

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

1. CALL TO ORDER

The Torrance Library Commission convened in a regular session at 7:12 p.m. on Monday, November 14, 2005 at the Walteria Branch Library.

2. ROLL CALL

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

Absent: None.

Also Present: City Librarian Weiner,
Support Services Supervisor Deleget,
Acting Senior Librarian Nemitz,
Youth Services Librarian Gutierrez,
Environmental Services Administrator Cessna,
Senior Planning Associate Chun,
Senior Planning Associate Lodan, and
Planning Associate Cutting.

*Commissioner Chappell arrived at 7:54 p.m.

3. FLAG SALUTE

Commissioner Botello led the Pledge of Allegiance.

4. AFFIDAVIT OF POSTING

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

5. APPROVAL OF MINUTES

5a. MINUTES OF OCTOBER 10, 2005

Commissioner Wang noted the following correction to the October 10, 2005 Library Commission meeting minutes:

Page 5, Item 8a, paragraph 2: "Commissioner Haig initiated a brief discussion..."

MOTION: Commissioner Lang moved for the approval of the October 10, 2005 Library Commission meeting minutes as corrected. Commissioner Grogan seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Chappell).

6. NEW BUSINESS

6a. CITY OF TORRANCE GENERAL PLAN UPDATE

Senior Planning Associate Chun introduced Community Development Department staff members and provided an overview of the City's General Plan update process. She reported that California law requires cities to adopt a General Plan as well as policy guidelines to identify a series of elements, noting that matters concerning the Library would be included in the Parks and Recreation optional element. She explained that the General Plan is a community vision that is translated into a set of goals and policies laying out the desired physical development of the City. This vision is used as the basis for local government decisions for future development projects. It serves as a comprehensive long-range plan that expresses the community's development goals and policies regarding the distribution of future public and private land uses.

Environmental Services Administrator Cessna stated that their goal was to expand the Library and its programs more fully in the Parks and Recreation element. She encouraged Commissioners to brainstorm what they would like to see in the Parks and Recreation element and what the City should be trying to accomplish over the next twenty years. She advised that, after their ideas were listed, the Commissioners would be asked to prioritize the areas of most concern to them with a dot placing activity. She stated that the information would then be forwarded to the General Plan consultants who are preparing the draft element.

Chairperson Roberts requested that the Youth Council representative and Library staff also be included in the brainstorming activity.

Commissioners made suggestions and comments that were listed as follows:

- *Wireless network – all branches.*
- *Remodel main level of Katy Geissert Civic Center Library.*
- *Homework centers in all branches / increase electrical capacity.*
- *Assistive technology – all branches.*
- *Communications & Information Technology (CIT) support.*
- *Additional space – staff rooms / staff modern technology (small room and quiet space) and meeting rooms / public.*
- *Staff support for new tech / space.*
- *Enhance large meeting room at Katy Geissert Civic Center Library with teleconferencing.*
- *More space and computers for Friends of the Torrance Library.*
- *Sunday (Katy Geissert Civic Center Library) and Friday (branches) service.*
- *ADA – all branches.*
- *Café areas – Katy Geissert Civic Center Library.*
- *Expand shelving space / storage / modern furnishings / display areas.*
- *Self check out at all branches.*
- *Contemporary furnishings.*
- *Audio visual book drops at all branches.*
- *Dedicated funding for all branches.*
- *All programs at all branches.*
- *Security system at all branches.*

- *Better lighting.*
- *Transitional space for programming (patios, etc.)*
- *New carpeting – all branches.*
- *Teen center / kid friendly spaces (couches, bean bags) at all libraries.*
- *More different types of books / materials. Multiple languages, also cultural programming in different languages.*
- *Electronic computer downloading.*
- *Stronger collaborative programming with other divisions (Parks and Recreation, Cable, etc.)*
- *Marketing – in-house staff to do.*
- *Better community signage to direct people to libraries.*
- *Library lobbyist – State / Federal funding.*
- *Branch electronic signage with hours posted.*
- *Address parking needs (additional spaces).*
- *Build North Torrance Community Center.*
- *Atrium on top floor of all libraries.*
- *Establish a measure for Library service levels—i.e., open space ratio.*
- *Developers' fees to pay for library services also.*
- *Establish minimum standards for branch libraries (size, collections, seating, etc.)*
- *Listening stations for audios.*
- *Sound system at Katy Geissert Civic Center Library meeting room.*
- *Improved heating and air conditioning.*
- *New larger capacity elevators.*
- *Staff training funding.*
- *More storage space.*
- *Staffing needs at non-library public facilities – coordination.*

Commissioner Chappell arrived at 7:54 p.m.

Environmental Services Administrator Cessna gave six dots to each participant and requested that they prioritize the most important ideas. She advised that Commissioners would have the opportunity to provide additional input, and that the draft element would be brought back to the Commission in spring 2006 before going on to City Council.

Community Development Department staff members left at 8:11 p.m. after offering their appreciation to Commissioners for providing their suggestions.

6d. YOUTH COUNCIL REPORT

This item was considered out of order.

Commissioners welcomed Torrance Youth Council member Cheiny representing South High School. She discussed Youth Council volunteer activities that include the October 31, 2005 Halloween Carnival, the November 24, 2005 Turkey Trot, and the December 11, 2005 Winter Holiday Boutique at Wilson Park.

6b. BRANCH LIBRARY REPORT

Acting Senior Librarian Nemitz welcomed Commissioners to the branch and distributed a statistical summary of fiscal year 2004-2005. She discussed the demographics of the surrounding area, noting the increase in Asian and Pacific Islander patrons. She described staff changes that have occurred and expressed appreciation for the more than 30 volunteers at the branch. She stated that staff has focused on filling in gaps in fiction series collections and have added several books on CD, videos through donations, and DVDs. She discussed adult programming that includes Books Eclectic book club, a successful joint program of *Charlie and the Chocolate Factory* with Park Services in Walteria Park, and a rubber-stamping program with Judi-kins on November 5, 2005. She stated that the branch has added two media towers for DVDs.

Youth Services Librarian Gutierrez shared information about the branch's new Manga collection. She discussed youth programming that include a preschool story time on Mondays, a family story time on alternate Saturdays, a monthly performer or craft event funded by Friends of the Torrance Library, and the Teen Advisory Board. She discussed the In & Out program, first grade outreach, and the 2005 Summer Reading Program, noting that there has been better response from local schools this year.

In response to Commissioner Chappell's inquiry, Ms. Nemitz explained the procedure for determining the number of patrons frequenting the library and reference questions asked.

City Librarian Weiner noted that the branch plays music in the day and commended staff for creating a less formal atmosphere.

Responding to Chairperson Robert's inquiry, staff stated that items on their wish list include remodeling and upgrading, improving things for the community, better carpeting, a new changing table, better lighting, a new front automatic door, and space for skateboards and backpacks.

6c. FRIENDS OF THE TORRANCE LIBRARY REPORT

6c.1 HARDBACK BOOK SALE OCTOBER 21-22, 2005

City Librarian Weiner reported that the book sale netted at least \$8,000 and that Friends was happy with the results.

6d. YOUTH COUNCIL REPORT

Previously considered following Item 6a.

6e. LIBRARY'S VOLUNTEER PROGRAM

Support Services Supervisor Deleget distributed information on available volunteer positions at the Torrance Public Library, statistics on annual volunteer hours 1998-2005 at libraries, the volunteer application, and the orientation packet given to new volunteers. She reported that volunteers provide valuable support but not replacement for trained library staff. She discussed positions that involve work with the public that include the Words on Wheels service, Reading Partners, Homework Helpers, Summer Reading Program support, and assistive technology trainers as well as behind-the-scenes duties that include cleaning and mending, database searching, shelf-shifting,

shelf-searching, and art and graphic support. She stated that volunteers are members of Friends of the Torrance Library, staff, the Genealogy Society, Key Club, high school students, retired adults, and prospective library science students. She noted that more volunteers are recruited in years when there is a special project or need. She stated that this year there have been 270 different volunteers throughout the library system, with 20-35 at Katy Geissert Civic Center Library and from five to 20 at a branch at any given time. She discussed the ways the Torrance Public Library and City recognizes volunteers and noted that they are actively recruiting for assistive technology trainers and for the Words on Wheels program.

6f. CLA CONFERENCE REPORTS

The November 4-7, 2005 California Library Association (CLA) in Pasadena was attended by Commissioners Botello, Chappell and Wang, Chairperson Roberts, and City Librarian Weiner and several other staff members.

City Librarian Weiner reported that she attended worthwhile and interesting workshops that were focused on building projects, intellectual freedom issues, grants and grant writing, and management. She also attended the Bond Act fundraising breakfast, noting that the State Librarian is looking for advocates to go out in the community to raise money for the passage of the bond.

Commissioner Botello recognized Dana Vinke for leading a career forum workshop. She noted that she heard compliments from two different groups about the level of commitment and knowledge that the Torrance Commissioners have about the Public Library. She conducted two career workshops and hosted for the people who did the presentations.

She reported that the primary Legislative priority that was discussed at her first CLA Assembly meeting was to support passage of the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2006. She reported that CLA also advocates full funding of the Public Library Foundation program and opposes any reductions beyond the 2005-2006 budget level. She noted that 25% of CLA members are students and that more student and support staff participation is being encouraged.

Chairperson Roberts stated that she was pleased that the conference was so well attended by both Commissioners and staff. She commented that she enjoyed the breakfast, did a lot of walking, that the event was informative, and that she saw Shawna Thorup.

Commissioners passed around handouts that they received from vendors and exhibits that included a brochure on "Authors at Sea."

6g. JOINT MEETING WITH PARKS & RECREATION COMMISSION

City Librarian Weiner reported that Parks and Recreation staff was aware that the Library Commission was interested in having a joint meeting and felt that their Commission would be supportive of the idea. She suggested that the Commission create an ad hoc subcommittee to plan the meeting and discuss an agenda.

Commissioners Haig, Botello, and Chairperson Roberts volunteered to be on the subcommittee.

MOTION: Commissioner Wang moved to create an ad hoc subcommittee consisting of Commissioners Haig, Botello, and Chairperson Roberts to plan a joint meeting between the Library Commission and Parks and Recreation Commission. Commissioner Grogan seconded the motion; a voice vote reflected unanimous approval.

7. UNFINISHED BUSINESS

7a. REVIEW MISSION STATEMENTS FROM OTHER CITIES

Commissioner Haig noted that mission statements from several other cities were included in the agenda material. Chairperson Roberts suggested that a subcommittee be formed to redefine or amend the current Torrance Library Commission mission statement. City Librarian Weiner offered to put out a request to MCLS libraries to share their mission statements. Commissioners Chappell, Haig, and Grogan volunteered to be on the subcommittee.

MOTION: Commissioner Botello moved to establish an ad hoc subcommittee consisting of Commissioners Chappell, Haig, and Grogan to review mission statements from other cities to assist in developing the Torrance Library Commission mission statement. The motion was seconded by Commissioner Haig and passed by unanimous voice vote approval.

7b. DECISION REGARDING A DECEMBER COMMISSION MEETING

It was determined that the Commission would go dark in December 2005 and it was clarified that ad hoc subcommittees could still meet during that month.

MOTION: Commissioner Grogan moved that the Library Commission adjourn tonight's meeting to January 9, 2006. Commissioner Botello seconded the motion; a voice vote reflected unanimous approval.

7c. COMMUNICATION / CONTACT WITH CITY HOMEOWNER ASSOCIATIONS

Commissioner Lang offered to compile a list of Torrance homeowner associations and provide it at the January 2006 Commission meeting.

7d. DISTRIBUTION OF TRUSTEE TOOL KIT AND COMMISSIONER'S LITTLE HANDBOOK

City Librarian Weiner apologized for not bringing the trustee tool kits and handbooks to tonight's meeting. She stated that she has them in the Library's administrative office and offered to bring them to the January 2006 Commission meeting.

8. STANDING COMMISSION COMMITTEE REPORTS

8a. TUSD ECT

Commissioner Grogan reported that Magruder middle school was featured at the November 7, 2005 ECT meeting. She discussed the Welcome Everybody orientation for sixth graders and the Operation Back to School program for seventh and eighth graders. She provided information on statistics that Dr. Laurie Love presented during a state of the schools report on testing and achievement. The next ECT meeting, honoring Anza Elementary, will be December 5, 2005 and Anza Elementary.

8b. TORRANCE PUBLIC LIBRARY FOUNDATION

Commissioner Haig reported that the Foundation has raised \$37,000 of their goal of \$500,000, have elected new board members, and voted to give \$250 for the Library Bond Act campaign. He stated that topics of discussion at the October 19, 2005 meeting included the Red Dot website, TeleStaff, the Southeast homework center, and the tote bag program. The next regular meeting is scheduled for January 18, 2006

City Librarian Weiner added that the Foundation was holding a special meeting on November 16, 2005 to plan a fundraising event and Commissioner Haig indicated that he would try to attend.

8c. MCLS SYSTEM ADVISORY BOARD

No report.

8c.1 NEXT MEETING THURSDAY, DECEMBER 1, 2005, 10:00 A.M., GLENDALE PUBLIC LIBRARY

9. MONTHLY DEPARTMENT REPORT

City Librarian Weiner reported that the Katy Geissert Civic Center Library youth services homework center would have an informal opening on November 17, 2005 at 7:00 p.m. and encouraged Commissioners to attend. She advised that there are school supplies, a scanner, printer, and eight computers with flat screen monitors.

She reported that the self check out system was expected be operational the first full week of December 2005.

She stated that the Library Division would be meeting with the Budget Review Team the end of November 2005 to review the budget and that she would provide information at the January Commission meeting.

She stated that City staff was creating a team to attend a workshop at Cerritos Library in April 2006 regarding community partnerships with museums, public broadcasters, and libraries.

She reported that staff members have been participating in City-sponsored training regarding harassment and safety issues in the workplace, noting that there would be a City-wide disaster drill on November 17, 2005. She stated that there is a volunteer ham radio operator assigned to each branch library.

Chairperson Roberts mentioned that there approximately 266 ham radio operators in the City.

Responding to Commissioner Lang's inquiry, City Librarian Weiner advised that the City Manager was considering library staff changes as a budget cut. She explained that as a Library Assistant 1 position was lost, that person would be replaced by part time Junior Library Clerks. She stated that the Junior Library Clerk spec needed to be changed because the position is currently based on seniority.

10. ORALS

10a. Commissioner Lang reported that at the October 29, 2005 CALTAC Fall Workshop in Santa Clara the four main speakers discussed library websites, wireless networks, ebooks and radio frequency identification. She offered to provide a more thorough report at the January 2006 Commission meeting.

MOTION: Commissioner Haig moved to reimburse Commissioner Lang her actual mileage costs to attend the October 29, 2005 CALTAC Fall Workshop in Santa Clara. Commissioner Chappell seconded the motion; a voice vote reflected unanimous approval.

10b. Commissioner Chappell apologized for being late for this meeting.

10c. City Librarian Weiner encouraged Commissioners to attend the November 19, 2005 "Buyer Beware!" program.

10d. Chairperson Roberts distributed a November 14, 2005 article "Private Library Funds Under Fire" from the San Gabriel Valley Tribune.

10e. Chairperson Roberts provided information about the Goodwill of Southern California's holiday book drive.

10f. Chairperson Roberts donated information on MediCare and MediCal in Braille.

11. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

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

12. ADJOURNMENT

MOTION: At 9:55 p.m., Commissioner Botello moved to adjourn the meeting to January 9, 2006 at 7:00 p.m. at the El Retiro Branch Library. Commissioner Chappell seconded the motion and, hearing no objection, Chairperson Roberts so ordered.

Approved as Amended January 9, 2006 s/ Sue Herbers, City Clerk
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