

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

**1. CALL TO ORDER**

The Torrance Library Commission convened in a regular session at 7:08 p.m. on Monday, June 14, 2004 at the Katy Geissert Civic Center Library.

**2. ROLL CALL**

Present: Commissioner Chappell, Roberts, Unverzagt, and Vice-Chairperson Botello.

Absent: Commissioner Levanas and Chairperson Watson.

Also Present: City Librarian Buckley, Library Services Manager Weiner, and Management Associate Wren.

**MOTION:** Commissioner Roberts moved to grant Chairperson Watson an excused absence from the June Library Commission meeting. Commissioner Chappell seconded the motion and a voice vote reflected unanimous approval.

Vice-Chairperson Botello regretfully announced the resignation of Commissioner Levanas from the Library Commission, effective June 14, 2004, due to medical reasons.

City Librarian Buckley informed the Commission that next week City Council would be appointing a new Commissioner to the Library Commission to replace Commissioner Bise.

**3. FLAG SALUTE**

Commissioner Chappell 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 Unverzagt seconded the motion and a voice vote reflected unanimous approval.

**5. APPROVAL OF MINUTES**

**5a. MINUTES OF MAY 10, 2004**

**MOTION:** Commissioner Unverzagt moved to approve the May 10, 2004 Library Commission meeting minutes as submitted. Commissioner Chappell seconded the motion and a voice vote reflected unanimous approval (absent Chairperson Watson).

**6. NEW BUSINESS**

**6a. YOUTH COUNCIL REPORT**

No report.

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

Library Services Manager Weiner reported that Friends of the Torrance Library were actively selling books on the Internet and that there would be a paperback book sale on July 17, 2004.

**6c. STATUS OF LIBRARY COMMISSION BUDGET**

City Librarian Buckley reported on the status of the Library Commission budget as of June 30, 2004 as included in the material of record. He commented that the \$334.04 balance would not carry over to the next fiscal year beginning July 1, 2004.

**6d. ELECTION OF COMMISSION OFFICERS FOR 2004-05**

**MOTION:** Commissioner Unverzagt moved to nominate Vice-Chairperson Botello as Chairperson of the Library Commission for 2004-2005. Commissioner Chappell seconded the motion and a voice vote reflected unanimous approval (absent Chairperson Watson).

**MOTION:** Commissioner Unverzagt, seconded by Commissioner Chappell, moved to nominate Commissioner Roberts as Vice-Chairperson of the Library Commission for 2004-2005; a voice vote reflected unanimous approval (absent Chairperson Watson).

**7. UNFINISHED BUSINESS**

**7a. LIBRARY (PART-TIME) STAFF RECOGNITION EVENT JULY 14, 2004**

City Librarian Buckley distributed a draft of the invitation for the Annual Recognition Reception for part-time staff achieving a five-year increment of service to the City during 2003-2004.

At Commissioner Unverzagt's request, Library Services Manager Weiner explained the titles and work locations of the employees to be recognized, adding that biographies would be provided.

Commissioner Roberts volunteered to chair the committee to plan the refreshments and flowers, with the assistance of Administrative Secretary Maria Cesca.

**MOTION:** Commissioner Unverzagt moved to approve up to \$500 from the Library Commission budget for the Library staff recognition event on July 14, 2004. Commissioner Chappell seconded the motion and a voice vote reflected unanimous approval (absent Chairperson Watson).

**7b. JOINT MEETING WITH CITY COUNCIL – AUGUST 17, 2004, 5:30 P.M.**

**7b.1. AGENDA**

Commissioners and staff proposed topics for discussion at the Joint Meeting with City Council on August 17, 2004 that included ASSIST technology, Words on Wheels, an update on the Department consolidation, Council questions and concerns, new programming at libraries, and grant updates.

**7b.2. REFRESHMENTS**

City Librarian Buckley offered to ask Administrative Secretary Maria Cesca to assist with refreshments for the event.

**7c. COMMISSION ANNUAL REPORT**

Commissioner Chappell reported that he was in the process of reviewing past annual reports and minutes. Commissioner Roberts offered to assist him in the preparation of the draft report to be reviewed by the Commission and due in August or September 2004.

**7d. MARCH 27 CALTAC WORKSHOP DEBRIEFING**

Vice-Chairperson Botello discussed the CALTAC workshop that was attended by Commissioners Roberts, Unverzagt, and herself. She stated that the most significant event at the workshop was the report by California State Librarian Diana Paque who was standing in for Dr. Starr. She further stated that breaking into groups to compare notes at the end of the event was a fruitful exercise.

Commissioners Unverzagt and Roberts stated that they found the panel discussion on lobbying by Assembly Member Lynn Daucher to be informative.

Commissioner Unverzagt stated that she also found the lecture by Cerritos Public Library Director Pearson to be worthwhile.

A brief discussion centered on the Cerritos Public Library and the City of Cerritos.

**8. STANDING COMMISSION COMMITTEE REPORTS**

**8a. ECT**

Commissioner Unverzagt informed Commissioners that ECT would not be meeting until fall 2004.

**8b. TORRANCE PUBLIC LIBRARY FOUNDATION**

City Librarian Buckley discussed the Foundation's production of a video or DVD promoting support of the Library. He stated that the production would focus on businesses and organizations to support a homework center at the Southeast branch. He commented that pros and cons of a fundraising event, a Foundation website, and inside library promotions were discussed. He announced that the next Foundation meeting was scheduled for July 21, 2004.

**9. MONTHLY DEPARTMENT REPORT**

**9a. 2004 SUMMER READING PROGRAM**

Library Services Manager Weiner announced that the youth program was "Ride a Wild Tale" and the teen program was "Stampede to Read." She distributed a calendar of activities for events at all branches and described the reading incentives offered for both programs. She stated that Torrance Unified School District was allowing the Library to put stickers on envelopes holding report cards to publicize the summer reading program.

She stated that MCLS was providing folders, posters, bookmarks, and certificates and Friends of the Torrance Library were sponsoring the performers, incentives, book bags, t-shirt prizes, and chapter book baskets. She added that Torrance Teachers Association and Exxon/Mobil also provided donations.

She described story craft programs that include making western vests, cowhand paper cup holders, and snake mobiles. She shared information about teen book discussion groups and the expansion of the reading partners program. She noted that the upper level of Katy Geissert Civic Center Library would only be closed for two to three weeks during the program.

**9b. ASIAN-PACIFIC HERITAGE MONTH DEBRIEFING**

Library Services Manager Weiner reported on events during May 2004 for Asian-Pacific Heritage Month that included a cooking demonstration, children's story time, crafts, a dance demonstration, Gauguin art lecture, a volcano demonstration, a lecture on the history of surfing, a discussion and viewing of "Whale Rider", and a Polynesian art slide show. She stated that the month-long celebration had over 600 participants and that Friends of the Torrance Library sponsored the programming.

**9c. PROPOSITION 14 GRANT UPDATE**

Library Services Manager Weiner stated that there was a recent effort by the marketing team to market the grant to the public and keep the interest up in the community. She reported that Councilmembers Mauno and Lieu met with government officials in Sacramento two weeks ago to make them aware of the project. She commented that the community has been interested and supportive, and that the grants would be awarded in the fall.

Management Associate Wren reported that she visited the reading partners program at the North Torrance branch.

**9d. UPPER LEVEL GRAND OPENING CELEBRATION JULY 27, 2004, 3:00 P.M.**

City Librarian Buckley reported that shelves were installed on one side of the upstairs and that installation of carpeting was near completion. He invited Commissioners to tour the upper level following this Commission meeting.

He reminded Commissioners that branch visits would begin in August 2004.

**10. ORALS**

Commissioner Unverzagt relayed information about former Library Commissioner Bise.

Vice-Chairperson Botello showed a present and a distributed a card from the Commission to former Chairperson Watson.

Commissioner Roberts distributed a flier about a Chinese Food Festival in Chinatown on June 19-20, 2004.

**11. ADJOURNMENT**

**MOTION:** At 8:37 p.m. Commissioner Roberts moved to adjourn the meeting to July 12, 2004 at 7:00 p.m., at the Katy Geissert Civic Center Library Community Meeting Room. Commissioner Chappell seconded the motion and, hearing no objection, Vice-Chairperson Botello so ordered.

Approved as Written July 12, 2004 s/ Sue Herbers, City Clerk
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