

**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 12, 2004 at the Katy Geissert Civic Center Library.

**2. ROLL CALL**

Present: Commissioners Botello, Unverzagt, Watson and Chairperson Basile.

Absent: Commissioners Bise, Levanas, and Roberts.

Also Present: City Librarian Buckley.

**MOTION:** Commissioner Botello moved to grant excused absences to Commissioners Bise and Roberts from the January 2004 Library Commission meeting. Commissioner Unverzagt seconded the motion and a voice vote reflected unanimous approval.

**3. FLAG SALUTE**

Commissioner Botello led the Pledge of Allegiance.

**4. AFFIDAVIT OF POSTING**

**MOTION:** Commissioner Watson moved to accept and file the report of the City Clerk on the posting of the agenda for this meeting. Commissioner Unverzagt seconded the motion and a voice vote reflected unanimous approval (absent Commissioners Bise, Levanas, and Roberts).

**5. APPROVAL OF MINUTES**

**5a. MINUTES OF SEPTEMBER 16, 2003 JOINT MEETING WITH COUNCIL**

Minutes of the September 16, 2003 Library Commission joint meeting with Torrance City Council were not approved due to the absence of members present at the meeting

**5b. MINUTES OF NOVEMBER 10, 2003**

Minutes of the November 10, 2003 Library Commission meeting were not approved due to the absence of members present at the meeting.

**6. NEW BUSINESS**

**6a. YOUTH COUNCIL REPORT**

Youth Council member Sheri Van Brunt, Torrance High School, described Youth Council committees formed to work on separate activities that include the Youth Forum in April 2004, an ASB joint meeting with City high schools in February 2004, Skate Park, Publicity and Information, Beat the Odds, and Planning.

**6b. FRIENDS OF THE TORRANCE LIBRARY REPORT**

No report.

**6c. BRANCH LIBRARY VISITS 2004**

City Librarian Buckley relayed apologies for Library Services Manager Weiner's absence from tonight's meeting because she was busy rewriting the Proposition 14 grant application due on January 16, 2004. He stated that the building plans have been increased in size and that a video recording was being prepared.

He distributed a list of proposed meetings with branch libraries as follows: El Retiro – August 2004, Henderson – September 2004, WALTERIA – October 2004, North Torrance – November 2004, and Southeast – January 2005.

**MOTION:** Commissioner Botello moved to approve the scheduled branch library visits to be forwarded to Torrance City Council. Commissioner Watson seconded the motion and a voice vote reflected unanimous approval (absent Commissioners Bise, Levanas, and Roberts).

**6d. CALTAC SOUTHERN WORKSHOP MARCH 27, 2004**

Commissioners Watson, Botello, Unverzagt, and *Chairperson Basile* indicated they would attend the March 27, 2004 California Association of Library Trustees and Commissions (CALTAC) workshop at Fullerton Public Library, Fullerton, California.

City Librarian Buckley stated that because there was only one candidate for the Library Commission vacancy, the appointment scheduled for the January 12, 2004 City Council meeting might be postponed.

Discussion centered on possible topics of discussion and Commissioner/staff representation at "Day in the District" on January 23 and January 30, 2004. City Librarian Buckley and Commissioners Unverzagt and Botello indicated that they might be able to attend one of the days to meet with legislators.

**7. UNFINISHED BUSINESS**

**7a. COMMISSION ADVOCACY REPORT**

It was decided to feature Friends of the Torrance Library in the next publicity report.

**8. STANDING COMMISSION COMMITTEE REPORTS**

**8a. ECT**

Commissioner Unverzagt reported that the budget and mid-term cuts were discussed at the last ECT presentation.

**8b. TORRANCE PUBLIC LIBRARY FOUNDATION**

City Librarian Buckley announced the next Torrance Public Library Foundation meeting on January 21, 2004. He stated that he and Barb Dowell discussed applying for a Del Amo Rotary Club grant to be given to a charity group.

Commissioner Unverzagt reported that she attended the November 19, 2003 Foundation meeting. She stated that Barb Dowell was stepping down as President and that new members were signing up for duties. Discussion centered on ways that the Foundation could solicit donations, sponsors, and volunteers. City Librarian Buckley discussed the "Sponsor a Magazine" program.

**9. MONTHLY DEPARTMENT REPORT**

City Librarian Buckley stated that there would be more competition in the third cycle and last evaluation for the Proposition 14 grant application but that staff was hopeful that the rating would be better this time.

He discussed the upstairs remodel of the Civic Center Library, noting that staff has received several negative comments from parents and students because the upstairs was restricted. He stated that he hoped to reopen the area starting January 14, 2004. He described the expanded Youth Services and Teen sections, the addition of a central desk, as well as offices for the reference librarians. He stated that he hoped the renovation would be completed in June 2004 in time for the summer reading program.

He stated that a panel interview for the Senior Librarian position to replace Christine Downing would take place on January 20, 2004.

He stated that the Budget Review Team would meet on January 26, 2004 to review the statement of service and last quarter activity.

**10. OTHER ITEMS THAT MAY REQUIRE COMMISSION ACTION**

Commissioner Watson stated that she has received several telephone calls from Hannah Saville regarding the placement of a plaque in Molly Dodd's name at Walteria branch library. The Commissioners decided to invite her to a future Commission meeting to discuss her proposal.

The appointment of Library Commission Vice-Chairperson was postponed to the February Commission meeting.

Commissioner Botello indicated that she might be able to attend the Public Library Association National Conference in Seattle, Washington on February 24-28, 2004.

## 11. ORALS

Commissioner Unverzagt relayed a patron's enthusiasm about the "Series of Unfortunate Events" program put on by Youth Services.

Commissioner Botello distributed an article on the Frankenstein exhibit published in the December 2003 American Libraries as well as information about the Winter 2004 Friday Forums put on by the UCLA Department of Information Studies. She announced that a UCLA Library School intern, Rachel Bieber, would be interning in Torrance for ten weeks through the "From Interns to Library Leaders" program.

Commissioner Watson shared information about the California Library Association Conference she attended with Chairperson Basile in November 2003 at the Ontario Convention Center, Ontario, California. She stated that she enjoyed attending the workshops and hearing Dr. Starr and Alice Sebold speak.

Youth Council member Sheri Van Brunt invited Commissioners to attend the Youth Council meetings on the first and third Wednesdays of each month.

Chairperson Basile described a CLA workshop that she attended on the Library of China. She presented a thank you gift to Commissioner Unverzagt for her past service as Chairperson of the Library Commission and shared recent information about the Historical Society.

Commissioner Watson thanked Chairperson Basile for her years of dedicated service and announced that a book would be donated in her name to the Library from the Commission and staff.

## 12. ADJOURNMENT

**MOTION:** At 8:17 p.m. Commissioner Unverzagt moved to adjourn the meeting to February 9, 2004 at 7:00 p.m., at the Katy Geissert Civic Center Library Community Meeting Room. Commissioner Watson seconded the motion and, hearing no objection, Chairperson Basile so ordered.

Approved as Written May 10, 2004] s/ Sue Herbers, City Clerk
--