

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

**1. CALL TO ORDER**

The Torrance Library Commission convened in a regular session at 7:06 p.m. on Monday, May 10, 2004 at the Katy Geissert Civic Center Library.

**2. ROLL CALL**

Present: Commissioners Botello, Chappell, Levanas\*, Roberts, Unverzagt, and Chairperson Watson.

Absent: None.

Also Present: City Librarian Buckley and Management Associate Wren.

\*Commissioner Levanas arrived at 7:10 p.m.

**3. FLAG SALUTE**

Commissioner Roberts led the Pledge of Allegiance.

**4. AFFIDAVIT OF POSTING**

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

**5. APPROVAL OF MINUTES**

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

**MOTION:** Commissioner Roberts moved to approve the September 16, 2003 Joint Meeting with Torrance City Council minutes as submitted. Commissioner Chappell seconded the motion and a voice vote reflected unanimous approval (absent Commissioner Levanas).

**5b. NOVEMBER 10, 2003**

**MOTION:** Commissioner Roberts moved to approve the November 10, 2003 Library Commission meeting minutes as submitted. Commissioner Chappell seconded the motion and a voice vote reflected unanimous approval (absent Commissioner Levanas).

Commissioner Levanas arrived at 7:10 p.m.

**5c. JANUARY 12, 2004**

**MOTION:** Commissioner Botello moved to approve the January 12, 2004 Library Commission meeting minutes as submitted. Commissioner Roberts seconded the motion and a voice vote reflected unanimous approval.

**5d. FEBRUARY 9, 2004**

**MOTION:** Commissioner Roberts moved to approve the February 9, 2004 Library Commission meeting minutes as submitted. Commissioner Unverzagt seconded the motion; a voice vote reflected unanimous approval.

**5e. MARCH 8, 2004**

**MOTION:** Commissioner Roberts moved to approve the March 8, 2004 Library Commission meeting minutes as submitted. Commissioner Levanas seconded the motion and a voice vote reflected unanimous approval.

**6. NEW BUSINESS**

**6a. YOUTH COUNCIL REPORT**

Torrance Youth Council member Nina Sawhney, representing California Academy of Math and Science (CAMS), reported on the April 27, 2004 Youth Forum. She stated that topics of debate were the Patriot Act and the Electoral College system. She also described "Fifties Night" at the ATTIC and invited Commissioners to attend Youth Council meetings held the first and third Wednesdays of each month in the West Annex meeting room.

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

City Librarian Buckley reported that Friends of the Torrance Library made approximately \$12,000 at the last Friends hardback book sale.

**7c. RESULTS OF LIBRARY SURVEY**

Management Associate Wren reported on the results of the Library Department's Organizational Structure Survey included in the material of record. She stated that City Manager staff sent the survey to the Municipal Manager Association of Southern California and the League of California Cities. She reported that of the 45 responses to the survey, four Library Departments were organized under Community Services Departments (Cities of Anaheim, Carlsbad, Colton and Ukiah), 15 were organized with other functions such as Administration, Recreation, Parks or were run by the County or contracted out, and that 30 were stand alone Library Departments. She stated that staff planned to talk with the City of Anaheim in the next few weeks to see how their organizational structure was implemented and problems that they faced.

She stated that among the concerns of Torrance Library management and Senior Librarians was the elimination of the City Librarian as well as the identity of the Torrance Public Library. She announced that the Community Services reorganization

was being extended beyond the scheduled July 1, 2004 implementation date but that a new date had not been established. She stated that she planned to visit branch libraries in the City and that the City Manager's office had been able to identify some areas of overlap of duties.

Commissioners suggested that City Manager staff look at the Cities of Orange, Oxnard, and Oceanside that were unsuccessful at attempting a similar reorganization.

Chairperson Watson noted that less than 10% of the returns had libraries organized under a Community Services Department.

Commissioner Botello questioned why the survey was not conducted prior to the final decision to reorganize and Commissioner Unverzagt suggested that it would be in the best interest of the City to go back and reconsider that decision.

Management Associate Wren stated that direction from City Council at this point was to move forward with the reorganization but that further study would be conducted.

**MOTION:** Commissioner Roberts moved to accept and file the survey of the organizational structure for library functions in California as presented. Commissioner Chappell seconded the motion and a voice vote reflected unanimous approval.

**6d. COMMISSIONERS' BROWN ACT ORIENTATION DEBRIEFING**

City Librarian Buckley distributed 2004 Commissioner Manuals and reviewed policies regarding making changes to agendas and approval of minutes that were discussed at the Commissioner Orientation.

**6e. COMMISSION ANNUAL REPORT**

Commissioner Chappell volunteered to prepare the Commission Annual Report for fiscal year July 1, 2003 to June 30, 2004 that is due in July 2004. It was recommended that he review five years of past annual reports and one year of minutes. Commissioner Roberts offered to assist him with the preparation.

**6f. ANNUAL LIBRARY STAFF RECOGNITION EVENT 2004**

Commissioner Levanas volunteered to chair the committee to plan the 2004 staff recognition breakfast to present service awards to employees and volunteers. City Librarian Buckley offered to check on Meeting Room availability for July 14, 2004 and July 28, 2004 and to provide an update on the Library Commission budget for this fiscal year. A brief discussion centered on giving Friends of the Torrance Library Vice-President Teresa Covey a special recognition award at the event.

**6g. CITY COUNCIL/LIBRARY COMMISSION JOINT MEETING 2004**

City Librarian Buckley offered to schedule an appropriate date in August or September 2004 with City Council staff for the joint meeting.

7. **UNFINISHED BUSINESS**

7a. **RATIFY ALLOCATION OF FUNDS FOR COMMISSIONER BOTELLO TO ATTEND PUBLIC LIBRARY ASSOCIATION CONFERENCE**

**MOTION:** Commissioner Levanas moved to approve staff's recommendation to allocate funds for Commissioner Botello to attend the Public Library Association Conference in Seattle, Washington on February 25-28, 2004. Commissioner Roberts seconded the motion and a voice vote reflected unanimous approval.

8. **STANDING COMMISSION COMMITTEE REPORTS**

8a. **ECT**

Commissioner Levanas stated that she enjoyed attending the May 3, 2004 ECT luncheon.

8b. **TORRANCE PUBLIC LIBRARY FOUNDATION**

Commissioner Levanas reported on the April 21, 2004 Torrance Public Library Foundation meeting. City Librarian Buckley noted that there were two new Foundation members and that the Foundation's priorities were completing the first floor of Katy Geissert Civic Center Library and the homework centers at Henderson and Southeast branch libraries.

9. **MONTHLY DEPARTMENT REPORT**

9a. **KGL UPPER LEVEL REMODEL/GRAND OPENING**

City Librarian Buckley reported on the upstairs remodel of the Civic Center Library, noting that the books were boxed and that carpeting was recently installed. He stated that the upper level would be open to the public on July 6, 2004 with the grand opening dedication scheduled for July 27, 2004.

9b. **COMMISSIONER PARTICIPATION AT ASIAN-PACIFIC HERITAGE MONTH ACTIVITIES IN MAY**

City Librarian Buckley invited Commissioners to attend Asian-Pacific Heritage Month events in May 2004 that include "Surf's Up!" about the history of surfing on May 12, 2004.

9c. **GLOBAL LANGUAGES MATERIALS GRANT PROGRAM**

City Librarian Buckley announced that Torrance Public Library was applying for a new grant for \$25,000 to provide materials in different languages.

**9d. ASSIST PROGRAM OPEN HOUSE DEBRIEFING AND FUTURE PLANS**

City Librarian Buckley discussed the April 10, 2004 ASSIST Open House and thanked Commissioners for attending and Councilmember Mauno for demonstrating the new scooter. He stated that several volunteers had been selected to demonstrate the new materials

**9e. PROPOSITION 14 GRANT MARKETING TEAM UPDATE**

City Librarian Buckley reported that State Library accepted all 72 applications for consideration for the Proposition 14 grant and would be ranking them in the summer months, with awards expected in October 2004. He stated that the Marketing Team, that includes Councilmembers Mauno and Lieu and Assemblyman Nakano, has been aggressive in communicating with the decision makers, writing letters, and circulating petitions. He thanked Commissioner Chappell for getting so many signatures on a petition.

**9f. OTHER**

No report.

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

No report.

**11. ORALS**

Commissioner Levanas requested public relations pamphlets to hand out.

Commissioner Roberts stated that she enjoyed attending CALTAC and the ASSIST Open House.

Chairperson Watson stated that the Commission accepted the Proclamation for National Library Week at a City Council meeting, that it was well stated and written, and that former Commissioner Basile was given a service award the same evening.

Commissioner Unverzagt discussed the Governor's support of education, counties, and cities.

**12. ADJOURNMENT**

**MOTION:** At 8:32 p.m. Commissioner Unverzagt moved to adjourn the meeting to June 14, 2004 at 7:00 p.m., at the Katy Geissert Civic Center Library Community Meeting Room. Commissioner Roberts seconded the motion and, hearing no objection, Chairperson Watson so ordered.

Approved as Written June 14, 2004 s/ Sue Herbers, City Clerk
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