

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

1. CALL TO ORDER

The Torrance Library Commission convened in a regular session at 7:10 p.m. on Monday, January 9, 2006 at the El Retiro Branch Library.

2. ROLL CALL

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

Absent: Commissioner Grogan.

Also Present: City Librarian Weiner, Senior Librarian Frame, Supervising Librarian Chen, and Youth Services Librarian Spradlin.

*Chairperson Roberts arrived at 7:14 p.m.

MOTION: Commissioner Lang moved to grant an excused absence to Commissioner Grogan for the January 9, 2006 Library Commission meeting. Commissioner Wang seconded the motion; a voice vote reflected unanimous approval.

3. FLAG SALUTE

Commissioner Botello led the Pledge of Allegiance.

4. AFFIDAVIT OF POSTING

MOTION: Commissioner Haig 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 and a voice vote reflected unanimous approval (absent Commissioner Grogan).

5. APPROVAL OF MINUTES

5a. NOVEMBER 14, 2005 COMMISSION MEETING

Commissioner Botello noted the following correction to the November 14, 2005 Library Commission meeting minutes:

Page 5, Item 6f, paragraph 3: "Commissioner Botello recognized Dana Vinke for leading a career forum workshop."

MOTION: Commissioner Chappell moved to approve the November 14, 2005 Commission meeting minutes as corrected. The motion was seconded by Commissioner Haig; a voice vote reflected unanimous approval (absent Commissioner Grogan).

*Commissioner Roberts arrived at 7:14 p.m.

6. NEW BUSINESS

6a. BRANCH LIBRARY REPORT

Supervising Librarian Chen provided a summary of changes at El Retiro Branch Library since the Commission's last visit that include staffing changes, the patrolling of two Park Rangers every afternoon, the installation of PC reservation software, and new video and CD display racks. She discussed the branch's close relationship with the Hollywood Riviera Sportsmen Club, Hollywood Riviera Homeowners Association, and Hollywood Riviera Garden Club. She stated that staff was in the process of weeding the adult collection with the goal to separate adult and youth non-fiction. She reported that popular fiction, travel, home improvement, and audio visual materials were the most circulated items. She provided information about the branch's monthly book discussion group and monthly multicultural children's programming that include a Diwali celebration, a Chinese New Year celebration, "Little House in the Library," "Spring Cleaning with Amelia Bedelia," and "Journey into Narnia." She stated that the library was able to purchase materials in seven languages through the Global Languages Materials grant and that the library will be implementing TeleStaff, developing more programming, and training a new page. She concluded her presentation with a wish list that includes new carpeting, new light fixtures, more PCs for staff, expansion of the children's area, paving the alleyway behind the library, new kitchen cabinets and refrigerator, and installation of a self detection gate.

Senior Librarian Frame recognized Supervising Librarian Chen for her capable daily supervision of operations at the branch library.

City Librarian Weiner noted that Supervising Librarian Chen was instrumental in coordinating purchases for the Global Languages Materials grant.

Senior Librarian Frame stated that he and Supervising Librarian Chen recently found \$400 in savings in foreign language magazines by changing the shipping from airmail to surface mail.

Youth Services Librarian Spradlin reported on his background, collection weeding, collection development in areas of science projects and geography, and the focus on multicultural and literature based programs. He stated that he enjoys working with a supportive staff and distributed fliers on upcoming events that include "A Chinese New Year Celebration!" on January 25, 2006 and "Olympic Mania!" on February 22, 2006. Other programming being developed is a fairy tale "Fear Factor" over Spring Break, an intergenerational poetry café, high school book discussion groups, and a Writing Partners program to compliment Walteria Branch Library's Reading Partners program. He described the toddler and preschool story times and discussed outreach with area schools. His wish list includes an expanded children's area, new shelving in the juvenile fiction area, and a security gate.

6b. FRIENDS OF THE TORRANCE LIBRARY REPORT

6b.1 PAPERBACK SALE - JANUARY 21, 2006

Friends Vice-President Covey announced a paperback book sale on Saturday, January 21, 2006 from 9:00 a.m. to 4:00 at Katy Geissert Civic Center Library Meeting Room.

6c. YOUTH COUNCIL REPORT

Youth Council member Ashley Hunt, Torrance High School, reported on the Beat the Odds scholarship program, the Youth Council's donation to the ATTIC for refurbishment, the Winter Boutique, and formation of an ASB committee.

6d. "BETTER TOGETHER: CREATING PARTNERSHIPS FOR COMMUNITY LEARNING" CONFERENCE (CLIOINSTITUTE)

City Librarian Weiner reported that a team was formed to put together a grant application package for a three-day conference in April 2006. She stated that, if accepted, four staff members will attend the conference to gain skills and information to submit a more formal grant application that will enable them to obtain goals that include making the website more interactive and information about web casting.

6e. INSTITUTE OF MUSEUM AND LIBRARY SERVICES (IMLS) GRANT "DELIGHTING THE CUSTOMER"

City Librarian Weiner reported that Torrance was one of six libraries invited to participate in a grant proposal that would focus on what library patrons want and expect in given products or services through focus groups and surveys (Kano Model).

6f. LIBRARY BOND ACT UPDATE AND OTHER LEGISLATIVE MATTERS

City Librarian Weiner stated that the Department was focusing on efforts to support the Public Library Construction and Renovation Bond Act of 2006.

Commissioner Haig speculated that the Governor's office would be supportive of the Bond Act.

City Librarian Weiner distributed updated information on the time extension of the Patriot Act.

6g. UPCOMING LIBRARY EVENTS

6g.1 CLA/CSLA DAY IN THE DISTRICT – JANUARY 27 AND FEBRUARY 3, 2006

Chairperson Roberts inquired if any Commissioners were interested in participating in this year's Day in the District and Commissioner Haig described last year's Day in the District.

Chairperson Roberts indicated that she would attend the event on February 3, 2006 and Commissioners Wang, Chappell, and Lang expressed an interest in attending on one of the days depending on personal schedules.

City Librarian Weiner volunteered to apply for all three appointments if they are available and to forward names of participants when determined.

6g.2 CALTAC SOUTHERN WORKSHOP – MARCH 11, 2006, BURBANK

Chairperson Roberts noted that an information flier on the CALTAC Southern Workshop was included on page 11 of the agenda packet. Commissioners Wang, Botello, Chappell, and Haig expressed an interest in attending the event.

6g.3 CLA LEGISLATIVE DAY – APRIL 26, 2006

Chairperson Roberts discussed the importance of Legislative Day, volunteered to attend the event on April 26, 2006 in Sacramento, and encouraged other Commissioners to participate.

7. UNFINISHED BUSINESS

7a. JOINT MEETING WITH PARKS & RECREATION COMMISSION

City Librarian Weiner advised that the Parks and Recreation Commission Programs Committee, consisting of Commissioners Cook, Robbins, and Smoot, would meet with the Library Commission's subcommittee to discuss joint programming. She stated that Administrative staff would coordinate the meeting and Commissioners chose Monday or Tuesday evenings at 7:00 as possible meeting times.

7b. COMMUNICATION/CONTACT WITH CITY HOMEOWNER ASSOCIATIONS

City Librarian Weiner noted that a list of active homeowner associations provided by City Clerk Herbers was included in the material of record. Commissioners Wang and Lang decided to share calling the names on the list to see if they have newsletters or websites and Commissioner Lang offered to match up associations with branch libraries on a map.

7c. CALTAC WORKSHOP REPORT

Commissioner Lang provided information presented at lectures that she attended at the October 29, 2005 CALTAC Workshop that included library websites (catalogs, research databases, community information, and archives), digital library services (electronic books, blogs, and e-referencing), wireless access in libraries, and the use of Radio Frequency Identification (RDIF).

City Librarian Weiner noted that that related material, the Executive Summary of "Perceptions of Libraries and Information Resources: A Report to the OCLC Membership" and "Chip on Your Shoulder" from the September 2005 issue of Governing, was included in the agenda packets.

Discussion centered on the use of databases and electronic resources as well as pros and cons of using RDIF chips.

7d. LIBRARY COMMISSION MISSION STATEMENT – REVIEW AND DISCUSSION

City Librarian Weiner noted that a list of missions statements received from MCLS was included in the material of record. She suggested that the subcommittee, consisting of Commissioners Chappell, Grogan and Haig, meet to discuss revision of the Torrance Library Mission Statement.

7e. DISTRIBUTION OF TRUSTEE TOOL KIT AND COMMISSIONER’S LITTLE HANDBOOK

Chairperson Roberts observed that Commissioners had received copies of the Trustee Tool Kit and Commissioner’s Little Handbook.

8. STANDING COMMISSION COMMITTEE REPORTS

8a. TUSD ECT

Chairperson Roberts noted that Commissioner Grogan’s report on the December 5, 2005 Educational Council of Torrance (ECT) meeting was included on page 38 of the agenda packet. The next ECT meeting, featuring Carr Elementary School, is scheduled for February 6, 2006.

8b. TORRANCE PUBLIC LIBRARY FOUNDATION – NOVEMBER 16, 2005 MEETING REPORT

Commissioners Haig and Wang stated that they were unable to attend the November 16, 2005 Library Foundation meeting. City Librarian Weiner reported that the Foundation decided to plan a more formal fundraising event centered around car racing. The fundraiser will be held at the Toyota Automobile Museum on April 22, 2006 from 5:00 p.m. to 8:00 p.m. Chairperson Roberts added that she attended the meeting and that all proceeds would be going to the Southeast Branch Library homework center. The next Foundation meeting is scheduled for January 18, 2006 at noon.

8c. MCLS SYSTEM ADVISORY BOARD – DECEMBER 1, 2005

Chairperson Roberts reported that the System Advisory Board meeting was very short and that they voted for the position of Secretary.

City Librarian Weiner reported that Barbara Custen resigned as Director of MCLS to accept another position.

9. MONTHLY DEPARTMENT REPORT

City Librarian Weiner reported that the Principle Librarian position has been approved and that at the January 10, 2006 meeting City Council would consider approval of the salary range, the first quarter budget review with program modifications, and cataloging with OCLC.

10. ORALS

Commissioner Wang announced a January 18, 2006 Chamber of Commerce Chinese New Year event.

Commissioner Haig announced that his Commissioner reappointment would be considered on January 10, 2006.

Commissioners thanked El Retiro Branch Library staff for their presentations.

Chairperson Roberts announced that she was selected to participate in the Literacy at Work program.

11. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

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

12. ADJOURNMENT

MOTION: At 9:27 p.m., Commissioner Botello, seconded by Commissioner Chappell, moved to adjourn the meeting to 7:00 p.m., February 6, 2006 at the Southeast Branch Library.

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| Approved as Amended February 6, 2006 s/ Sue Herbers, City Clerk |
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