

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

1. CALL TO ORDER

The Torrance Library Commission convened in a regular session at 7:05 p.m. on Monday, May 9, 2005 at the Katy Geissert Civic Center Library.

2. ROLL CALL

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

Absent: Commissioner Roberts.

Also Present: City Librarian Weiner.

*Commissioner Lang arrived at 7:35 p.m.

MOTION: Commissioner Haig, with a second by Commissioner Chappell, moved to grant Commissioner Roberts an excused absence for tonight's meeting; a voice vote reflected unanimous approval.

3. FLAG SALUTE

Commissioner Chappell led the Pledge of Allegiance.

4. AFFIDAVIT OF POSTING

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

5. APPROVAL OF MINUTES

5a. MINUTES OF APRIL 11, 2005

MOTION: Commissioner Chappell moved for the approval of the April 11, 2005 Library Commission meeting minutes as submitted. Commissioner Grogan seconded the motion; a voice vote reflected unanimous approval (absent Commissioners Lang and Roberts).

6. NEW BUSINESS

6a. FRIENDS OF THE TORRANCE LIBRARY REPORT

Friends of the Torrance Library Vice-President Covey reported that the April 15-16, 2005 hardback book sale cleared approximately \$8,000 and announced a paperback book sale on July 23, 2005.

6b. YOUTH COUNCIL REPORT

Torrance Youth Council member Katherine Lloyd from El Camino College reported that the Youth Forum was successful, with over 100 students attending. She announced that four or five students would be receiving \$500 scholarships at the Beat the Odds banquet on May 14, 2005.

6c. CALTAC BOARD EFFECTIVENESS TRAINING

Chairperson Botello reported that Commissioner Roberts would be scheduling a date for the California Association of Library Trustees and Commissioners (CALTAC) Board Effectiveness Training on a Saturday morning.

City Librarian Weiner noted that it would be preferable to arrange the date after the Library Commission vacancy was filled. She stated that she would also like to attend the training, and would try to reserve the Katy Geissert meeting room for it.

She advised that there were three applicants for the Library Commission vacancy and that a Commissioner would be appointed at the May 10, 2005 City Council meeting.

She encouraged Commissioners to attend the dedication ceremony at Discovery Park at 226th Street and Ocean Avenue on May 10, 2005.

6d. BUDGET REDUCTION IMPACTS

City Librarian Weiner distributed proposed 2.5% budget reductions for fiscal year 2005-06 that were prepared in October 2004. She advised that the Library Division might not have to cut any more than what was proposed. She stated that the proposed budget reductions are: 1) Eliminate thru attrition 2 part-time Library Pages, 2) Reduce book budget by \$53,000, 3) Reduce periodical budget by \$17,400, 4) Reduce audio materials by \$5,000, and 5) Reduce electronic materials by \$7,500.

She stated that if the City Council has carry over money, it was possible that the some of the materials budget might be restored with one-time funding. She advised that another possibility was to ask Friends of the Torrance Library to help fund special items.

In response to Chairperson Botello's inquiry, she advised that periodicals would be cut at most locations, but not equally. She discussed problems with the Adopt-A-Magazine program and advised that staff was working on a program that was more organized.

Commissioner Lang arrived at 7:35 p.m.

Commissioner Haig commented that he read that Sacramento might be reversing some budget cuts.

6e. COUNCIL / COMMISSION ANNUAL JOINT MEETING

Chairperson Botello informed the Commission that Administrative Secretary Cesca was setting a date in September 2005 for the joint meeting.

6f. CALTAC BOARD EFFECTIVENESS TRAINING

7. UNFINISHED BUSINESS

7a. CLA LEGISLATIVE DAY DEBRIEFING

Due to Commissioner Robert's absence, this item was postponed to the June Commission meeting.

7b. MARCH 19 CALTAC WORKSHOP DEBRIEFING

Chairperson Botello distributed notes and programs from the March 19, 2005 California Association for Library Trustees and Commissioners (CALTAC) workshop held in the City of Commerce. She stated that she found the workshop to be incredibly useful and that she enjoyed hearing the success stories that were presented.

Commissioner Chappell commended the City of Commerce for hosting the event and stated that he enjoyed hearing keynote speaker State Librarian Susan Hildreth and fundraising methods presented.

7c. COMMISSION ANNUAL REPORT UPDATE

Commissioner Haig reported that he received minutes from August 2004 to March 2005 and last year's Annual Report and that he would begin preparing this year's Annual Report in the near future. He stated that he would submit a draft at the June Commission meeting. Topics to include in the report were briefly discussed.

7d. COMMISSION RECOGNITION OF PART-TIME LIBRARY STAFF

7a.1 JUNE 29 DATE SELECTED

7a.2 REVIEW DRAFT FLYER

City Librarian Weiner distributed a sample invitation prepared by Administrative Secretary Cesca. Commissioner Grogan offered to redesign it, to be submitted for duplication.

7a.3 EVENT ORGANIZATION UPDATE

Commissioner Lang distributed a list of the honorees and initiated a discussion regarding gift cards as presents this year. Decorating and various catering options were discussed, with Lisa's Bon Appetit tentatively selected.

MOTION: Commission Chappell moved for the approval of not to exceed \$700 from the Commission budget for the June 29, 2005 Annual Recognition of Torrance Public Library Part-time Employees. Commission Haig seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Roberts).

City Librarian Weiner advised that the Library would prepare the certificates of recognition for the honorees.

8. STANDING COMMISSION COMMITTEE REPORTS

8a. TORRANCE PUBLIC LIBRARY FOUNDATION

City Librarian Weiner reported that she was able to attend part of the April 20, 2005 Foundation meeting. She stated that the board voted to sell canvas bags as a fundraiser and that they were preparing a Target grant application to be submitted the end of May 2005.

She informed Commissioners that the Library received an Exxon/Mobil grant to fund youth services programming again this year.

8b. TUSD ECT

City Librarian Weiner reported that Youth Services Supervisor Olsen attended the May 2, 2005 ECT meeting and that the featured school was Riviera Elementary. She relayed the discussion about the Sparks program to encourage physical fitness as well as pre-school and literacy programs that the School District operates. She informed Commissioners that Dr. Steve Fish might be resigning.

8c. MCLS SYSTEM ADVISORY BOARD

No report.

9. MONTHLY DEPARTMENT REPORT

9a. UPDATE ON DEPARTMENT CONSOLIDATION

City Librarian Weiner reported that the steering committee has met with different employee organizations to clarify some of their concerns and that most have agreed to the committee's proposals. She advised that the Senior Librarians requested more time to study the issue but did not submit an alternate proposal for staffing and funding. She stated that the City Manager's Office has prepared an item to be submitted to City Council on May 24, 2005 that would state that there would be only one administrator beside herself at the end of the five-year period.

Responding to Commissioner Chappell's inquiry, she advised that her official title was now City Librarian and that she has assumed many of the responsibilities that Mr. Buckley used to do.

She informed Commissioners that References Services Supervisor Thorup has accepted a position as Assistant Director of a library system in Fayetteville, Arkansas and has submitted her resignation, effective May 20, 2005. She stated that a Branch Librarian would come in to fill her position at least through June 30, 2005.

9b. AUTHOR NAOMI HIRAHARA AT THE LIBRARY 5/31

City Librarian Weiner distributed a flyer announcing the presentation of author Naomi Hirahara on May 31, 2005 in the Civic Center Library meeting room.

9c. OTHER

City Librarian Weiner reported that interviews were conducted on May 9, 2005 for Library pages and that interviews for Library Assistant 2 were also underway.

She stated that purchases in six languages for the Global Languages grant were nearly complete.

She discussed the proposal to expand the Park Ranger program that would provide regular visits after school at branch libraries.

She stated that the theme for the Summer Reading Program is Super Readers/Super Heroes and distributed preliminary flyers about the event that will take place June 27-August 6, 2005.

10. ORALS

10A. Commissioner Haig stated that his family enjoyed the Amelia Bedelia program at El Retiro branch library.

10B. Commissioner Haig suggested that the Library Commission and Parks and Recreation Commission hold an annual joint meeting.

10C. Commissioner Lang thanked City Librarian Weiner for taking her on a tour of the Library.

10D. City Librarian Weiner distributed the Youth Services calendar for May 2005.

10E. City Librarian Weiner distributed flyers on the City Employee Classic, Custom and Modified Car, Truck and Motorcycle Show at the City Yard Open House on June 4, 2005 as well as "A Series of Unfortunate Events" on May 18, 2005 at Henderson branch library.

10F. City Librarian Weiner stated that she enjoyed the UCLA book fair.

11. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

Items for the June Library Commission meeting were selected.

12. ADJOURNMENT

MOTION: At 9:05 p.m., Commissioner Lang moved to adjourn the meeting to June 13, 2005 at 7:00 p.m. at the Katy Geissert Civic Center Library. Commissioner Grogan seconded the motion and, hearing no objection, Chairperson Botello so ordered.

Approved as Written June 13, 2005 s/ Sue Herbers, City Clerk
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