



## Library Commission

The Library Commission is an advisory body to the City Council that meets on the second Monday of each month at 7:00 p.m. in the Community Meeting Room at the Katy Geissert Civic Center Library, 3301 Torrance Blvd.\*\* All meetings are open to the public. Those who wish to speak on any matter on the agenda are asked to complete a "Speaker Information Card" (available at the meeting) and relay it to staff.

Direct questions or concerns to City Librarian Paula J. Weiner at (310) 618-5950, or via e-mail to pweiner@torrnet.com. Agendas and minutes are posted on the City of Torrance web page at www.torrnet.com.

In compliance with the Americans with Disabilities Act, if special assistance is needed to participate in any Library Commission meeting, please call (310) 618-5950. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28CFR 35.102-104 ADA Title II]

\*\*The Library Commission will hold meetings at the branch libraries during 2008 as follows:

|             |                |
|-------------|----------------|
| January 14  | North Torrance |
| February 11 | Henderson      |
| March 10    | El Retiro      |
| April 14    | Walteria       |
| May 12      | Southeast      |

### LIBRARY HOURS OF OPERATION

#### Katy Geissert Civic Center Library

Mon-Thurs . . . . . 10 a.m. – 9 p.m.  
 Friday . . . . . 10 a.m. – 6 p.m.  
 Saturday . . . . . 10 a.m. - 5:30 p.m.  
 Sunday . . . . . 1 p.m. – 5 p.m. on  
 select Sundays

#### Branch Libraries

Mon-Thurs . . . . . 11 a.m. – 8 p.m.  
 Saturday . . . . . 10 a.m. – 5 p.m.  
 Friday & Sunday . . . . . Closed

# LIBRARY COMMISSION

KATY GEISSERT CIVIC CENTER LIBRARY  
 3301 TORRANCE BOULEVARD  
 TORRANCE, CALIFORNIA 90503

MONDAY, DECEMBER 10, 2007, 7:00 P.M.

## A G E N D A

1. **CALL TO ORDER**
2. **ROLL CALL/MOTIONS FOR EXCUSED ABSENCE**
3. **FLAG SALUTE**
4. **MOTION TO ACCEPT AND FILE REPORT ON POSTING OF AGENDA**
5. **APPROVAL OF MINUTES**
  - a. Not available at time of agenda printing
6. **NEW BUSINESS**
  - a. Debriefing – Joint Meeting with the City Council 11/20/07
  - b. Community Resources Element of City General Plan (separate attachment)
  - c. California Library Association 'Day in the District' – January 25 and February 1, 2008
  - d. Library Lost & Found Policy (attachment)
  - e. Tutors in Library Buildings – Procedures and Guidelines (attachment)
  - f. 2008 Part-time Employee Recognition Event
7. **UNFINISHED BUSINESS**
  - a. Commission Meetings at Library Branches in 2008
    - 1) Agenda item to City Council 12/4/07 requesting approval of dates (attachment)
  - b. Boomer Grant Update
  - c. Appointment of Community Services Director Update
8. **STANDING COMMISSION COMMITTEE REPORTS**
  - a. Torrance Public Library Foundation meeting of 11/28/07
  - b. TUSD ECT
9. **MONTHLY DEPARTMENT REPORT**
10. **ORAL COMMUNICATIONS**
11. **ITEMS FOR NEXT LIBRARY COMMISSION MEETING**

**All libraries will be closed until 1:00 p.m. on Wednesday, December 12, 2007 for staff development**

The Torrance Public Library is a division of the City of Torrance Community Services Department.

[www.library.tornet.com](http://www.library.tornet.com)

**12. ADJOURNMENT:** Adjournment to Monday, January 14, 2008 at 7:00 p.m. at the North Torrance Library, 3604 Artesia Blvd., Torrance

Attachments:

1. Draft – Lost and Found Policy
2. Draft letter – tutors in library buildings
3. Copy of agenda item 8A from 12/4/07 Council meeting
4. *Los Angeles Times* article from 10/25/2007, “Refuge for readers can be risky”
5. *Associated Press* article, “High school libraries lure students with coffee”
6. Torrance Public Library December Calendar of Events

Separate Attachment

1. Draft Community Resources Element

