

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

1. CALL TO ORDER

The Torrance Library Commission convened in a regular session at 7:14 p.m. on Monday, August 14, 2006 at the Katy Geissert Civic Center Library.

2. ROLL CALL

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

Absent: Commissioners Grogan and Wang.

Also Present: City Librarian Weiner and Principal Librarian Theyer.

3. FLAG SALUTE

Commissioner Haig led the Pledge of Allegiance.

4. AFFIDAVIT OF POSTING

MOTION: Commissioner Lang 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 Commissioners Grogan and Wang).

5. APPROVAL OF MINUTES

5A. MINUTES OF JUNE 12, 2006

City Librarian Weiner noted the following correction to the June 12, 2006 meeting minutes:

Page 3, 8a, paragraph 2: "...and that the Foundation indicated their willingness to plan another fundraising event."

MOTION: Commissioner Chappell moved for the approval of the June 12, 2006 Library Commission meeting minutes as corrected. Commissioner Botello seconded the motion; a voice vote reflected unanimous approval (absent Commissioners Grogan and Wang).

5B. MINUTES OF JULY 10, 2006 JOINT MEETING WITH PARKS & RECREATION COMMISSION

MOTION: Commissioner Haig moved to approve the July 10, 2006 Joint Meeting with Parks & Recreation Commission meeting minutes as submitted. The motion was seconded by Commissioner Lang; a voice vote reflected unanimous approval (absent Commissioners Grogan and Wang).

6. NEW BUSINESS

6A. ELECTION OF COMMISSION CHAIR AND VICE-CHAIR FOR 2006-07

Chairperson Roberts relayed information received from the City Clerk's office that City Commissions should follow the example that City Council sets by electing officers based on seniority, noting that co-chairpersons and co vice-chairpersons are not allowed. She distributed a list of Library Commissioners providing term beginning dates, term expiration dates, and dates of first appointment.

City Librarian Weiner stated that City Council was considering mandatory Commissioner Certification classes, tentatively scheduled for September 27, 2006 and October 25, 2006, for individuals interested in becoming Commissioners.

MOTION: Commissioner Haig moved to extend Chairperson Roberts and Vice-Chairperson Botello's terms of office until election of new officers in January 2007. The motion was seconded by Commissioner Lang; a voice vote reflected unanimous approval (absent Commissioners Grogan and Wang).

6B. SELECTION OF MCLS SYSTEM ADVISORY BOARD ALTERNATE MEMBER

Chairperson Roberts, Metropolitan Cooperative Library System (MCLS) System Advisory Board delegate until June 30, 2007, stated that there are normally two meetings a year, usually on Thursday mornings, and that the main focus of recent meetings has been networking. Commissioner Chappell volunteered to serve as the MCLS System Advisory Board alternate member.

In response to Commissioner Chappell's inquiries, City Librarian Weiner explained that MCLS consists of 32 independent libraries in Southern California, that it is headquartered in the City of Altadena, and that there are 10 to 15 systems throughout the State. She stated that membership dues cover interlibrary loans, training, and reference staff services. She noted that the MCLS executive committee was in the process of interviewing candidates for Executive Director.

MOTION: Commissioner Botello moved to approve that Commissioner Chappell serve as the MCLS System Advisory Board alternate member. Commissioner Lang seconded the motion; a voice vote reflected unanimous approval (absent Commissioners Grogan and Wang).

6C. 2006 CALTAC AWARD NOMINATION

Chairperson Roberts distributed California Association of Library Trustees and Commissioners (CALTAC) 2006 Awards nomination forms.

Commissioner Botello announced that the Library Commission would like to nominate Chairperson Roberts for the 2006 CALTAC Award in the category of Trustee, Commissioner, or System Advisory Board Member, for outstanding service to a local library or system. Commissioners Haig and Chappell volunteered to serve on an ad hoc committee to assist Commissioner Botello in putting together the necessary documentation.

MOTION: Commissioner Botello moved that the Library Commission nominate Chairperson Roberts as a Commissioner for the California Association of Library Trustees and Commissioners (CALTAC) 2006 Award. Commissioner Haig seconded the motion, a voice vote reflected unanimous approval (absent Commissioners Grogan and Wang).

6D. FRIENDS OF THE TORRANCE LIBRARY REPORT

Friends of the Torrance Library Membership Chairperson Covey reported that the July 22, 2006 paperback book sale was a huge success, with initial gross sales of approximately \$5,250. She announced that the Friend's total income was \$105,843 for the fiscal year just ended and added that they have three new volunteers.

6E. COMMISSION/COUNCIL JOINT MEETING SEPTEMBER 19, 5:30 P.M.

Commissioners and staff discussed the agenda, seating arrangement, and invitation list for the September 19, 2006 Library Commission and City Council joint meeting. City Librarian Weiner offered to give a power point presentation with Library Services Manager Reeder on how libraries in general are perceived. Other topics of discussion that were suggested included: Friends of the Torrance Library, Torrance Public Library Foundation, the Summer Reading Program, the Katy Geissert ground floor remodel, the closure of Hull Middle School, electrical issues at Southeast Branch Library, and Proposition 81's failure to pass.

City Librarian Weiner stated that City Council planned to begin meeting with all City Commissions, beginning with the Environmental Quality and Energy Conservation Commission.

6F. COMMUNITY OUTREACH EVENT – EXXON-MOBIL TORRANCE REFINERY OPEN HOUSE OCTOBER 14, 2006

City Librarian Weiner announced Exxon-Mobil's annual Open House 2006 at Pegasus Park on October 14, 2006 from 10 a.m. to 2:00 p.m. Commissioners Lang and Chappell volunteered to staff a Community Booth to distribute handouts on Library programming and youth services.

6G. GRANT OPPORTUNITIES

City Librarian Weiner introduced the item, noting that grant writing and searching for grants are high priorities of both City management and City Council. She stated that several staff members would be trained to use to a grant locator data base.

Principal Librarian Theyer reported on the Live Homework Help grant recently received from the California State Library and provided details about the nationwide live online tutoring service that will be available to help students with schoolwork. She explained that pricing was based on population, and that the goal of the grant was for the service to be self-sustaining by year three or four. She stated that the service would fill a huge gap in the homework help offered Citywide and that students could log on with any Windows-based computer with a Torrance library card. She expressed hope that the service will be operational in September 2006.

She provided information about other grant opportunities that include Library Services and Technology Act, Partnership for a Nation of Learners, Early Learning for Families, and American Library Association's "Let's Talk About It!" She noted that staff was also seeking grants for adult programming, digitization, and after school strategies.

7. UNFINISHED BUSINESS

7A. JOINT MEETING WITH PARKS & RECREATION COMMISSION FOLLOW UP

Commissioners and staff discussed beneficial information shared at the July 10, 2006 joint meeting of the Library Commission and Parks and Recreation Commission.

7B. EMPLOYEE RECOGNITION PROGRAM DEBRIEFING

Commissioner Lang requested that the item be deferred to the September 11, 2006 Commission meeting.

City Librarian Weiner distributed photographs taken at the event.

7C. COMMISSION ANNUAL REPORT 2005-06

City Librarian Weiner distributed copies of the draft Commission Annual Report prepared by Commissioner Wang. Commissioners noted minor corrections and it was decided to defer formal approval of the report to the September 11, 2006 Commission meeting.

7C.1 SET COUNCIL MEETING DATE

City Librarian Weiner offered to place the Commissioner Annual Report item on the agenda for the September 19, 2006 City Council meeting.

7D. TREE MEMORIAL IN RECOGNITION OF FORMER LIBRARY COMMISSIONER PEGGY BASILE

City Librarian Weiner reported that the Environmental Quality and Energy Conservation Commission was planning to plant one or two trees at Torrance Park and place a plaque on an existing bench. She stated that there would be a small ceremony after the planting in late September or early October 2006 and that Library Commissioners were invited to attend.

7E. CAPITAL BUDGET/LIBRARY PROJECTS UPDATE

City Librarian Weiner reported that the Capital Budget was formally adopted by City Council on May 23, 2006 and that electrical upgrades will start in fiscal year 2007-2008. She stated that Facilities Manager Landis was aware that Southeast Branch was highest priority and that he would determine on site if the homework center can be installed before electrical upgrades are done.

8. STANDING COMMISSION COMMITTEE REPORTS

8A. TORRANCE PUBLIC LIBRARY FOUNDATION

Commissioner Haig stated that he was unable to attend the July 19, 2006 meeting.

City Librarian Weiner reported that discussion focused on the future of the Foundation due to Barbara Lancaster's retirement. She stated that the treasurer, Keri Gilbert, was willing to represent the Foundation but does not want to serve as chairperson. She stated that preparing a brochure or website information regarding planned giving was also discussed.

9. MONTHLY DEPARTMENT REPORT

City Librarian Weiner reported that two new Senior Librarians have started—Gail Van Vranken at Southeast Branch Library and Susan Baier at Henderson Branch Library. She advised that Steve Frame was moving to North Torrance Branch Library and Phil Ross to the El Retiro/Walteria Branch Libraries. She suggested that the Commission wait until January 2007 to begin branch visits.

She reported that the Summer Reading Program was very successful, with an increase in the number of books read. She mentioned that some libraries were having a problem with "bendable" bracelets that were sold as part of the cooperative, but that the bracelets were not purchased by Torrance Library.

City Librarian Weiner reported that Youth Services Librarian Evelyn Dunn was retiring and that there were openings for two Youth Services Librarians.

10. ORALS

10A. Commissioners and staff celebrated Chairperson Robert's birthday.

10B. Commissioner Botello shared information about the fall Friday Forum series of workshops at UCLA, Department of Information Studies, noting that Principal Librarian Theyer would be lecturing on Banzai Branch Management on October 13, 2006.

10C. Commissioner Botello stated that University of California Libraries were going to partner with Google to digitize books, adding that copyright laws would be observed and respected.

10D. Commissioner Haig mentioned that he saw a former Youth Council member at a Torrance Youth Softball game and noted that the next Commission meeting would be on the fifth anniversary of 9/11.

10E. City Librarian Weiner stated that CLA would be held November 11-13 in the City of Sacramento.

10F. City Librarian Weiner recognized Suganthi Buehler for creating an area on the second level of Katy Geissert for books on Torrance high school summer reading lists.

10G. Commissioner Lang stated that she enjoyed Ken Frawley at Henderson Branch Library as well as the Polly Parrot craft at Katy Geissert.

10H. Commissioner Lang stated that she will be participating in a C.E.R.T. training next month.

10I. Chairperson Roberts expressed appreciation for being nominated for the 2006 CALTAC award.

10H. Chairperson Roberts suggested that the Commission begin adjourning meetings earlier and requested that staff provide Department reports in writing.

11. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

Items for the September 2006 Library Commission meeting agenda were discussed.

12. ADJOURNMENT

MOTION: At 10:07 p.m., Commissioner Haig moved to adjourn the meeting to September 11, 2006 at 7:00 p.m. at the Katy Geissert Civic Center Library. Commissioner Lang seconded the motion and, hearing no objection, Chairperson Roberts so ordered.

Approved as Amended September 11, 2006 s/ Sue Herbers, City Clerk
