

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

**1. CALL TO ORDER**

The Torrance Library Commission convened in a regular session at 7:07 p.m. on Monday, June 13, 2005 at the Katy Geissert Civic Center Library.

**2. ROLL CALL**

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

Absent: None.

Also Present: City Librarian Weiner and Youth Services Librarian Olsen.

**3. FLAG SALUTE**

Commissioner Grogan led the Pledge of Allegiance.

**4. AFFIDAVIT OF POSTING**

**MOTION:** Commissioner Roberts 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 9, 2005**

**MOTION:** Commissioner Haig moved for the approval of the May 9, 2005 Library Commission meeting minutes as submitted. Commissioner Grogan seconded the motion; a voice vote reflected unanimous approval.

**6. NEW BUSINESS**

**6a. WELCOME OF NEW COMMISSIONER WENDY WANG**

Commissioners welcomed newly appointed Commissioner Wang to the Library Commission and Commissioner Wang shared information about her background.

**6b. SUMMER READING PROGRAM 2005**

Youth Services Librarian Olsen reported that the theme for ages preschool to 8<sup>th</sup> grade was "Super Readers/Super Heroes" for the six-week Summer Reading Program at Torrance libraries from June 27 – August 6, 2005. She showed the T-shirts, book bags, stickers that are placed on report card envelopes, reading logs, incentives, and samples of story crafts. She distributed calendars detailing activities at Katy Geissert Civic Center Library and branch libraries and described the Reading Partners program to encourage oral reading skills over the summer.

She discussed the teen Summer Reading Program "Unleash Your Power—READ." She noted that the log materials, bookmarks, and certificates were given to the

Library by the MCLS cooperative. She stated that the book discussion group every Wednesday night was in cooperation with the California Center of the Book, and that incentives, craft materials, and gift certificates were supplied by Friends of the Torrance Library. She advised that other sponsors of the Summer Reading Program were Torrance Teachers Association, ExxonMobil Foundation, the Radium, and Chick-Fil-A.

She encouraged Commissioners to attend the kick-off to the Summer Reading Program with Spiderman on June 24, 2005 at Katy Geissert Civic Center Library at 4:00 p.m.

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

City Librarian Weiner announced a paperback book sale on July 23, 2005.

**6d. YOUTH COUNCIL REPORT**

No report.

**6e. ELECTION OF COMMISSION CHAIR AND VICE CHAIR FOR 2005-06**

Commissioner Haig, with a second by Commissioner Chappell, nominated Chairperson Botello to serve another term as Chairperson of the Library Commission for 2005-06. Chairperson Botello nominated Commissioner Roberts for the position of Chairperson of the Library Commission. Commissioner Lang seconded the nomination and Commissioner Haig withdrew his nomination. A voice vote was unanimous in electing Commissioner Roberts for Chairperson of the Library Commission for 2005-06, the term to begin July 11, 2005.

Commissioner Lang nominated Commissioner Chappell for Vice-Chairperson of the Library Commission, Commissioner Chappell nominated Commissioner Haig, and Commissioner Haig nominated Commissioner Botello. Commissioner Chappell seconded the nomination and a voice vote was unanimous in electing Commissioner Botello as Vice-Chairperson of the Library Commission for 2005-06, the term to begin July 11, 2005.

**6f. TORRANCE PUBLIC LIBRARY FOUNDATION DVD**

Due to technical difficulties, the Torrance Public Library Foundation's promotional DVD could not be shown.

**7. UNFINISHED BUSINESS**

**7a. CLA LEGISLATIVE DAY DEBRIEFING**

Commissioner Roberts reported on Legislative Day for California Libraries in Sacramento on April 20, 2005. She distributed information about the issues that were discussed and the officials that she spoke with. She stated that she particularly enjoyed talking to George Wiley, Chief of Staff for Assemblyman Mike Gordon's Office. She advised that issues discussed included the increasing usage of the Library, Library closures, Proposition 93, funding for building and remodeling, and Public Library Funding. She stated that she also had the opportunity to see the appointment of the new State Librarian and to tour the State Library. She thanked the Commission for

sending her to the event and encouraged Commissioners to attend future Legislative Days.

Responding to Commissioner Lang's inquiry, City Librarian Weiner explained that Public Library Funding was based on population and had no restrictions on usage. She advised that Torrance uses the funds for one time purchases and enhancements because they do not want to rely on it as part of the annual budget.

**7b. CALTAC BOARD EFFECTIVENESS TRAINING**

Commissioner Roberts and Chairperson Botello stated that they would contact Dom Summa to schedule a date for the California Association of Library Trustees and Commissioners (CALTAC) Board Effectiveness Training.

**7c. COMMISSION ANNUAL REPORT UPDATE**

Commissioner Haig distributed the draft Library Commission Annual Report and minor corrections and additions were discussed. City Librarian Weiner offered to make revisions and submit the draft at the July Commission meeting for final review.

**7d. LIBRARY PART-TIME STAFF RECOGNITION UPDATE**

Commissioners Lang and Grogan provided details about the part-time recognition event on June 29, 2005. A brief discussion centered on donations and the seating arrangement for the expected 50 guests. It was decided that Commissioners would introduce themselves, read a short biography on each honoree, and present the certificates. All Commissioners indicated that they would be able to attend the event.

**7e. 2005 COUNCIL / COMMISSION JOINT MEETING UPDATE**

City Librarian Weiner stated that Administrative Secretary Cesca would contact the City Council's office to set a date for the joint meeting with City Council.

**7f. BUDGET UPDATE**

City Librarian Weiner distributed copies of the slides of the City Manager's Recommended Budget (Fiscal Year 05-07) that were presented at the June 7, 2005 City Council meeting. She thanked Chairperson Botello and Commissioner Roberts for attending the meeting, as well as for Chairperson Botello's letter on behalf of the Library. She encouraged Commissioners to attend the June 14, 2005 Public Workshop/Hearing and noted that adoption of the Two-Year Operating Budget was expected on June 21, 2005.

She reported that the City Manager's proposal addresses a General Fund deficit of \$868,400 that was substantially less than the \$2.3 million deficit previously projected. She advised that the estimation was revised primarily due to the Governor's proposal of early repayment of borrowed Vehicle-in-Lieu fees. She stated that the Governor was proposing to return \$1.2 million in 2005-06 and the remaining \$1.2 million in 2006-07. She stated that Internally Funded Program Enhancements that were being considered included an increase in the Park Ranger Program to increase security at branch libraries.

She further provided details regarding the recommended \$1.2 million Contingency Budget that would reduce the book budget by \$82,900. She noted that \$53,000 was from the actual book budget, \$17,400 in the periodical budget, \$5,000 in the audio budget, and \$7,500 in the electronic resources budget. She stated that the Library has been fortunate to receive donations from Hitachi and Friends of the Torrance Library for audio/visual materials.

**9. MONTHLY DEPARTMENT REPORT**

**9a. UPDATE ON DEPARTMENT CONSOLIDATION**

This item was considered out of order.

City Librarian Weiner reported that on May 24, 2005 Community Services Director Barnett and Administrative Analyst Witzansky presented the following recommendations: 1) reorganize part-time hours in the Recreation Services and Parks and Recreation administration, 2) accept the self-automation savings, 3) reclassify five Library Assistant 1 positions in the Library to part-time positions, 4) delete one Senior Recreation Supervisor position, 5) downgrade two proposed management positions to Supervisor positions, and 6) establish a one-year period that allows the Community Services Director to form a subcommittee to study appropriate classification level of the Principal Librarian position, the potential need for two Principal Librarian positions rather than one, with a funding strategy and makes the necessary adjustments to the long-term structure of the Library. She advised that City Council agreed to all recommendations except for 3) the conversion of five Library Assistant 1 positions to 15 part-time positions.

**8. STANDING COMMISSION COMMITTEE REPORTS**

**8a. TORRANCE PUBLIC LIBRARY FOUNDATION**

No report.

**8b. TUSD ECT**

No report.

**8c. MCLS SYSTEM ADVISORY BOARD**

City Librarian Weiner reported that topics of discussion at the last meeting included funding and themes for future Summer Reading Programs, Legislative Day debriefing, reference service focus groups, and the approved meeting schedule. She announced that Projects Administrator Bea Chute recently retired and that Barbara Murray from the City of Oxnard was the new MCLS Chairperson.

**9b. OTHER**

City Librarian Weiner reported that the Library received eight boxes of CDs from record companies as a result of settlement of a lawsuit regarding price fixing.

She discussed the success of the June 11, 2005 "Gardening is for Everyone" program with Judy Gerber and the May 31, 2005 Naomi Hirahara lecture.

She reported that Youth Services Librarian Olsen participated in the Ooodles of Noodles Festival and also did a presentation on "Oliver!"

She encouraged Commissioners to attend "Invasion from Mars!" on June 22, 2005 at Southeast branch library and the presentation of the film "Charlie and the Chocolate Factory" on June 25, 2005 at Walteria branch library.

**10. ORALS**

**10A.** Commissioners took turn introducing themselves to Commissioner Wang.

**10B.** Commissioner Grogan stated that she would be unable to attend the July Library Commission meeting.

**MOTION:** Commissioner Lang, seconded by Commissioner Roberts, moved to grant an excused absence to Commissioner Grogan for the July 11, 2005 Library Commission meeting; a voice vote reflected unanimous approval.

**10C.** Commissioner Lang stated that she would be unable to attend the July Library Commission meeting.

**MOTION:** Commissioner Haig, seconded by Commissioner Wang, moved to grant an excused absence to Commissioner Lang for the July 11, 2005 Library Commission meeting; a voice vote reflected unanimous approval.

**10D.** Commissioner Roberts shared her recent conversation with Shawna Thorup.

**10E.** Commissioner Haig announced that the official dedication of the George Nakano Theatre would be June 21, 2005.

**11. ITEMS FOR NEXT LIBRARY COMMISSION MEETING**

Items for the July Library Commission meeting were discussed. Chairperson Botello requested an update on security at the Libraries.

**12. ADJOURNMENT**

**MOTION:** At 9:55 p.m., Commissioner Roberts moved to adjourn the meeting to July 11, 2005 at 7:00 p.m. at the Katy Geissert Civic Center Library. Commissioner Chappell seconded the motion and, hearing no objection, Chairperson Botello so ordered.

Approved as Written July 11, 2005 s/ Sue Herbers, City Clerk
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