

**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, October 8, 2007 at the Katy Geissert Civic Center Library meeting room.

2. ROLL CALL

Present: Commissioners Gerber, Grogan, Haig, Lang, Wang, and Chairperson Chappell.

Absent: Commissioner Botello.

Also Present: City Librarian Weiner.

MOTION: Commissioner Gerber moved to grant an excused absence to Commissioner Botello for the October 8, 2007 meeting. Commissioner Wang seconded the motion; a voice vote reflected unanimous approval.

3. FLAG SALUTE

Commissioner Lang led the Pledge of Allegiance.

4. AFFIDAVIT OF POSTING

MOTION: Commissioner Gerber 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.

5. APPROVAL OF MINUTES

5a. MINUTES OF SEPTEMBER 10, 2007

Commissioner Gerber offered the following correction to the September 10, 2007 meeting minutes:

Page 3, 8a, line 5: "He announced the next Foundation meeting..."

MOTION: Commissioner Wang moved for the approval of the September 10, 2007 Library Commission meeting minutes as corrected. Commissioner Gerber seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Botello).

6. NEW BUSINESS

6a. FRIENDS OF THE TORRANCE LIBRARY REPORT

City Librarian Weiner announced a hardback book sale at Katy Geissert Civic Center Library on October 19-20, 2007.

6b. LIBRARY COMMISSION BUDGET UPDATE

City Librarian Weiner reviewed the 2007-08 Library Commission Budget and Budget to Actual reports as of June 30, 2007 included in the material of record. She offered to provide additional information at the next Commission meeting.

6c. LIBRARY LOST AND FOUND POLICY

City Librarian Weiner reported that staff was working on a draft Lost and Found Policy that was being expanded for use throughout the whole Department. She stated that she would bring back the draft Policy at the December 2007 meeting.

She reported that staff was also developing language to address the issue of tutoring in the Library that sometimes interferes with general operations and ongoing service for patrons.

6d. COMMISSION BRANCH VISITS 2008

City Librarian Weiner distributed a proposed schedule for branch library meetings and explained that the schedule was based on input from branch libraries.

MOTION: Commissioner Grogan moved to approve the proposed schedule for branch library meetings. Commissioner Lang seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Botello).

6e. MCLS / SAB MEETING

City Librarian Weiner stated that Commissioner Botello was unable to attend the meeting, but relayed notes taken by Principal Librarian Theyer. She reported that the most important item discussed was how delivering services to public libraries would be reorganized, particularly reference service. She explained that the State Librarian was looking at a system that would be more cost effective and efficient. She stated that there would probably be a maximum of three major reference centers throughout the State, with many of the smaller individual systems consolidating. She noted that attendees were given surveys and asked to think about second level reference, committee structure, collection sharing, MCLS training workshops, grants, associate members, System Advisory Board, and interns.

6f. CALIFORNIA PUBLIC LIBRARY ORGANIZATION REPORT

City Librarian Weiner distributed a brochure that describes how California public libraries are organized. She stated that the resource includes information about legal authority, governing board, formation, advisory board, local financing for operations, capital funding, and service area.

6g. NEXT LIBRARY COMMISSION MEETING

City Librarian Weiner advised that the second Monday in November 2007 is a City holiday and asked Commissioners to consider alternative dates for their next Commission meeting. She noted that the Katy Geissert meeting room was not available

on November 5, 2007 but that the Commission could meet in the Polly Watts Theatre upstairs.

MOTION: Commissioner Haig moved that the Commission meet on November 5, 2007 in the Polly Watts Theatre at the Katy Geissert Civic Center Library. Commissioner Wang seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Botello).

7. UNFINISHED BUSINESS

7a. JOINT MEETING WITH CITY COUNCIL – NOVEMBER 20, 2007

Commissioner Grogan and Chairperson Chappell offered their regrets that they would be unable to attend the November 20, 2007 joint meeting with City Council. There was a general consensus to not try to change the date of the meeting and that representatives from Friends of the Torrance Library, Torrance Public Library Foundation, and Youth Council would be invited to attend.

7a.1 AGENDA TO INCLUDE ITEM RE: RESTORATION OF SUNDAY SERVICE

City Librarian Weiner reported that City Council expressed interest in discussing Sunday service at the joint social. She briefly reviewed other possible topics of discussion that include a Live Homework Help demonstration, update on the Hull/Levy relocation and the effects on Southeast branch, social networking, update on the 1st floor remodel and branch refurbishment, the North Torrance Library and Community Services Center project, and the value that a library brings to a community.

It was determined that the agenda would be finalized at the November 5, 2007 Commission meeting and seating arrangement was briefly discussed.

7b. SUNDAY SERVICE UPDATE

City Librarian Weiner distributed updated Sunday service circulation statistics, noting that checkouts do not always correlate with gate counts. She reported that overall Sunday service was going very well and that the contract agency has been excellent. She noted that needed improvements include consistent security guard service and an upgrade of the time out system.

8. STANDING COMMISSION COMMITTEE REPORTS

8a. TORRANCE PUBLIC LIBRARY FOUNDATION

8a. Vice-Chairperson Haig reported that he was unable to attend the September 19, 2007 Foundation meeting.

City Librarian Weiner reported that it was a very productive meeting and that the revised by-laws and mission statement were presented. She added that the chairperson was working on a pledge for new board members. She announced the next Foundation meeting on October 17, 2007 at 11:30 a.m. in the Katy Geissert Library meeting room.

Commissioner Wang left at 8:15 p.m.

8b. TUSD ECT

Commissioner Lang stated that she was unable to attend the last ECT meeting and City Librarian Weiner advised that Youth Services Supervisor Baier probably attended and could provide a report.

Commissioner Grogan offered to attend ECT meetings in November and December 2007.

9. MONTHLY DEPARTMENT REPORT

City Librarian Weiner announced that Torrance Library was selected to participate in the 2007-08 Transforming Life after 50: Public Libraries and Boomers Institute on November 27-29, 2007.

She distributed fliers for upcoming events that include the film "Treasure Island" on October 24, 2007, "Women Pirates!" with Gail Selinger on October 24, 2007, and "The Seventh Annual Masquerade and Book Discussion" on October 31, 2007.

City Librarian Weiner reported that the 1st floor remodel was through plan check and going out to bid, and that the architect was drawing up plans for the branch shelving project with input from staff.

She reported that supervisory staff attended training sessions this month on sexual harassment and MOUs.

Referring to Live Homework Help, City Librarian Weiner reported 358 log-ons in September 2007, noting that usage is still nicely spread out between age groups and subjects.

City Librarian Weiner gave Commissioner Lang an updated list of homeowners associations.

10. ORAL COMMUNICATIONS

10a. Chairperson Chappell presented a letter of appreciation from Friends of the Torrance Library thanking Commissioners for their donation on behalf of Kathryn Endo-Robert's father.

10b. Commissioner Haig stated that he attended the Back to School night last week at Seaside Elementary and arranged to have Youth Services Librarian Spradlin visit his daughter's 5th grade class on October 9, 2007.

10c. Commissioner Haig announced that he was elected to the Board of Directors for the Torrance Y.M.C.A.

10d. Commissioner Grogan initiated a brief discussion about a newspaper article she read regarding private organizations taking over public library services.

10e. Commissioner Gerber brought up the possibility of having Torrance Library showcased on CitiCable.

10f. Commissioner Lang announced that Southeast Branch Youth Services Librarian Garcia won tickets to hear J. K. Rowling's lecture in New York City.

10g. Commissioner Lang stated that she enjoyed providing Library outreach at the Disaster Preparedness Expo on September 29, 2007, noting that she and Principal Librarian Theyer talked to approximately 700 adults and 500 children.

10h. Commissioner Lang was pleased to announce that the way tickets are available for dance recitals has been changed.

11. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

Items for the November 5, 2007 Library Commission meeting agenda were listed and include: City Council and Library Commission joint meeting agenda, CLA, Friends of the Torrance Library, Youth Services Librarian Spradlin's visit to Seaside Elementary, ECT, and Library Foundation.

12. ADJOURNMENT

MOTION: At 9:07 p.m., Commissioner Haig, with a second by Chairperson Chappell, moved to adjourn the meeting to Monday, November 5, 2007 at the Polly Watts Theatre, Katy Geissert Civic Center Library, at 7:00 p.m. and, hearing no objection, Chairperson Chappell so ordered. (Absent Commissioners Botello and Wang)

Approved as Submitted November 5, 2007 s/ Sue Herbers, City Clerk
