

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

**1. CALL TO ORDER**

The Torrance Library Commission convened in a regular session at 7:05 p.m. on Monday, February 14, 2005 at the Katy Geissert Civic Center Library.

**2. ROLL CALL**

Present: Commissioners Chappell, Haig, Grogan, Roberts\*, Thue, and Chairperson Botello.

Absent: None.

Also Present: Library Services Manager Weiner and Senior Librarian Thorup.

\*Commissioner Roberts arrived at 7:26 p.m.

**3. FLAG SALUTE**

Commissioner Haig led the Pledge of Allegiance.

**4. AFFIDAVIT OF POSTING**

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

**5. APPROVAL OF MINUTES**

**5a. MINUTES OF JANUARY 10, 2005**

Library Services Manager Weiner noted the following corrections to the January 10, 2005 meeting minutes:

Page 2, Item 10, paragraph 3: "Library Services Manager Weiner explained that there would be \$600,000,000 in grant funds, and that \$300,000,000 would be earmarked for past applicants first."

Chairperson Botello noted the following correction to the January 10, 2005 meeting minutes:

Page 5, Item 10F: "She stated that she enjoyed hearing Susan Hildreth, Chairperson Botello, and the presentation about Google."

**MOTION:** Commissioner Haig moved to approve the January 10, 2005 Library Commission meeting minutes as corrected. The motion was seconded by Commissioner Chappell and passed by unanimous voice vote approval (absent Commissioner Roberts).

**6. NEW BUSINESS**

**6a. WELCOME NEW COMMISSIONER LINDA GROGAN**

Commissioner Grogan shared information about her background and was introduced to and welcomed by Commissioners. She stated that she frequents the Walteria branch library.

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

No report.

**6c. YOUTH COUNCIL REPORT**

Torrance Youth Council member Doo Park, North High School, provided information about Youth Council activities that include a tsunami relief campaign during the Associated Student Body (ASB) Bowl and plans to attend the Junior State Conference in Sacramento. She invited Commissioners to attend Youth Council meetings every other Wednesday.

**6d. RESCHEDULE LIBRARY COMMISSION MEETING AT NORTH TORRANCE BRANCH LIBRARY**

**MOTION:** Commissioner Grogan moved to adjourn tonight's meeting to March 14, 2005 at the North Torrance branch library. Commissioner Thue seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Roberts).

In response to Commissioner Haig's inquiry, Library Services Manager Weiner advised that the appointment of a new Library Commissioner was postponed to mid-March 2005.

She announced and encouraged Commissioners to attend a Commissioner Orientation on Tuesday, March 15, 2005 at 6:30 p.m. at the Katy Geissert Civic Center Library meeting room.

**7. UNFINISHED BUSINESS**

**7a. UPDATE ON DEPARTMENT CONSOLIDATION**

\*Commissioner Roberts arrived at 7:26 p.m.

Library Services Manager Weiner reported on the Community Services Timeline for Implementation Plan in the material of record. She stated that the timeline was reviewed with the City Manager and that he has agreed to the overall concepts. She stated that on March 1, 2005 the organizational plan would be submitted to City Council

for approval. She advised that the City Manager's goal was to have the Department reorganized by July 1, 2005 pending City Council's decision.

She provided information about the organizational charts that outline the short term and long term organization structure included in the material of record, focusing primarily on the Library Department.

Responding to Commissioner Haig's inquiry, she stated that there would be no lay-offs but, as employees leave through attrition, the positions would be adjusted.

Referring to the Short Term Organization Structure chart, she discussed the shifting of administrative duties from all divisions to a new Business Manager, noting that most changes were in the Library Department. She advised that her working title was City Librarian and that Library Services Manager Reeder was taking on some administrative responsibilities, handling several large automated projects that include payroll and self-checkout systems. She discussed new and transferred positions under Library Services Manager Reeder's side of the organization.

She explained the chart detailing the Short Term Organization Structure--Consolidation of Administrative Duties under the Business Manager, noting that a Library Assistant 1 and a Junior Library Clerk beneath her would move into the receiving function reporting directly to the Business Manager.

Describing the Short Term Organization Structure of the Library Services Divisions, she reported that there would be a new Principal Librarian that was a promotional position opportunity for a Senior Librarian. She explained the Reference Librarian Supervisor position and noted that the Senior Librarian in charge of Support Services may change.

She reported that the Administrative Services Manager position on the Long Term Reorganization: Administrative Services Division chart was Library Services Manager Reeder's position that would transfer over there.

She reported that on page 7, the Long Term Reorganization of the Library Services Division, there were two Principal Librarian positions, one in charge of Internal Operations and Library Automation and the other in charge of Public Services.

Responding to Chairperson Botello's inquiry, she explained that the long-term plan was based on five years and anticipated retirements.

In response to Commissioner Haig's inquiry, she explained that there were four employee organizations with different benefits and handling of workers' compensation. She stated that following approval by City Council, the City Manager's office would begin negotiations with employee organizations.

Senior Librarian Thorup stated that she would be applying for the short term Principal Librarian position that would be responsible for coordinating public services.

Responding to Chairperson Botello's inquiries, Library Services Manager Weiner described costs savings and efficiencies that were expected. She gave examples of an automated payroll system and self-checkout system as possible efficiencies. She stated

that most of the new positions would be housed in the Civic Center Library. She advised that alternative long-range plans were being considered in case the economy turns around in three to five years. She named the six Commissions in the Community Services Department.

She concluded her report by stating that it was a difficult time for the Library and commended staff for their handling of the transition.

**7B. CLA “LIBRARY LEGISLATIVE DAY” IN SACRAMENTO – APRIL 20**

Commissioner Roberts and Library Services Manager Weiner described Library Legislative Day to Commissioner Grogan. Chairperson Botello and Commissioner Roberts indicated that they were interested in attending the event.

**MOTION:** Commissioner Roberts moved for approval of a Commissioner to attend Library Legislative Day on April 20, 2005 and to travel to Sacramento the day before. The motion was seconded by Commissioner Grogan and passed by unanimous voice vote approval.

**8. STANDING COMMISSION COMMITTEE REPORTS**

**8a. TORRANCE PUBLIC LIBRARY FOUNDATION**

Commissioner Haig stated that he would attend the Foundation meeting on February 16, 2005 at noon.

Library Services Manager Weiner stated that the Foundation would be previewing a promotional video that they created regarding the Southeast branch homework center. She advised that they would also be discussing a letter soliciting donations that will be sent out to businesses in the Southeast branch area.

**8b. TUSD ECT**

Library Services Manager Weiner reported that the Adult School was profiled at the February 2005 ECT meeting.

Commissioner Grogan volunteered to attend the April and May 2005 ECT meetings.

**8c. MCLS SYSTEM ADVISORY BOARD**

Library Services Manager Weiner reported that topics of discussion at the last MCLS Administrative Council meeting included the possibility of having to pay rent, disruptions in the library-to-library delivery schedule, Legislative Day in the District, the cost of the summer reading program, the grant program for FILL interns, and an emergency preparedness plan.

**9. MONTHLY DEPARTMENT REPORT**

**9a. CIVIC CENTER LIBRARY UPDATE**

Senior Librarian Thorup discussed her responsibilities and areas that she oversees that include reference (periodicals, on-line data bases, website, adult collections), research assistance (orientations, specialized resource lists, obituary searches), audiovisual services, exhibits and displays, and reader advisory services.

She reported that her two main areas of focus have been programming and outreach. She shared information about a Metropolitan Water District grant that promotes water wise gardening and announced a lecture by Tony Baker on "California Native Plant Gardening" on March 5, 2005. Other upcoming programming includes "Meet the Author" with Victoria Christopher Murray on February 23, 2005 and Kuwana Haulsey on March 23, 2005. She described the Library's "brown bag" lunch presentations and encouraged Commissioners to attend Melinda Barth's presentation on "The Taming of the Shrew" on March 11, 2005. She discussed "California Stories on Cover" in April 2005 that will include reading discussions, three films, panel discussions with the Torrance Historical Society, a lecture on oral history, and crafts. She stated that for outreach she visits service clubs and the Torrance Unified School District Adult School campuses. She concluded her report by providing circulation figures at Katy Geissert Civic Center Library.

Commissioner Haig initiated a brief discussion on the possibility of opening the Library on Sundays.

Senior Librarian Thorup announced that there would be an audiovisual book drop available at Katy Geissert Civic Center Library beginning February 18, 2005.

**9b. OTHER**

Library Services Manager Weiner advised that on February 17, 2005 she, Library Services Manager Reeder, and Acting Community Services Director Barnett would be giving a presentation before the budget review team.

She discussed a domestic dispute that occurred on 232<sup>nd</sup> Street last week and commended staff at Southeast branch for calling the police and taking care of patrons in the library.

She announced that she would be attending an orientation for new Public Library Directors on March 16-17, 2005.

She commended Senior Librarian Thorup for her assistance with the Global Languages grant.

**9b.1.** Council Finance Committee meets March 8, 5:30 p.m. in Council Chambers regarding the mid-year budget review.

**10. ORALS**

**10A.** Commissioner Haig confirmed that he would be attending Library Day in the District on February 25, 2005.

**10B.** Commissioner Thue requested an excused absence for the March 14, 2005 Library Commission meeting.

**MOTION:** Commissioner Roberts moved to grant an excused absence to Commissioner Thue for the March 14, 2005 Library Commission meeting. Commissioner Chappell seconded the motion; a voice vote reflected unanimous approval.

**10C.** Senior Librarian Thorup thanked the Commission for inviting her to speak at tonight's meeting.

**11. ADJOURNMENT**

**MOTION:** At 9:55 p.m., Commissioner Haig moved to adjourn the meeting to March 14, 2005 at 7:00 p.m. at the North Torrance Branch Library. Commissioner Roberts seconded the motion and, hearing no objection, Chairperson Botello so ordered.

Approved as Amended March 14, 2005 s/ Sue Herbers, City Clerk
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