

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

**1. CALL TO ORDER**

The Torrance Library Commission convened in a regular session at 7:05 p.m. on Monday, September 10, 2007 at the Katy Geissert Civic Center Library meeting room.

Due to Chairperson Chappell's absence, Vice-Chairperson Haig led the meeting.

**2. ROLL CALL**

Present: Commissioners Botello, Gerber, Lang, Wang\*, and Vice-Chairperson Haig.

Absent: Commissioner Grogan and Chairperson Chappell.

Also Present: City Librarian Weiner and Youth Services Supervisor Baier.

\*Commissioner Wang arrived at 7:10 p.m.

It was noted that Commissioner Grogan and Chairperson Chappell were granted excused absences for this meeting on August 13, 2007.

**3. FLAG SALUTE**

Commissioner Botello led the Pledge of Allegiance.

**4. AFFIDAVIT OF POSTING**

**MOTION:** Commissioner Gerber moved to accept and file the report of the City Clerk on the posting of the agenda for this meeting. Commissioner Botello seconded the motion; a voice vote reflected unanimous approval.

**5. APPROVAL OF MINUTES**

**5a. MINUTES OF AUGUST 13, 2007**

**MOTION:** Commissioner Botello moved for the approval of the August 13, 2007 Library Commission meeting minutes as submitted. Commissioner Lang seconded the motion; a voice vote reflected unanimous approval (absent Chairperson Chappell and Commissioner Grogan).

**6. NEW BUSINESS**

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

City Librarian Weiner reported that August 2007 Internet book sales of \$5,694 were the best on record and announced the October 19-20, 2007 hardback book sale.

Commissioner Gerber relayed Kathryn Endo-Robert's appreciation for Commissioners' donations to Friends of Torrance Library on behalf of her father.

**6b. YOUTH SUMMER READING PROGRAM 2007 REPORT**

Youth Services Supervisor Baier presented the Summer Reading Program (SRP) 2007 Systemwide Statistics included in the material of record. She was pleased to announce that her goals for registration and completion were surpassed. She stated that each location had a kick-off, finale, and craft program that were well attended and commended branch libraries for their efforts. She discussed two special programs for teens that were very successful—"Crime Scene Investigation" led by Torrance Police Department and "Good Manners Are No Mystery."

She distributed a list of donors and sponsors for the Summer Reading Program and particularly recognized Friends of the Torrance Library, Legoland California, Los Angeles Dodgers, Torrance Teacher Association, and Radium Open Air Market. She also distributed mouse pads promoting Live Homework Help donated by Friends as well as excerpted comments and suggestions from the SRP customer survey.

She reported that the Library is considering a change in measuring completion of the Summer Reading Program based on hours read for next year.

Vice-Chairperson Haig mentioned that his children participated in the SRP.

**6c. ADULT SUMMER READING PROGRAM**

City Librarian Weiner presented "Summer Sleuthing at Your Library" Adult Summer Reading Program 2007 prepared by Principal Librarian Theyer. She reported that the low-key mystery theme program had 338 participants, 40 prizes were given out, and that each location reported that the program was easy to manage.

**10. ORAL COMMUNICATIONS**

This item was taken out of order.

Commissioner Lang stated that she enjoyed the "Meet the Astronaut" program and that she visited the Library on its first Sunday service on September 10, 2007, noting that she observed patrons in every section.

She requested that staff provide the 2006-2007 Commission budget and projected 2007-2008 Commission budget at the next meeting.

**7b. SUNDAY SERVICE UPDATE**

City Librarian Weiner reported that the first Sunday service on September 10, 2007 went smoothly, with four or five staff from the contract agency. She noted that the Library would not be doing telephone reference service on Sundays and that they were considering installation of a banner on the street to publicize Sunday service.

Commissioner Lang left the meeting at 7:42 p.m.

**6d. CLA CONFERENCE AND REGISTRATION**

City Librarian Weiner noted that registration information for 2007 California Library Association (CLA) Conference and Exhibition, October 26-29, 2007 in Long Beach, was included in the agenda material.

Commissioner Botello stated that she would be attending through her job and Vice-Chairperson Haig indicated that he would be interested in attending.

**MOTION:** Commissioner Gerber moved to approve expenditure from the Commission budget for the Chairperson and Vice-Chairperson of the Commission to attend the 2007 CLA Conference and Exhibition on October 26-29 in the City of Long Beach. Commissioner Botello seconded the motion; a voice vote reflected unanimous approval (absent Commissioners Grogan, Lang, and Chairperson Chappell).

**6e. MCLS SYSTEM ADVISORY BOARD**

City Librarian Weiner announced the next meeting on September 27, 2007 at Cerritos Public Library. Commissioner Botello indicated that she would be unable to attend and Vice-Chairperson Haig offered to contact Commissioner Grogan to see if she could attend.

**7. UNFINISHED BUSINESS**

**7a. JOINT MEETING WITH CITY COUNCIL – DATE CHANGE**

City Librarian Weiner informed the Commission that the joint meeting with City Council was tentatively scheduled for November 20, 2007, pending City Manager approval.

**7a.1 AGENDA TO INCLUDE ITEM RE: RESTORATION OF SUNDAY SERVICE**

City Librarian Weiner reported that City Council expressed interest in discussing Sunday service at the joint social. She briefly reviewed other topics of discussion that include Live Homework Help, social networking, and North Torrance Library and Community Services Center.

**8. STANDING COMMISSION COMMITTEE REPORTS**

**8a. TORRANCE PUBLIC LIBRARY FOUNDATION**

**8a.** Vice-Chairperson Haig reported that the August 15, 2007 Foundation was a short, working meeting and that topics of discussion included the new brochure, revision of the mission statement, recognition for various donor levels, end-of-the-year speaker, and expanding membership.

He announced the next Foundation meeting on September 19, 2007 at 11:30 a.m. in the Katy Geissert Library meeting room.

## **9. MONTHLY DEPARTMENT REPORT**

City Librarian Weiner reported that there was a walk-through at branch libraries with the interior designer last month and that branches have been asked to determine footage of shelving needed.

She reported that the Library was in the process of preparing a lost and found policy for items left unattended in the libraries, noting that an item would be brought forward in October or November 2007.

City Librarian Weiner noted that information about the Governor's cuts for two major library programs, Public Library Foundation and Transaction Based Reimbursement Program, was included in the agenda packets. She stated that in the next year the advocacy role for their trustees would be reinstatement of these programs, noting that PLF funds are used to seed capital projects.

She reported that there was a Page exam a month ago and that the Library has been filling vacancies. She further informed Commissioners that References Services Supervisor Vinke was injured and would be out of work for a while.

She provided updates on the September 15, 2007 Salvation Army Health and Resource Fair as well as the September 29, 2007 Disaster Preparedness Expo. Commissioner Gerber stated that she regretted that she would be unable to volunteer at the Disaster Preparedness Expo.

City Librarian Weiner distributed updated Welcome to the Torrance Public Library brochures and as well as a flier listing events for Pirate Month, September 19 through October 31, 2007.

She reported that the Transforming Life After 50 grant application has been submitted and that Art Callen with Senior Scene was interested in updating his cable show on the ASSIST program.

## **10. ORAL COMMUNICATIONS**

**10a.** Commissioner Gerber stated that she was writing a book on the history of farming in Torrance and the South Bay, adding that she would be attending an Archives Bazaar on September 29, 2007.

**10b.** Commissioner Botello stated that there are 73 enrolled with the Department of Information Studies this year and that school starts September 27, 2007. She added that there would be a From Interns to Library Leaders workshop at CLA.

**10c.** Vice-Chairperson Haig stated that he enjoyed visiting the Sacramento State Library.

**10d.** City Librarian Weiner announced that Library Assistant 1 Don Borchert from Southeast Branch has written a book about working in libraries titled Free for All: Oddballs, Geeks, and Gangstas in the Public Library.

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

Items for the October 8, 2007 Library Commission meeting agenda were listed and include: Commission Budget, City Council and Library Commission joint meeting, Sunday service update, MCLS/SAB meeting, Friends of the Torrance Library, lost and found policy, ECT, branch visits, and Library Foundation.

**12. ADJOURNMENT**

**MOTION:** At 8:35 p.m., Commissioner Gerber, with a second by Commissioner Wang, moved to adjourn the meeting to Monday, October 8, 2007 at the Katy Geissert Civic Center Library at 7:00 p.m. and, hearing no objection, Vice-Chairperson Haig so ordered. (absent Commissioners Grogan, Lang, and Chairperson Chappell)

Approved as Amended October 8, 2007 s/ Sue Herbers, City Clerk
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