

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

1. CALL TO ORDER

The Torrance Library Commission convened in a regular session at 7:09 p.m. on Monday, June 11, 2007 at the Waleria Branch Library.

2. ROLL CALL

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

Absent: None.

Also Present: City Librarian Weiner, Principal Librarian Theyer, Senior Librarian Ross, Youth Services Supervisor Baier, and Youth Services Librarian Gutierrez.

3. FLAG SALUTE

Commissioner Chappell 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.

5. APPROVAL OF MINUTES

5a. MINUTES OF MAY 14, 2007

MOTION: Commissioner Gerber moved for the approval of the May 14, 2007 Library Commission meeting minutes as submitted. Commissioner Haig seconded the motion; a voice vote reflected unanimous approval.

6. NEW BUSINESS

6a. FRIENDS OF THE TORRANCE LIBRARY REPORT

City Librarian Weiner reported that the Friends' board generously approved funding in the amount of \$20,000 to assist in the digitization of historical newspapers as well as to fund adult programming needs for one year.

6b. YOUTH COUNCIL REPORT

Chairperson Botello welcomed Youth Council member Dustin Tygret from North High School. He reported that the Youth Council would not be in session until October 2007.

6c. BRANCH LIBRARY REPORT

Senior Librarian Ross welcomed Commissioners and provided an overview of activities at Walteria Branch Library since the Commission's last visit. He reported that he transferred back to Walteria branch from North Torrance branch in August 2006 and shared information about current staffing that includes a split rotation at El Retiro branch with Supervising Librarian Chen.

He discussed adult programming that included two movies in the park last summer and plans to present the first Harry Potter movie this summer. Other programming has included a rubber-stamping program, Senior Brain Games, and a monthly book group called Books Eclectic. He stated that he continues to coordinate the Words on Wheels delivery program, attends monthly Commission on Aging meetings, proctors exams for distant learning students, participates in the Senior Faire and Harvest Health Fair, and helps to select Korean and Vietnamese books and magazines for the library system.

He reported that staff was busy weeding fiction, nonfiction, and books on tape in preparation for the Branch Shelving Project and concluded his report with his wish list that includes new shelving units for the audiovisual collection.

Youth Services Librarian Gutierrez reported that she serves on the MCLS Young Adult Committee, provides a preschool story time on Mondays and an alternate story time/craft time on Saturdays, and visits neighborhood schools. She stated that the monthly craft or performers programs have included "Sandcastles and a Day at the Beach," papermaking, and kites and that Pirate Magic will be held on June 13, 2007. She reported that she hosts monthly Teen Advisory Board meetings and discussed collection development and preparations for the Summer Reading Program and Reading Partners Program. Her wish list includes a rolling board book bookcase, bookcases for Manga and books on tape, and a bulletin board for the back wall.

Commissioner Haig stated that he and his family enjoyed the Chocolate Tasting program at Walteria branch.

Principal Librarian Theyer commended Youth Services Librarian Gutierrez for consistently maintaining high Teen Advisory Board participation.

It was noted that Katy Geissert Civic Center Library is considering starting a Teen Advisory Board next year.

6d. SUMMER READING PROGRAM PREVIEW

Youth Services Supervisor Susan Baier discussed her background and distributed bags with a calendar of activities and reading incentives for the six-week Summer Reading Program, "Get a Clue at Your Library," beginning June 25, 2007. She reported that there will be kick-off and finale programs at each location and discussed promotion of the program and planned programming at Katy Geissert that includes "Good Manners or No Mystery" and Readers' Theater. She expressed appreciation to sponsors that include Friends of the Torrance Library, ExxonMobil Foundation,

Legoland, Los Angeles Dodgers, Radium Open Air Market, Universal Studios Hollywood, and Los Angeles Clippers who are providing many of the reading incentives and rewards for completing the program. She reported that there would also be a teen program that will include a movie, book discussion, and visit with a crime scene investigator. She concluded her presentation with her goal to enroll 3,000 youth for the Summer Reading Program and to have a higher completion rate.

Staff and Commissioners commended Youth Services Supervisor Baier for her successful efforts in soliciting sponsors.

City Librarian Weiner stated that electrical upgrades at the branch would allow for more Internet access, with Wi-Fi expected within the next five years.

6e. CITY BUDGET UPDATE

City Librarian Weiner announced that City Council approved the budget and that Katy Geissert Civic Center Library will again be open on Sundays, from 1:00 to 5:00 p.m., on 32 Sundays beginning September 2007 through June 2008. She reported that she has been talking to two primary vendors that provide contract staffing and is expecting them to submit proposals. She advised that the proposal, that includes contract staff, a Senior Librarian, Library staff, security guard, custodian, and an Information Technology staff member on call, will come back to the Commission for review before going to City Council. She further reported that the \$100,000 materials budget increase, \$1,000 Library Commission budget increase, and funding for three concerts and three Read the Book, See the Movie programs was also approved.

6f. ADULT PROGRAMS PROPOSAL

Principal Librarian Theyer reported that Friends of the Torrance Library generously voted to fund \$17,250 for adult programming for the next fiscal year. She noted that each branch's budget would be increased and that planned programming includes the Real Books, Reel Life series, Holocaust Remembrance Day, the showing of PBS Point of View documentaries, Pirate Month, a Card for Troops program, and an Adult Summer Reading program that kicks off on June 13, 2007 with Summer Sleuthing: Meet Local Mystery Authors.

Responding to Youth Council member Dustin Tygret's inquiry, staff provided an update on Live Homework Help, noting that there were 327 remote and 13 internal users in May 2007. They stated that next year the Foundation was funding the required 25% match and that they may need to fundraise to raise the 50% needed for the following year. They explained that students do not use the tutoring service as much from libraries as they do from home because of Homework Helpers and Time Out software limitations on usage.

6g. LEGISLATIVE UPDATE

City Librarian Weiner reported that Assembly Bill 1233, requiring the State Librarian to establish and maintain a program of online homework assistance through the public libraries in the State, is stalled in committee.

She provided an update on SB 156 that, if approved by voters, would approve the issuance of \$4 billion in general obligation bonds for the purposes of library construction and renovation. She reported that this bill is being held in the Senate

Appropriations Committee instead of being sent to the Senate floor. She advised that priority funding may go to libraries that were rated "Outstanding" and that Torrance may need to reapply.

City Librarian Weiner reported that she went to the City of Sacramento with Leadership Torrance and commended Commissioner Haig for providing Assemblyman Lieu with materials in support of the Library.

The Commission was in recess from 8:26 p.m. to 8:35 p.m.

7. UNFINISHED BUSINESS

7d. CLA PROPOSAL

This item was taken out of order.

Chairperson Botello reported that CLA did not accept the program proposal application for a panel discussion at the CLA Conference in the City of Long Beach in October 2007.

7a. ANNUAL RECOGNITION OF LIBRARY PART-TIME EMPLOYEES – WEDNESDAY, JUNE 13, 2007

Commissioner Lang distributed copies of the 2007 Part-Time Employee Recognition Party budget and reviewed expenditures. She noted that Mayor Scotto and Councilmember Sutherland have indicated that they would attend the event and requested that Commissioners read aloud the biographies of the honorees.

7b. LIBRARY COMMISSION 2006-07 ANNUAL REPORT

Commissioner Gerber distributed copies of the draft Annual Report and requested that Commissioners review and bring back comments at the July 9, 2007 Commission meeting.

7c. JOINT PROGRAM WITH ENVIRONMENTAL QUALITY COMMISSION

Commissioner Gerber reported that she met with Commissioner Watson from the Environmental Quality and Energy Conservation Commission and Reference Services Supervisor Vinke on June 8, 2007 to plan "Global Warming" that will present the film "An Inconvenient Truth" followed by discussion of the film and book Field Notes From a Catastrophe: Man, Nature, and Climate Change on June 27, 2007. She stated that South Bay Energy Savings Center and Recycling Coordinator Sherman were participating in the event and that she would provide information on sustainable agriculture and gardening.

7e. HOMEOWNER ASSOCIATION CONTACTS UPDATE

Commissioner Lang reported that she has heard back from four homeowner associations.

8. STANDING COMMISSION COMMITTEE REPORTS

8a. TORRANCE PUBLIC LIBRARY FOUNDATION

City Librarian Weiner reported that the Foundation was going through their by laws, setting goals, and would be redesigning their brochure and web page. She announced the next Torrance Public Library Foundation meeting on June 20, 2007 at noon at Katy Geissert Civic Center Library.

8b. TUSD ECT

Did not meet.

9. MONTHLY DEPARTMENT REPORT

City Librarian Weiner announced that she was in move up to the position of Community Services Director from June 10 to July 8, 2007.

She reported that on June 5, 2007 City Council approved the contract for Designpoint to perform space planning for the Branch Shelving Project.

She provided an update on the implementation of the Telestaff scheduling software and stated that staff has been purchasing books and audio books for Torrance required summer reading lists.

10. ORAL COMMUNICATIONS

10a. Principal Librarian Theyer shared information about her visit to the main library in the City of Seattle.

10b. Commissioner Haig stated that he gave a presentation at the Career Fair at his children's school.

10c. City Librarian Weiner announced that June is Torrance Saves Lives month and encouraged Commissioners to participate in the month-long blood drive.

10d. City Librarian Weiner discussed the May 24, 2007 MCLS meeting in the City of Monterey Park.

10e. Chairperson Botello stated that this was her last meeting as Chairperson and thanked the Commission for their support and making her job fun.

10f. Commissioner Lang stated that she enjoyed her daughter's Spring Stars Dance Recital on June 1, 2007.

10g. Commissioner Lang requested an excused absence for the July 9, 2007 Commission meeting.

10h. Commissioner Gerber suggested that Commissioners give donations to Friends of the Torrance Library on behalf of Kathryn Roberts' father.

10i. Commissioner Grogan discussed her recent trip to New Mexico.

11. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

Items for the July 9, 2007 Library Commission meeting agenda were listed and include: election of Chairperson and Vice-Chairperson, Commission Annual Report, City Council and Library Commission social, Sunday service, homeowner associations

update, part-time staff recognition event debriefing, Library Foundation, legislative update, and the Environmental Quality and Energy Conservation Commission joint program debriefing.

12. ADJOURNMENT

MOTION: At 9:34 p.m., Commissioner Chappell, with a second by Commissioner Wang, moved to adjourn the meeting to Monday, July 9, 2007 at the Katy Geissert Civic Center Library at 7:00 p.m. and, hearing no objection, Chairperson Botello so ordered.

Approved as Submitted July 9, 2007 s/ Sue Herbers, City Clerk
