

**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, July 12, 2004 at the Katy Geissert Civic Center Library.

**2. ROLL CALL**

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

Absent: None.

Also Present: City Librarian Buckley and Management Associate Wren.

\*Commissioner Roberts arrived at 7:25 p.m.

**3. FLAG SALUTE**

Commissioner Unverzagt led the Pledge of Allegiance.

**4. AFFIDAVIT OF POSTING**

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

**5. APPROVAL OF MINUTES**

**5a. MINUTES OF JUNE 14, 2004**

**MOTION:** Commissioner Chappell moved to approve the June 14, 2004 Library Commission meeting minutes as submitted. Commissioner Watson seconded the motion and a voice vote reflected unanimous approval (absent Commissioner Roberts).

**6. NEW BUSINESS**

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

Friends Vice-President Covey reported that Friends were weeding through the recent wealth of donations received, that they have been very successful at selling books on the Internet, and that there would be a paperback book sale on July 17, 2004 from 9:00 a.m. to 4:00 p.m. in the Meeting Room.

**6b. COMMUNITY SERVICES CONSOLIDATION UPDATE**

Management Associate Wren reported that she met with Assistant City Manager Giordano last week to plan the timeline for implementation of the consolidation that is scheduled for December 2004. She stated that the first working group that has been identified is Administration, which will be broken into four sections: 1) personnel and personnel matters, 2) basic administration that includes timekeeping, payroll, and customer service, 3) facilities, and 4) purchasing and evaluation of books. She advised that Administration should be complete in September 2004 and Programming in October 2004. She noted that there was an overlap of responsibility in programming in Cultural Services, Parks and Recreation, and Library Departments and that there would be some consolidation of work effort. She reported that next month they would be meeting with division heads to map out the programming matrix and to set up the foundation for Administration and Programming as well as putting together working groups to brainstorm. She advised that the responsibility of booking the Katy Geissert Civic Center Meeting Room would be turned over to General Services.

Commissioner Unverzagt inquired how the book selection would change. Management Associate Wren responded that at this point the scoping sessions were primarily for information gathering purposes, noting that she was aware of the language and subject specialists.

A brief discussion centered on the position of City Librarian and the policy of moving up.

Commissioner Chappell was advised that the Library, Parks and Recreation, and Cultural Services Commissions would continue to meet separately after consolidation.

At Chairperson Botello's request, Management Associate Wren stated that she would send the timeline to affected personnel and Commissions.

\*Commissioner Roberts arrived at 7:25 p.m.

**6c. SELECTION OF COMMISSION REP TO LIBRARY FOUNDATION**

Commissioner Unverzagt and City Librarian Buckley volunteered to represent the Commission at Library Foundation meetings until another Commissioner was selected. It was confirmed that the next Foundation meeting would be July 21, 2004.

**MOTION:** Commissioner Watson moved to postpone the appointment of a Commission representative to the Library Foundation. Commissioner Roberts seconded the motion and a voice vote reflected unanimous approval.

**6d. SELECTION OF COMMISSION REPRESENTATIVE TO TUSD EDUCATIONAL COUNCIL (ECT) FOR 2004-05**

Commissioner Unverzagt volunteered to be the Library Commission representative to ECT.

**MOTION:** Commissioner Watson, seconded by Commissioner Roberts, moved to appoint Commissioner Unverzagt as representative to TUSD Educational Council (ECT) for 2004-05; a voice vote reflected unanimous approval.

**7. UNFINISHED BUSINESS**

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

Commissioner Roberts stated that Corner Bakery Café would cater the staff recognition event and that 35 to 40 were expected to attend. Discussion centered on inviting City Council members, which Library Commissioners would be able to attend, and ordering breakfast for 50 to 60 people to ensure sufficient food. It was confirmed that the event would begin at 9:00 a.m. with the presentations to the five honorees at 9:30 a.m.

Commissioner Watson shared information about her new position at the Ocean Park branch in Santa Monica.

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

Chairperson Botello advised that she would contact Administrative Secretary Maria Cesca for an update on menu selection.

**7c. COMMISSION ANNUAL REPORT**

Commissioner Chappell distributed a sample draft of the Commission Annual Report. Chairperson Botello offered to fax past annual reports to him to assist with the formatting.

**8. STANDING COMMISSION COMMITTEE REPORTS**

**8a. TORRANCE PUBLIC LIBRARY FOUNDATION**

City Librarian Buckley announced that the next Library Foundation meeting was scheduled for July 21, 2004.

**9. MONTHLY DEPARTMENT REPORT**

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

City Librarian Buckley announced the grand opening of the upper level on July 27, 2004 at 3:00 p.m. He stated that the new counter top and homework center might not be completed by then. He stated that there was little open space, but once patrons began checking out books it would not appear to be so crowded. He discussed communication problems with the architect and advised that the public would be allowed upstairs later this week. Chairperson Botello and Commissioner Unverzagt stated that they would be able to attend the grand opening.

**9b. APPOINTMENT OF NEW COMMISSIONERS AT AUGUST 10, 2004 CITY COUNCIL MEETING**

City Librarian Buckley announced that two new Library Commissioners would be appointed at the August 10, 2004 City Council meeting.

**10. ORALS**

Chairperson Botello presented a gift and card to former Chairperson Watson with gratitude for her months of leadership.

Chairperson Botello announced Torrance Public Library's screening, reading, and discussion program "Women of Mystery" beginning July 22, 2004.

Commissioner Roberts stated that she now has an office at her place of employment.

Commissioner Watson stated that she was unable to attend the last Commission meeting due to dental procedures.

City Librarian Buckley stated that he expects to retain his position as City Librarian through December 2004.

**11. ADJOURNMENT**

**MOTION:** At 8:11 p.m., Commissioner Roberts moved to adjourn the meeting to August 9, 2004 at 7:00 p.m., at the El Retiro Branch Library, 126 Vista del Parque, Redondo Beach. Commissioner Chappell seconded the motion and, hearing no objection, Chairperson Botello so ordered.

Approved as Written August 9, 2004 s/ Sue Herbers, City Clerk
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