

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

1. CALL TO ORDER

The Torrance Library Commission convened in a regular session at 7:10 p.m. on Monday, July 9, 2007 at the Katy Geissert Civic Center Library.

2. ROLL CALL

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

Absent: Commissioners Lang and Wang.

Also Present: City Librarian Weiner and
Principal Librarian Theyer.

3. FLAG SALUTE

Commissioner Grogan led the Pledge of Allegiance.

4. AFFIDAVIT OF POSTING

MOTION: Commissioner Haig 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.

Chairperson Botello welcomed guest Sam Meredith.

5. APPROVAL OF MINUTES

5a. MINUTES OF JUNE 11, 2007

MOTION: Commissioner Chappell moved for the approval of the June 11, 2007 Library Commission meeting minutes as submitted. Commissioner Gerber seconded the motion; a voice vote reflected unanimous approval (absent Commissioners Lang and Wang).

6. NEW BUSINESS

6a. FRIENDS OF THE TORRANCE LIBRARY REPORT

City Librarian Weiner reported that City Council unanimously approved to accept and appropriate the Friend's donation to fund adult programming needs for the next fiscal year.

She announced a paperback book sale on July 21, 2007 from 9:00 a.m. to 4:00 p.m. at Katy Geissert Civic Center Library.

6b. ELECTION OF COMMISSION CHAIR AND VICE-CHAIR FOR 2007-08

Commissioner Haig nominated Chairperson Botello for Chairperson and Commissioner Chappell for Vice-Chairperson of the Library Commission.

Chairperson Botello stated that if it was the will of the Commission she would continue in her position, but noted that there were several other capable Commissioners who could serve as Chairperson and the Commission would benefit from it.

A brief discussion centered on electing officers on the basis of seniority, rotating, or volunteering for positions. It was decided to defer the item to the August 13, 2007 Commission meeting when there would be a full Commission in attendance.

MOTION: Commissioner Haig, seconded by Commissioner Gerber, moved that Chairperson Botello continue as Chairperson and Commissioner Chappell as Vice-Chairperson of the Library Commission until election of officers at the August 13, 2007 Commission meeting; a voice vote reflected unanimous approval (absent Commissioners Lang and Wang).

6c. DEBRIEFING – LIBRARY PART-TIME EMPLOYEE RECOGNITION EVENT

City Librarian Weiner reported on behalf of the employees that they were delighted, had a wonderful time, enjoyed the presentations, and felt honored that Mayor Scotto and Councilmember Sutherland attended the event.

6d. 2007 CITY COUNCIL / LIBRARY COMMISSION JOINT MEETING

September 18 or 25, 2007 was tentatively scheduled for the 2007 City Council and Library Commission joint meeting.

City Librarian Weiner suggested that the Commission form an ad hoc committee to plan the event and Commissioners Gerber, Haig, and Wang were selected to serve on the committee.

Commissioners and staff suggested topics of discussion that include: expressing appreciation to City Council for its support, Public Library Fund, Live Homework Help, the first floor remodel of Katy Geissert, Library spaces, economic impact of libraries on communities, pending legislation, inviting the City lobbyist, interactive technology and social networking, and wireless access, laptops, and word processing in branch libraries.

Commissioner Chappell suggested starting the joint meeting earlier and Commissioner Haig suggested offering a tribute to former Library Commissioner and Councilmember McIntyre.

6e. SUNDAY SERVICE UPDATE

City Librarian Weiner reported that staff is evaluating estimates from two library personnel agencies, Advanced Information Management (AIM) and Library Associates, to provide needed workers for Sunday service at Katy Geissert beginning September 2007 through June 2008. She noted that internal Library staff has first choice of signing

up for the scheduled Sundays, and that in the past they accounted for approximately one-third of the workers. She stated that staff was recommending AIM for contract services and that the Library would be providing two training sessions.

She presented a proposed schedule of 32 Sunday afternoons, 1:00 to 5:00 p.m., which are closely aligned with Torrance Unified School District's calendar. She noted that the Sundays recommended do not include some holiday weekends, such as Presidents Day, Thanksgiving weekend, Mothers Day, and Memorial Day. She added that it was staff's recommendation to be open on May 18, 2007, the day after the Armed Forces Day parade, due to the number of Sunday closures during that month.

In response to Commissioner Gerber's inquiry, City Librarian Weiner stated that it was staff's recommendation that they not allow use of the Library meeting room on the scheduled Sundays.

MOTION: Commissioner Gerber moved to accept as submitted the proposed Sunday schedule for Katy Geissert Civic Center Library for FY 2007-2008. Commissioner Chappell seconded the motion; a voice vote reflected unanimous approval (absent Commissioners Lang and Wang).

6f. FILM COLLECTION

City Librarian Weiner distributed a list of television and film titles that have been filmed in the City and shared information about a proposal by SEFO to provide a new program at Katy Geissert to promote the collection. She discussed the possibility of partnering with the Torrance Historical Society or to have an open display of these materials on an occasional basis.

6g. NEW COMMUNITY SERVICES DIRECTOR UPDATE

City Librarian Weiner announced that July 9, 2007 was her first day back as City Librarian after her rotation as acting Community Services Director. She advised that Library Services Manager Reeder would be the acting Community Services Director for the next month and that the filing deadline for the promotional exam is July 13, 2007.

6g.1 NEW COUNCILMEMBER GENE BARNETT

City Librarian Weiner announced that former Community Services Director Gene Barnett has filled the vacancy of Councilmember of City Council following the passing of Councilmember McIntyre.

7. UNFINISHED BUSINESS

7a. LIBRARY COMMISSION 2006-07 ANNUAL REPORT

Commissioners offered minor revisions to the 2006-07 Annual Report that was prepared by Commissioner Gerber.

MOTION: Commissioner Grogan moved to accept the 2006-07 Library Commission 2006-07 Annual Report as amended. Commissioner Chappell seconded the motion; a voice vote reflected unanimous approval (absent Commissioners Lang and Wang).

7a.1 SCHEDULE REPORT FOR UPCOMING CITY COUNCIL MEETING

It was determined that the 2006-07 Annual Report would be presented for approval at the July 31, 2007 City Council meeting.

7b. DEBRIEFING – JOINT PROGRAM JUNE 27 WITH ENVIRONMENTAL QUALITY COMMISSION – ‘GLOBAL WARMING’

City Librarian Weiner reported that approximately 60 people attended the showing of “An Inconvenient Truth” and that 20 stayed for the discussion following the film. She noted that the South Bay Energy Savings Center, Senior Administrative Analyst Schaich, and Recycling Coordinator Sherman were helpful in handing out information and materials.

Commissioner Gerber noted that the public appeared to be very interested and suggested sending a thank you note to Farmers Market for providing refreshments.

Chairperson Botello thanked City Librarian Weiner for leading the book and film discussion.

7c. LEGISLATIVE UPDATE

City Librarian Weiner reported that Assembly Bill 1233, to establish online homework assistance through public libraries, and Senate Bill 156, to issue general obligation bonds for library construction and renovation, were both held in committee and not brought out of the suspense file. Referring to the Public Library Fund, she advised that the item was debated in a combined conference committee and was passed with a \$1 million augmentation, pending budget approval.

7d. HOMEOWNER ASSOCIATION CONTACT UPDATE

Commissioner Gerber reported that Southwood Homeowners Association responded to the questionnaire that was sent out.

8. STANDING COMMISSION COMMITTEE REPORTS

8a. TORRANCE PUBLIC LIBRARY FOUNDATION

City Librarian Weiner reported that the June 20, 2007 Foundation meeting did not have a full quorum so was more like a working ad hoc committee meeting. She announced the next Torrance Public Library Foundation meeting on July 18, 2007 at noon at Katy Geissert Civic Center Library.

9. MONTHLY DEPARTMENT REPORT

City Librarian Weiner reported that staff was very busy with the Summer Reading Program and that the high participation was in large part due to outreach efforts and incentives being offered.

She reported that that the first floor remodel of Katy Geissert and Branch Shelving Project would be going out for bid and that there were problems with the implementation of the Telestaff scheduling software. She further noted that the City was changing to a new finance system called New World.

City Librarian Weiner announced the resignation of Cultural Services Manager Myers.

She distributed fliers for upcoming programs that include "Meet the Author" with Naomi Hirahara on July 18, 2007, Summer Sleuthing adult summer reading program, and "Meet the Astronaut" on August 18, 2007.

Principal Librarian Theyer announced that the Library and Cultural Services Division were partnering to apply for a "Big Read" grant and that the selected book was The Joy Luck Club.

She reported that she is working on the final narrative report for Live Homework Help, noting that there were 2,770 sessions during the school year, at \$8.60 per transaction.

10. ORAL COMMUNICATIONS

10a. Commissioner Gerber requested that staff provide her with a copy of the Library's programming policy.

10b. City Librarian Weiner stated that staff would begin providing a quarterly written Department report.

11. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

Items for the August 13, 2007 Library Commission meeting agenda were listed and include: election of Chairperson and Vice-Chairperson, City Council and Library Commission social, Sunday service update, homeowner associations update, part-time staff recognition event debriefing, and Library Foundation.

12. ADJOURNMENT

MOTION: At 9:16 p.m., Commissioner Haig, with a second by Commissioner Gerber, moved to adjourn the meeting in memory of the late Councilmember McIntyre to Monday, August 13, 2007 at the Katy Geissert Civic Center Library at 7:00 p.m. and, hearing no objection, Chairperson Botello so ordered.

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| Approved as Amended August 13, 2007 s/ Sue Herbers, City Clerk |
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