

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

1. CALL TO ORDER

The Torrance Library Commission convened in a regular session at 7:09 p.m. on Monday, August 9, 2004 at the El Retiro Branch Library.

2. ROLL CALL

Present: Commissioners Chappell, Unverzagt, Watson*, and Vice-Chairperson Roberts.

Absent: Chairperson Botello.

Also Present: City Librarian Buckley,
Library Services Manager Weiner,
Supervising Librarian Chen, and
Youth Services Librarian Medina.

MOTION: Commissioner Unverzagt moved to grant an excused absence to Chairperson Botello from this meeting. The motion was seconded by Commissioner Chappell and passed by unanimous voice vote (absent Commissioner Watson and Chairperson Botello).

*Commissioner Watson arrived at 7:28 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 Chappell seconded the motion and a voice vote reflected unanimous approval (absent Commissioner Watson and Chairperson Botello).

5. APPROVAL OF MINUTES

5a. MINUTES OF JULY 12, 2004

MOTION: Commissioner Chappell moved to approve the July 12, 2004 Library Commission meeting minutes as submitted. Commissioner Unverzagt seconded the motion and a voice vote reflected unanimous approval (absent Commissioner Watson and Chairperson Botello).

6. NEW BUSINESS

6a. WELCOME AND BRANCH LIBRARY REPORT

Supervising Librarian Chen provided a summary of changes at El Retiro Branch Library since September 2003 that include a refurbished park sign, cherry trees, new library pages, staff sensibility training, and the elimination of audio cassettes and non-circulated items. She reported that adult fiction, travel, home improvement, and gardening books were the most circulated items, noting that circulation of children's books was increasing. She described the Reading Partners program and the adult book discussion group. She stated that the branch continued to work closely with the Hollywood Riviera Homeowners Association and Sportsmen Club. She concluded her report with her wish list that includes new carpeting, new light fixtures, expansion of the children's area, compact shelving units, personal computers for all staff members, and an additional printer.

Library Services Manager Weiner informed her that all branches would be receiving new printers this year through their equipment budget.

Youth Services Librarian Medina described programming and outreach from August 2003 to July 2004 that included her visits to elementary schools, visits to the branch by classrooms, YMCA groups, mini clubs, and Boy Scout groups, and Toddler and Preschool story times. She described programming that included "Everyday Heroes," a Diwali (Festival of Light) Celebration, the annual Holiday Story/Craft program, celebration of Chinese New Year, Jim Gamble Puppet Productions and The Enchanted Toyshop program, "Explore the Wild World of Maurice Sendak," "Visit Klickitat Street and Beyond," "Fiesta in Mexico," and "Have Fun with Peter, Archie, Amy and Friends from the neighborhood of Ezra Jack Keats." She passed around photographs and shared information about the Reading Partners program as well as activities and story crafts for the Summer Reading Program, "Ride a Wild Tale," with a grand finale by magician John Abrams and Western Magic in the park. She described current and future projects and concluded with her wish list that includes new furniture, expansion of the library to include a community room, a new paperback bookrack, better lighting in the Youth area, a new and larger color television, and a laptop computer plus connection.

*Commissioner Watson arrived at 7:28 p.m.

Library Services Manager commended staff for a phenomenal job with children's programming, noting the positive response from the community.

A brief discussion centered on the possibility of continuing the Reading Partners program during the school year, patron sponsorship of magazine subscriptions, and using the Parks and Recreation facilities in the park.

6b. FRIENDS OF THE TORRANCE LIBRARY REPORT

Friends Vice-President Covey reported that the July 17, 2004 paperback book sale was a success, that they were receiving an enormous amount of donations, and that a hardback book sale will be held on October 15-16, 2004.

6c. NOMINATE FRIENDS OF THE LIBRARY FOR CALTAC AWARD

Vice-Chairperson Roberts shared the Library's intention of nominating Friends for the CALTAC award. Library Services Manager Weiner commended Friends for their organizational skills and contributions, including the new homework center at Katy Geissert Civic Center Library. It was decided that each Commissioner would prepare a paragraph about Friends and bring it back to the next Commission meeting.

7. UNFINISHED BUSINESS

7a. SELECTION OF COMMISSION REPRESENTATIVE TO TORRANCE PUBLIC LIBRARY FOUNDATION

Postponed to the September Commission meeting.

7b. JOINT MEETING WITH CITY COUNCIL – AUGUST 17, 2004, 5:50 P.M.

1) FINALIZE AGENDA

City Librarian Buckley distributed a revised draft agenda for the August 17, 2004 joint meeting with City Council. It was decided that the discussion of library operations and programs would follow the update on the Community Services consolidation.

Commissioner Watson suggested that in the future each Commissioner select an area of interest to address during the roundtable discussion. She stated that she would be unable to attend the joint meeting.

2) LAURA WREN – UPDATE ON DEPARTMENT CONSOLIDATION

City Librarian Buckley advised Commissioners to review the August 9, 2004 Community Services consolidation timeline provided by Senior Management Associate Wren and prepare questions and concerns for the joint meeting with City Council.

Discussion centered on the impact of consolidation and Commissioner concerns that include adequate staffing, facility upgrades, the aging infrastructure, programming, administration, the filtering process, donations, and funding priorities.

Commissioner Watson discussed the immediate and future impact of library programming and described how a local program with Louis Zamperini led to the use of his textbook at a military academy in North Dakota.

Library Services Manager Weiner stated that she would be unable to attend the joint meeting and Vice-Chairperson Roberts stated that she might be late.

7c. COMMISSION ANNUAL REPORT

Commissioner Chappell distributed a draft Library Commission Annual Report for fiscal year July 1, 2003 – June 30, 2004 for Commissioners to review. It was decided that Commissioners would submit any corrections or additions to the Department secretary or City Librarian Buckley.

7d. PART-TIME EMPLOYEE RECOGNITION EVENT DEBRIEFING

Vice-Chairperson Roberts reported that, except for problems with the caterer, the event was successful and the staff appreciative.

8. STANDING COMMISSION COMMITTEE REPORTS

8a. TORRANCE PUBLIC LIBRARY FOUNDATION

1) SOUTHEAST LIBRARY HOMEWORK CENTER FUNDRAISING

City Librarian Buckley stated that he attended the July 21, 2004 Foundation meeting and that the major topic of discussion was fundraising for the Southeast branch homework center. He reported that the Foundation has applied for a grant with the Wallace Foundation and that Councilmember Scotto is attending the September 15, 2004 Foundation meeting to discuss fundraising.

9. MONTHLY DEPARTMENT REPORT

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

9a. UPPER LEVEL GRAND OPENING EVENT DEBRIEFING

City Librarian Buckley reported that he received positive feedback about the event, and that it was aired on City Cable and announced in the Daily Breeze.

1) WORK STILL TO BE COMPLETED

City Librarian Buckley advised that lighting for the beginning readers section and homework center furniture was not yet complete.

10. ORALS

Commissioner Unverzagt stated that she enjoyed the first "Women of Mystery" book discussion.

Commissioner Watson encouraged Commissioners to attend "Meet the Authors" on August 19, 2004 at 7:00 p.m.

11. ADJOURNMENT

MOTION: At 9:07 p.m., Commissioner Watson moved to adjourn the meeting to August 17, 2004, at 5:30 p.m., for a joint meeting with the City Council in the Community Meeting Room of the Katy Geissert Civic Center Library. Commissioner Chappell seconded the motion and, hearing no objection, Vice-Chairperson Roberts so ordered.

Approved as Written September 13, 2004 s/ Sue Herbers, City Clerk
