIBRARY WEEK PROCLAMATION AT APRIL 5 CITY COUNCIL MEETING

Chairperson Botello indicated that she would attend the April 5, 2005 City Council meeting and encouraged as many Commissioners to attend as possible.

7. UNFINISHED BUSINESS

7a. UPDATE ON DEPARTMENT CONSOLIDATION

Library Services Manager Weiner reported that the Community Services Timeline for Implementation Plan was being adhered to, and that members of the steering committee were meeting with different employee organizations to discuss the proposed organizational changes and to receive input regarding their concerns. She stated that at the March 1, 2005 City Council meeting, City Council requested that the committee continue to meet with employee groups and return with their recommendations at the March 22, 2005 Council meeting.

Responding to Chairperson Botello's inquiry, she stated that the primary concern of employee groups was the elimination of positions and subsequent reporting structure. She discussed vacancies in the Library Department and reviewed the proposed short-term and long-term organization plans, focusing primarily on the Library Department and the separation of the purchasing and receiving functions.

Senior Librarian Frame stated that all groups were concerned about increase in workload and had different ideas how to achieve savings without impacting public service. He stated that the main concern of the Library was losing a full-time Reference Librarian position that would be replaced with a Library Assistant II.

Discussion centered on the proposed self-checkout automated system and its success in other cities.

At Chairperson Botello's request, Library Services Manager Weiner described the duties of the Principal Librarian positions in the long-term reorganization plan and proposed efficiencies that include an automated payroll system.

Commissioners were encouraged to attend the March 22, 2005 City Council meeting.

7B. CLA "LIBRARY LEGISLATIVE DAY" IN SACRAMENTO – APRIL 20

It was determined that Commissioner Roberts would attend "Library Legislative Day" on April 20, 2005 in Sacramento. Commissioner Roberts described the event to Senior Librarian Frame and Commissioner Lang.

7C. CALTAC WORKSHOP - MARCH 19

Commissioners Chappell, Botello, and Roberts indicated that they would attend the March 19, 2005 California Association of Library Trustees and Commissioners (CALTAC) workshop on March 19, 2005 in the City of Commerce from 9:00 a.m. to 1:00 p.m. Commissioner Lang expressed interest in also attending as a fourth representative.

8. STANDING COMMISSION COMMITTEE REPORTS

8a. TORRANCE PUBLIC LIBRARY FOUNDATION

Library Services Manager Weiner stated that the Foundation previewed their promotional video created for the Southeast branch homework center and that the sound quality was being improved. She advised that they were also preparing a letter soliciting donations to be sent out to businesses in the Southeast branch area.

8b. TUSD ECT

Library Services Manager Weiner reported that Victor Elementary was profiled at the March 2005 Educational Council of Torrance (ECT) meeting.

8c. MCLS SYSTEM ADVISORY BOARD

No report.

9. MONTHLY DEPARTMENT REPORT

9a. DEPARTMENT WORKPLAN HIGHLIGHTS 2ND QUARTER 2004-05

Library Services Manager Weiner requested that Commissioners review the Library Department Work Plan Highlights included in the material of record and to bring back any questions at the next Commission meeting. She noted that staff was going to try to simplify the Work Plan for the next two-year budget cycle.

9b. OTHER

Library Services Manager Weiner advised that an agenda item was submitted to City Council asking that they accept a donation of \$86,250 from the estate of the Kudo family. She stated that it was their intention to set aside the funds for main level improvements at Katy Geissert Civic Center Library.

She advised that timeshare software was installed at all public computers. She explained that it limited use of the computers to 30 minutes at a branch library and 60 minutes at Katy Geissert Civic Center Library.

She stated that she and Library Services Manager Reeder would be attending an off-site workshop for people at the management level in the City on March 29, 30, 31, 2005. She announced that she would also be attending an orientation for new Public Library Directors on March 16-17, 2005 in Sacramento.

She encouraged Commissioners to attend a "brown bag" lunch presentation on "The Taming of the Shrew" on March 11, 2005 at Katy Geissert Civic Center Library meeting room.

She announced a First Book fundraiser screening of "Mickey's Around the World in 80 Days!" on March 25, 2005 at Katy Geissert Civic Center Library.

She distributed a summary of activities at El Retiro Branch Library for California Stories Uncovered. She stated that she would forward activities at Katy Geissert Civic Center Library to Commissioners.

She announced that author Kuwana Haulsey would be speaking at Katy Geissert Civic Center Library on March 23, 2005 at 7:00 p.m.

She shared information about the exhibition of Storytellers: Emerging Children's Book Illustrators at Katy Geissert Civic Center Library from March 7, 2005 to April 29, 2005.

She asked Commissioners to contribute items for the California Stories display at Katy Geissert Civic Center Library.

10. ORALS

10A. Commissioner Roberts stated that she was looking forward to the Kuwana Haulsey lecture and welcomed Commissioner Lang into the Commission.

10B. Senior Librarian Ross thanked the Commission for coming to the branch.

10C. Senior Librarian Frame stated that the meeting was very informative.

10D. Library Services Manager Weiner advised that she would schedule an orientation meeting at the Library for Commissioners Lang and Grogan.

10E. Chairperson Botello welcomed Commissioner Lang and discussed agenda items for the April 11, 2005 Commission meeting.

11. ADJOURNMENT

MOTION: At 9:33 p.m., Commissioner Roberts moved to adjourn the meeting to April 11, 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 April 11, 2005 s/ Sue Herbers, City Clerk
