

February 5, 2007

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

1. CALL TO ORDER

The Torrance Library Commission convened in a regular session at 7:13 p.m. on Monday, February 5, 2007 at the North Torrance Branch Library.

2. ROLL CALL

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

Absent: Commissioner Grogan.

Also Present: City Librarian Weiner, Principal Librarian Theyer, Senior Librarian Frame, and Youth Services Librarian Higley.

MOTION: Commissioner Wang moved to grant Commissioner Grogan an excused absence for the February 5, 2007 Library Commission meeting. Commissioner Chappell seconded the motion; a voice vote reflected unanimous approval.

3. FLAG SALUTE

Commissioner Gerber 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 Chappell seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Grogan).

5. APPROVAL OF MINUTES

5a. MINUTES OF DECEMBER 11, 2006

Commissioner Wang offered the following correction to the December 11, 2006 meeting minutes:

Page 2, Item 6d, paragraph 2: "Commissioner Wang inquired if Los Angeles County..."

MOTION: Commissioner Lang moved for the approval of the December 11, 2006 Library Commission meeting minutes as corrected. Commissioner Chappell seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Grogan and with Commissioner Gerber abstaining).

5b. MINUTES OF JANUARY 8, 2007

The following correction to the January 8, 2007 meeting minutes was noted:

Item 12, **ADJOURNMENT, MOTION:** “At 9:10 p.m., Commissioner Grogan moved to adjourn the meeting to Monday, February 5, 2007 at 7:00 p.m. at the North Torrance Branch Library.”

MOTION: Commissioner Wang moved for the approval of the January 8, 2007 Library Commission meeting minutes as corrected. Commissioner Lang seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Grogan and with Commissioner Gerber abstaining).

6. NEW BUSINESS

Chairperson Botello welcomed guests Kurt Weideman and Cultural Arts Commissioner and former Library Commissioner Kathryn Roberts.

Mr. Weideman, representing the Torrance Public Library Foundation and the Northwest Torrance Homeowners Association, thanked the Commission for meeting at the North Torrance branch.

Chairperson Botello requested that Item 10 (Orals) be taken out of order.

10. ORALS

10A. Cultural Arts Commissioner Kathryn Roberts requested nominations, on behalf of the Cultural Arts Commission, for the Excellent in Arts Awards, Literary Arts category. She suggested that Commissioner Gerber be nominated for a Literary Arts award and encouraged Commissioners to seek nominations of other candidates in this category. It was noted that the deadline for submitting nominations is March 7, 2007.

10B. Commissioner Haig announced that he would be reading Dr. Seuss books at Seaside Elementary School for Read Across America Day on March 2, 2007. He commended Youth Services Librarian Spradlin for being involved in reading at schools.

10C. Commissioner Lang shared information about the opening of the new Los Angeles Harbor Gateway Library. She stated that there were approximately 400 people in attendance, that the library was built with a combination of Proposition 14 and City bond funds, and was partnering with Narbonne High School for a large computer lab.

6. NEW BUSINESS

6a. WELCOME NEW COMMISSIONER JUDI GERBER AND REAPPOINTED COMMISSIONER WENDY WANG

Commissioners and staff welcomed new Library Commissioner Gerber and congratulated Commissioner Wang on her appointment to another term.

6b. FRIENDS OF THE TORRANCE LIBRARY REPORT

City Librarian Weiner distributed an update on Internet book sales and reported that over \$5,000 was raised at the January 20, 2007 Friends paperback book sale.

6c. YOUTH COUNCIL REPORT

Commissioner Wang reported that she attended the last Youth Council meeting where Principal Librarian Theyer promoted the Live Homework Help program.

Principal Librarian Theyer stated that staff from the Youth Services Department planned to start attending Youth Council meetings periodically.

6d. BRANCH LIBRARY REPORT

Senior Librarian Frame reported on branch activities and programs. He highlighted the work of the branch shelving committee in preparing the branch libraries for new shelving and carpeting. He reported that shelving has been modified to existing units to increase collection capability and that staff was working on the collection to repair damaged items and to replace copies from donations. He noted that the branch's new Manga collection and Indian DVDs have had high circulation. He stated that staff members have signed up to attend citywide disaster training and are learning to use the new automated timekeeping software Telestaff.

Youth Services Librarian Higley reported on youth programming that includes Pajamarama, Wacky Wednesday, and a Mother Daughter book group. She discussed Reading Partners and her efforts to recruit teen volunteers for the program. She noted an increase of classes visiting the library and the student artwork on bulletin boards. She reported that the three Finals Study Nights for high school students was successful.

Senior Librarian Frame shared information about the Mystery book group that is held the first Monday of every month.

Responding to Chairperson Botello's inquiry regarding a wish list, Senior Librarian Frame commented that beyond some basic facility needs and a replacement FAX machine, it was challenging to think beyond wishing for a new library. He discussed space limitations and the pros and cons of interfiled collections, and stated that the library would continue to make the collection as accessible and useful as possible until the shelving project is implemented.

City Librarian Weiner stated that if a new North Torrance Library is not on the horizon in the next two to three years, the branch will need new furniture and increased computer capability.

6e. UPDATE ON HULL SCHOOL CLOSURE

Principal Librarian Theyer reported that Southeast Branch Library was preparing for a change in clientele as a result of the closure of Hull Middle School. She discussed the two transportation proposals that are being considered and noted that Senior Librarian Van Vranken is in regular contact with the Southeast Torrance Homeowners Association and Torrance Unified School District. She stated that there might be a bond measure placed on the ballot but that they needed to look at a three to five year branch plan due to the school closure. She advised that the Homework Center at Southeast branch is scheduled to open in early March 2007.

The Commission was in recess from 8:15 p.m. to 8:30 p.m.

6f. COMMISSION BUDGET ADJUSTMENT – MEMBERSHIP AND EVENTS

Principal Librarian Theyer reported on costs for trustee membership in the California Library Association. She distributed copies of the current Commission budget and requested a budget transfer to cover memberships requested by the Commission at the December 11, 2006 meeting.

MOTION: Commissioner Haig moved to transfer \$60 from Local Meetings and Expenses to Membership and Dues. Commissioner Lang seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Grogan).

A brief discussion centered on upcoming events where the Library Commission budget is involved and the possibility of requesting a Commission budget increase.

City Librarian Weiner provided clarification that any budget augmentation request would need to go through the City Manager's office and offered to consult with Community Services Director Barnett on the best way to proceed.

Chairperson Botello suggested that a subcommittee be formed to gather Library budget needs and expenses and to research how to request a budget increase. Commissioners Lang, Wang, and Gerber volunteered to serve on the subcommittee.

6g. REVISIT ASSIGNMENTS TO CONTACT HOMEOWNER ASSOCIATIONS

Commissioner Lang reported on past division of homeowners associations for contacts, difficulties in making contacts, or lack of response.

Principal Librarian Theyer clarified how the current Library programming e-mail list functions and offered to add e-mail contacts for interested homeowners associations.

Following discussion, Commissioner Lang requested assistance in contacting homeowners associations again and offered to bring an updated list of associations and a script for calls to the March 12, 2007 Commission meeting.

6h. CALTAC SPRING MEETING - MARCH 24 IN HUNTINGTON BEACH

Commissioners Chappell, Grogan, and Chairperson Botello indicated that they would attend the March 24, 2007 CALTAC meeting. Commissioners Gerber, Wang, and Haig stated that they would check their schedules and Commissioner Lang stated that she would be unable to attend the meeting.

MOTION: Commissioner Lang moved to approve expenditure from the Commission budget for up to six Commissioners to attend the March 24, 2007 CALTAC meeting in the City of Huntington Beach. Commissioner Wang seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Grogan).

6i. CLA ANNUAL CONFERENCE

Chairperson Botello proposed that the Library Commission work with staff to submit a program proposal for the California Library Association (CLA) Conference to be held in the City of Long Beach on October 26-29, 2007. She distributed CLA's request

for possible proposals with suggested topics for panel discussions that include community partnerships and political advocacy. She advised that preliminary proposals were due February 28, 2007. Commissioners Haig, Gerber, and Lang expressed willingness to be involved.

MOTION: Commissioner Haig moved to direct Chairperson Botello and Principal Librarian Theyer to submit a proposal for a panel discussion for the 2007 California Library Association Annual Conference. Commissioner Wang seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Grogan).

6j. APPOINT MCLS SYSTEM ADVISORY BOARD REPRESENTATIVE

Chairperson Botello stated that a replacement for former Library Commissioner Kathryn Roberts as MCLS System Advisory Board representative needs to be appointed and City Librarian Weiner described the representative's duties.

Selection of a replacement representative was deferred to March 12, 2007 Commission meeting.

7. UNFINISHED BUSINESS

7a. STARBUCKS GRANT

Commissioner Haig distributed copies of the Starbucks grant and there was a brief discussion regarding expenses and amount to be requested.

MOTION: Commissioner Gerber moved to direct Commissioner Haig to complete the application with assistance from City Librarian Weiner. Commissioner Chappell seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Grogan).

7b. DAY IN THE DISTRICT DEBRIEFING

Commissioner Chappell reported that both Chiefs of Staff were open and receptive at the January 26, 2007 CLA Day in the District.

Principal Librarian Theyer noted that Torrance was the only library jurisdiction represented by community representatives and mentioned that Kathryn Roberts also attended.

8. STANDING COMMISSION COMMITTEE REPORTS

8a. TORRANCE PUBLIC LIBRARY FOUNDATION

Commissioner Haig reported that he was unable to attend the January 17, 2007 Foundation meeting.

Kurt Weideman, Foundation board member, stated that at the meeting subcommittees were formed to address the website and donation brochure and that plans were being made for the grand opening of the Southeast Library Homework Center.

The next Torrance Public Library Foundation meeting is February 14, 2007 at 12:00 noon at Katy Geissert Civic Center Library.

8b. TUSD ECT

Commissioner Lang reported that Adams Elementary was the featured school at the February 5, 2007 ECT meeting, that a student/school fiscal update was presented, and that Torrance Unified School District was presenting information to staff and PTAs about a new bond measure. She announced a College Fair at North High School on February 24, 2007.

9. MONTHLY DEPARTMENT REPORT

City Librarian Weiner discussed operational concerns included in the agenda material. She stated that staff is in the process of preparing a budget modification for Sunday service at Katy Geissert. She discussed staffing changes and distributed information regarding a new bond act bill for library construction.

10. ORALS

This item was taken out of order following Item 6.

11. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

Items for the March 12, 2007 Library Commission meeting agenda were discussed.

12. ADJOURNMENT

At 10:04 p.m., Chairperson Botello adjourned the meeting to Monday, March 12, 2007 at the El Retiro Branch Library, 126 Vista del Parque, Redondo Beach, at 7:00 p.m.

Approved as Amended March 12, 2007 s/ Sue Herbers, City Clerk
