

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

1. CALL TO ORDER

The Torrance Library Commission convened in a regular session at 7:06 p.m. on Monday, September 13, 2004 at the Henderson Branch Library.

2. ROLL CALL

Present: Commissioners Chappell*, Haig, Roberts**, Thue, Unverzagt, and Chairperson Botello.

Absent: Commissioner Watson.

Also Present: City Librarian Buckley, Library Services Manager Weiner, Management Associate Wren, Senior Librarian Frame, and Youth Services Librarian Thoeny.

MOTION: Commissioner Unverzagt moved to grant an excused absence to Commissioner Watson from this meeting. The motion was seconded by Commissioner Haig and passed by unanimous voice vote.

*Commissioner Chappell arrived at 7:12 p.m.

**Commissioner Roberts arrived at 7:16 p.m.

3. FLAG SALUTE

Commissioner Haig 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 Thue seconded the motion and a voice vote reflected unanimous approval.

5. APPROVAL OF MINUTES

5a. MINUTES OF AUGUST 9, 2004

Considered later in the meeting.

6. NEW BUSINESS

6a. WELCOME NEW COMMISSIONERS JEROME HAIG AND JULIE THUE

Commissioners welcomed Jerome Haig and Julie Thue to the Library Commission.

6b. APPROVAL OF EXCUSED ABSENCE FROM JOINT MEETING WITH CITY COUNCIL – COMMISSIONER WATSON

MOTION: Commissioner Unverzagt moved to grant Commissioner Watson an excused absence for the August 17, 2004 joint meeting with City Council. Commissioner Haig seconded the motion and a voice vote reflected unanimous approval.

*Commissioner Chappell arrived at 7:12 p.m.

6c. WELCOME AND BRANCH LIBRARY REPORT

Senior Librarian Frame welcomed Commissioners and provided an overview of Henderson Branch Library, noting that it is consistently the busiest branch in the Torrance Library system. He commented that the facility is surrounded by schools and has 60 to 100 patrons from 3:00 to 6:00 p.m. He stated that the branch was busier this year than previous years due to the Civic Center renovation and the branch's enlarged audio/visual collection. He described the branch's extensive Asian magazine collection and staff efforts to rigorously maintain their collections throughout the year.

**Commissioner Roberts arrived at 7:16 p.m.

Senior Librarian Frame discussed the facility and stated that they were waiting to hear the outcome of the Proposition 14 grant application.

Library Services Manager Weiner explained that progress was delayed due to the retirement of the State Librarian as well as the introduction of Senate Bill 1161 passed by the legislature for additional funding of \$600 million for library construction.

Senior Librarian Frame stated that they received three new bookshelves in the Youth Services area and that they had to remove tree roots that were blocking the emergency door exit. He advised that the branch was an area disaster center and described some of the rearranging that has been done to maximize space.

He concluded his report with his wish list that includes expansion, painting of the exterior, landscaping, lounge chairs, and color printers.

Library Services Manager Weiner added that it was possible to expand into the parking lot that was rarely full, and that a homework center and small meeting room would be desirable.

Youth Services Librarian Thoeny introduced Teen Advisory Board members Erin Chung and Sana Ahmed, both from West High School, and commended them for all their assistance, development of programming, Finals and AP study nights, and their mural on the back wall. Erin and Sana stated how much they enjoyed putting on programs that included "Harry Potter Day" and a teddy bear picnic.

Youth Services Librarian Thoeny shared information about her background and responsibilities at the library, and described some of the 67 programs presented from July 2003 to June 2004 attended by 3,028 people. These included Alligator Al, Come Fly Away, the Gamble puppet show, The Last Days of the Dinosaurs, and chemistry experiments by a parent. She described efforts to increase teen involvement that includes a teen book discussion group, homework helpers, and ten sessions of the reading partners program. She stated that 481 children enrolled in the summer reading program, with 4,085 books read. She noted that the reading partners and summer reading programs were often moved outside into the park due to space limitations in the facility. She described outreach with local schools and childcare centers and weekly story times. She concluded her report with future plans that include first grade outreach and programs that concentrate on arts, artistic expression, and science. These will include programs on safety, a blues musician, night astronomy, chemistry experiments, and another kite program.

Senior Librarian Frame reminded Commissioners that there was a mystery book group that meets the first Tuesday of every month.

6d. FRIENDS OF THE TORRANCE LIBRARY REPORT

Friends Vice-President Covey announced a hardback book sale on October 15-16, 2004.

5A. APPROVAL OF AUGUST 9, 2004 MINUTES

This item was considered out of order.

MOTION: Commissioner Roberts moved to approve the August 9, 2004 Library Commission meeting minutes as submitted. Commissioner Chappell seconded the motion and a voice vote reflected unanimous approval (absent Commissioner Watson).

7. UNFINISHED BUSINESS

7a. SELECTION OF COMMISSION REPRESENTATIVE TO TORRANCE PUBLIC LIBRARY FOUNDATION

MOTION: Commissioner Roberts moved that Commissioners Unverzagt and Haig co-represent the Library Commission at the Torrance Public Library Foundation meetings. Commissioner Chappell seconded the motion and a voice vote reflected unanimous approval (absent Commissioner Watson).

7b. DEBRIEFING ON JOINT MEETING WITH CITY COUNCIL

Commissioners briefly discussed the August 17, 2004 joint meeting with City Council. Chairperson Botello stated that she was pleased that the Council recognized that the Library Commission was the only Commission that had a regularly scheduled social opportunity for interaction with City Council.

7c. COMMISSION ANNUAL REPORT

Minor revisions were made to the final draft of the Library Commission Annual Report. Chairperson Botello advised that there would be attachments regarding ASSIST and the Frankenstein Festival to the Report.

MOTION: Commissioner Unverzagt moved to approve the Library Commission Annual Report for fiscal year July 1, 2003 – June 30, 2004 as corrected and that the final version would be sent via e-mail to all Commissioners. The motion was seconded by Commissioner Roberts and passed by unanimous voice vote approval (absent Commissioner Watson).

7d. NOMINATE FRIENDS OF THE LIBRARY FOR CALTAC AWARD

Chairperson Botello stated that the deadline for nominations for the CALTAC Award was September 16, 2004 and that she would complete the application pending Commission approval.

MOTION: Commissioner Roberts moved to allow Chairperson Botello to write and submit the application to nominate Friends of the Torrance Library for the California Association of Library Trustees and Commissioners (CALTAC) Award. The motion was seconded by Commissioner Unverzagt and passed by unanimous voice vote approval (absent Commissioner Watson).

8. STANDING COMMISSION COMMITTEE REPORTS

8a. TORRANCE PUBLIC LIBRARY FOUNDATION

1) NEXT MEETING SEPTEMBER 15, 2004, NOON, KGCCL

City Librarian Buckley advised that Councilmember Scotto would be present at the September 15, 2004 Foundation meeting to discuss fundraising.

9. MONTHLY DEPARTMENT REPORT

9a. SUMMER READING PROGRAM 2004 REPORT

Referring to Youth Services Supervisor Olsen's report, Library Services Manager Weiner discussed the 2004 Summer Reading Program. She stated that participation levels increased this summer, with fewer children attempting to manipulate the system to win prizes and signing up but not returning. She stated that most branches utilized outside space for crowd control and that the Green Team members donated by the Exxon/Mobil Foundation were very helpful.

9b. OTHER UPDATES

City Librarian Buckley reported that the Torrance Public Library Foundation was sponsoring a book fair on September 29, 2004 in the Civic Center Library from

12:00 p.m. to 7:00 p.m. He noted that it would be open to the public and City employees were encouraged to attend.

Library Services Manager Weiner distributed surveys for Commissioners to circulate to evaluate the success of the ASSIST program, commenting that staff hoped to get 100 surveys back.

10. ORALS

Commissioners Unverzagt and Thue offered to circulate fliers about the book fair to local schools.

Library Services Manager Weiner announced that Torrance Library was awarded the Global Languages Materials Collection Development grant.

Senior Librarian Frame thanked Commissioners for coming to the branch and asked them to encourage audio/visual donations. He mentioned that staff was considering hiring a DVD repair company.

Responding to Commissioner Haig's inquiry, staff discussed the feasibility of installing self-check machines at the Library.

Commissioner Haig inquired about the computer stolen from the Civic Center Library and City Librarian Buckley advised that the incident was under investigation.

Chairperson Botello stated that she would attend "Inspiring Libraries to Inspire Communities" at the Cerritos Library on September 24-25, 2004 as well as California Library Association (CLA) this year.

Commissioner Roberts announced that she was one of 20 chosen to represent the State at the National Service and Disability Inclusion Leadership Institute.

11. ADJOURNMENT

MOTION: At 9:25 p.m., Commissioner Chappell moved to adjourn the meeting to October 11, 2004, 2004 at 7:00 p.m. at the Waleria Branch Library. Commissioner Roberts seconded the motion and, hearing no objection, Chairperson Botello so ordered.

Approved as Amended October 11, 2004 s/ Sue Herbers/ City Clerk
