

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

**1. CALL TO ORDER**

The Torrance Library Commission convened in a regular session at 7:12 p.m. on Monday, August 8, 2005 at the Katy Geissert Civic Center Library.

**2. ROLL CALL**

Present: Commissioners Botello, Grogan, Lang\*, Wang, and Chairperson Roberts.

Absent: Commissioners Chappell and Haig.

Also Present: Senior Librarian Theyer and Library Services Manager Reeder.

**MOTION:** Commissioner Botello moved to grant Commissioner Lang an excused absence for the August 8, 2005 Library Commission meeting; a voice vote reflected unanimous approval (absent Commissioners Chappell and Haig).

\*Commissioner Lang arrived at 8:03 p.m.

**3. FLAG SALUTE**

Commissioner Botello led the Pledge of Allegiance.

**4. AFFIDAVIT OF POSTING**

**MOTION:** Commissioner Botello moved to accept and file the report of the City Clerk on the posting of the agenda for this meeting. Commissioner Grogan seconded the motion; a voice vote reflected unanimous approval (absent Commissioners Chappell, Haig, and Lang).

**5. APPROVAL OF MINUTES**

**5a. MINUTES OF JULY 11, 2005**

Senior Librarian Theyer noted the following corrections to the July 11, 2005 Library Commission meeting minutes:

Page 3, 8b.1, "City Librarian Weiner noted that MCLS System Advisory Board meetings are generally held twice a year."

Page 4, 10d, "...foreign language materials were purchased in Spanish, Korean, Vietnamese, Hindi, Urdu, Russian, and Farsi."

**MOTION:** Commissioner Grogan moved for the approval of the July 11, 2005 Library Commission meeting minutes as amended. Commissioner Botello seconded the motion; a voice vote reflected unanimous approval (absent Commissioners Chappell, Haig, and Lang).

**6. NEW BUSINESS**

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

**6a.1 JULY 23 BOOK SALE**

Friends Vice-President Covey reported that the July 23, 2005 paperback book sale was very successful, grossing approximately \$5,000.

**6a.2 VIRGINIA WALTER PROGRAM – AUGUST 4**

Friends Vice-President Covey reported that Virginia Walter, professor of Library and Information Science at UCLA, spoke on “Not For Children Only” at the August 4, 2005 Friends annual general meeting. Commissioner Botello also attended the meeting and agreed that it was an excellent and informative lecture.

**6b. SELF CHECK-OUT SYSTEM**

Library Services Manager Reeder reported that the self check-out system was the result of the merger between Parks and Recreation and Library Departments, with one-time funding being provided for automation and efficiencies. He advised that each of the two self check-out machines was purchased from 3M Company for \$20,000. He described the additional scanning equipment purchased to enable staff to desensitize materials being checked out at the circulation desk. He advised that the machines would be operational in approximately one month.

**6c. CITY’S NEW WEB PAGES “LIVE” IN SEPTEMBER; RED DOT PROGRAM**

With the aid of a power point presentation, Library Services Manager Reeder discussed the new website being set up for the City. He advised that it was a work in progress and compared the current and new Library web pages, noting that staff was in the process of copying current links. He demonstrated the color schemes, templates, and pop-up boxes, adding that he was currently working on graphics for the youth pages and that reference staff was preparing most of “Our Favorites” websites. He stated that the City-wide project was expected to be up and running in September 2005.

In response to Commissioner Botello’s inquiry, he advised that there would not be a preferred browser and that the Library site could still be reached directly at [www.library.toronet.com](http://www.library.toronet.com).

Responding to Commissioner Botello’s inquiry regarding usability testing, he advised that he was not aware of any, but that the consultant copied some of the links and pages as well as creating templates specifically for the Library. He added that maintenance of the system would be manageable.

**6d. TELESTAFF TIMEKEEPING PROGRAM**

Library Services Manager Reeder also shared information about the new software program TeleStaff that will be used to schedule desks and staff rotation with the use of charge codes for programs. He stated that a series of rules have been created that determine who staffs which program at each branch and that the software program will fill the proper employees into the slots. He noted that the schedules could be created far in advance, with a move-up rotation when there is a vacancy.

He discussed the collection exchange automation module to track the rotation of collections between libraries in the system that was donated by Friends of the Torrance Library. He advised that implementation would begin in the fall.

Chairperson Roberts initiated a brief discussion centered on future digital television.

Library Services Manager Reeder discussed the possibility of improving sound projection in the meeting room as well as in the children's story room at Katy Geissert Civic Center Library.

**6e. COMMISSION MEETINGS AT THE BRANCH LIBRARIES FY 2005-06**

Commissioners reviewed the following tentative proposed schedule for Library Commission meetings at branch libraries:

October 2005	North Torrance
November 2005	Walteria
January 2006	El Retiro
February 2006	Southeast
March 2006	Henderson

**6f. COMMISSIONER REFRESHMENT SIGN UP**

Commissioner Botello volunteered to bring refreshments to the September 12, 2005 Library Commission meeting, with the item to be revisited in April 2006 after completion of branch visits.

\*Commissioner Lang arrived at 8:03 p.m.

**7. UNFINISHED BUSINESS**

**7a. CALTAC BOARD EFFECTIVENESS TRAINING**

Commissioner Botello advised that the CALTAC Board Effectiveness Training was confirmed for Saturday, September 10, 2005. Chairperson Roberts stated that it was usually lasted four hours and it would be held in the meeting room or downstairs at the Katy Geissert Civic Center Library.

**7b. JOINT MEETING WITH CITY COUNCIL – SEPTEMBER 20, 2005, 5:30 P.M.**

**7b.1 AGENDA**

Copies of the agenda from the August 17, 2004 Joint Meeting with City Council were distributed.

Chairperson Roberts suggested that Friends of the Torrance Library President Burt Dobratz and Torrance Public Library Foundation Chairperson Barb Dowell be invited to the Joint Meeting with City Council. She stated that the Joint Meeting was a long-standing tradition and that there needed to be an agenda.

Commissioners discussed items for the agenda that included the Summer Reading Program, Friends of the Torrance Library's Internet sales, and the Torrance Public Library Foundation under a general agenda item "Discussion of Library Operations, Facilities, and Programs."

Commissioner Grogan suggested that the Foundation's promotional DVD be shown at the meeting.

Senior Librarian Theyer offered to see if Youth Services Librarian Olsen would be available to give a presentation on the Summer Reading Program and also volunteered to speak about the Foundation if Barb Dowell was not available. It was decided that speakers would have no more than ten minutes per presentation.

**7b.2 BUDGET**

**MOTION:** Commissioner Botello moved to approve a budget not to exceed \$500.00 for refreshments for the September 20, 2005 Library Commission and City Council Joint Meeting. The motion was seconded by Commissioner Lang; a voice vote reflected unanimous approval (absent Commissioners Chappell and Haig).

**7c. PART-TIME EMPLOYEE RECOGNITION EVENT DEBRIEFING**

Commissioner Lang reported that the June 29, 2005 employee recognition event to honor part-time library staff was attended by an estimated 40 people, with eight honorees ranging from five to 25 years of service. She commended Lisa's Bon Appetit who catered the breakfast and Coffee Bean and Tea Leaf for providing coffee. She stated that the total cost for the event was \$417.50 due in no small part to donations from Coffee Bean and Tea Leaf, Commissioner Grogan, and Administrative Secretary Cesca. Commissioners provided positive comments regarding the flower arrangements, table decorations, seating arrangement, music, gift cards, and donations.

**8. STANDING COMMISSION COMMITTEE REPORTS**

**8a. DESIGNATE A REPRESENTATIVE TO ATTEND TUSD ECT MEETINGS**

Commissioner Grogan noted that the first TUSD ECT meeting would be the first Monday in October 2005. Commissioner Grogan volunteered to attend ECT meetings and Commissioner Lang offered to serve as an alternate.

**MOTION:** Commissioner Botello moved that Commissioner Grogan be the Library Commission's primary representative and Commissioner Lang the alternate for Torrance Unified School District ECT meetings. Commissioner Wang seconded the motion; a voice vote reflected unanimous approval (absent Commissioners Chappell and Haig).

**8b. TORRANCE PUBLIC LIBRARY FOUNDATION**

**8b.1 REPORT ON JULY 20 MEETING**

Commissioner Wang reported that she found the July 20, 2005 Torrance Public Library Foundation meeting to be interesting and informative. She stated that the Foundation was selling tote bags for \$10 each and is considering selling them at key community events such as Back to School nights. She advised that Councilmember Scotto would be sending out approximately 700 letters around the SE branch area asking for donations for the Foundation project. She stated that a topic of discussion was the Library wish list that includes refurbishment of the first floor of Katy Geissert, and Sr, Librarian Theyer offered to provide copies of that list at the next Commission meeting. The next Foundation meeting is scheduled for October 19, 2005 at 12:00 noon.

**8c. MCLS SYSTEM ADVISORY BOARD**

**8c.1 NEXT MEETING THURSDAY, DECEMBER 1, 2005, 10:00 A.M., GLENDALE PUBLIC LIBRARY**

**9. MONTHLY DEPARTMENT REPORT**

**9a. CORPS OF DISCOVERY PROGRAMS DEBRIEFING**

Senior Librarian Theyer reported that the July 27, 2005 lecture "Lewis and Clark in Indian Country" by an El Camino College professor was attended by 55 people. She stated that "Who Was Sacagawea?" on August 3, 2005 at the Southeast branch was also well attended.

**9b. NRPA BANQUET (GREEK WEDDING) – FRIENDS' AWARD**

Commissioners and staff shared information about the enjoyable and successful 2005 Parks and Recreation Commission's Annual Awards Banquet on July 13, 2005. Friends Vice-President Covey expressed appreciation for the award honoring Friends of the Torrance Library.

**9c. OTHER**

Senior Librarian Theyer distributed "Talking Points for Library Support Groups" to support the bond measure that could award funding for construction of the North Torrance Library and Community Services Center.

She encouraged Commissioners to attend an event hosted by Congresswoman Harman who will be introducing award winners of an art contest on August 18, 2005 at

Katy Geissert meeting room. She noted that the artwork would be on display and that Youth Services Librarian Olsen would be discussing the Summer Reading Program.

She distributed the July 2005 Torrance Performing Arts Consortium newsletter.

**10. ORALS**

**10a.** Commissioner Wang announced upcoming Historical Society programming.

**10b.** Senior Librarian Theyer stated that they were preparing a proposal to Friends of the Torrance Library for a year of adult programming that would include the 5<sup>th</sup> annual masquerade book discussion.

**10c.** Chairperson Roberts discussed the October 29, 2005 CALTAC meeting at Santa Clara City Library.

**10d.** Chairperson Roberts presented Commissioner Botello with a gift in appreciation of her year as Chairperson of the Library Commission.

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

Items for the September Library Commission meeting were discussed.

**12. ADJOURNMENT**

**MOTION:** At 9:07 p.m., Commissioner Botello moved to adjourn the meeting to September 12, 2005 at 7:00 p.m. at the Katy Geissert Civic Center Library. Commissioner Grogan seconded the motion and, hearing no objection, Chairperson Roberts so ordered.

Approved as Amended September 12, 2005 s/ Sue Herbers, City Clerk
---