

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

1. CALL TO ORDER

The Torrance Library Commission convened in a regular session at 7:03 p.m. on Monday, September 11, 2006 at the Katy Geissert Civic Center Library.

2. ROLL CALL

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

Absent: None.

Also Present: City Librarian Weiner.

*Commissioner Chappell arrived at 7:09 p.m.

3. FLAG SALUTE

Commissioner Lang 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 Lang seconded the motion; a voice vote reflected unanimous approval.

5. APPROVAL OF MINUTES

5a. MINUTES OF AUGUST 14, 2006

The following corrections to the August 14, 2006 meeting minutes were noted:

Page 5, 8A, paragraph 2: "She stated that the treasurer, Keri Gilbert, was willing to represent the Foundation..."

Page 5, 10C, "...adding that copyright laws would be observed and respected."

Page 5, 10D, "...he saw a former Youth Council member at a Torrance youth softball game..."

MOTION: Commissioner Grogan moved for the approval of the August 14, 2006 Library Commission meeting minutes as corrected. Commissioner Wang seconded the motion; a voice vote reflected unanimous approval.

Chairperson Roberts welcomed former Library Commissioner Judi Gerber.

Commissioner Chappell arrived at 7:09 p.m.

6. NEW BUSINESS

6a. FRIENDS OF THE TORRANCE LIBRARY REPORT

Friends Membership Chairperson Covey announced a hardback book sale on October 20-21, 2006 and stated that there would be a networking meeting at Katy Geissert with Friends of other South Bay area libraries on October 29, 2006.

City Librarian Weiner reported that Friends voted to fund two proposals for adult programming and to purchase Library promotional materials.

6b. SUMMER READING PROGRAM REPORT

City Librarian Weiner noted that Youth Services Supervisor Olsen's report on the Summer Reading Program 2006 was included in the agenda material and distributed her additional narrative report.

In response to Commissioner Botello's inquiry, City Librarian Weiner clarified that 2,240 readers were enrolled in the summer reading program at North Torrance branch and 929 at Katy Geissert. She attributed the success at North Torrance Branch Library to Youth Services Supervisor Van Vranken's outreach efforts.

She provided information about the successful "Read the Book/See the Movie" program at Walteria and Henderson parks, with over 100 people in attendance at each of the four programs.

6c. SELECT COMMISSION LIAISONS TO:

- 1) TUSD ECT
- 2) TORRANCE PUBLIC LIBRARY FOUNDATION

MOTION: Commissioner Haig moved to reappoint Commissioner Grogan, with Commissioner Lang serving as an alternate, as representative to TUSD ECT and to reappoint Commissioner Haig, with Commissioner Wang as alternate, as representative to the Torrance Public Library Foundation. Commissioner Chappell seconded the motion; a voice vote reflected unanimous approval.

6d. YOUTH COUNCIL MEETINGS

Chairperson Roberts encouraged Commissioners to attend Youth Council meetings held the first and third Wednesday of the month. Commissioners Lang and Wang indicated that they were interested in attending the meetings that will begin in October 2006.

6e. SET SCHEDULE OF BRANCH LIBRARY VISITS – 2007

Staff presented the following schedule for upcoming Commission meetings at branch libraries:

February 5, 2007	North Torrance Library
March 12, 2007	El Retiro Library

April 9, 2007 Southeast Library
May 14, 2007 Henderson Library
June 11, 2007 Walteria Library

MOTION: Commissioner Chappell moved to accept the schedule of branch library visits for 2007 as proposed. Commissioner Grogan seconded the motion; a voice vote reflected unanimous approval.

6f. CALIFORNIA LIBRARY ASSOCIATION CONFERENCE NOVEMBER 11-13, 2006, SACRAMENTO

City Librarian Weiner reported that CLA was already accepting conference and hotel reservations for the 2006 Annual Conference.

Commissioner Botello stated that she would be attending the Conference through her place of employment.

A brief discussion centered on the Commission budget.

MOTION: Commissioner Haig moved to approve that Commissioner Lang and Chairperson Roberts attend the California Library Association Conference in Sacramento on November 11-13, 2006 and that travel, hotel, and registration expenses be paid from the Library Commission budget. Commissioner Wang seconded the motion; a voice vote reflected unanimous approval.

7. UNFINISHED BUSINESS

7a. JOINT MEETING WITH CITY COUNCIL SEPTEMBER 19, 2006

City Librarian Weiner received clarification that Commissioners received last years' agendas and suggested that Youth Services not be included as a topic of discussion. Commissioners and staff discussed the agenda, presentations from Friends and the Foundation, and seating arrangement. It was decided that City Librarian Weiner and Library Services Manager Reeder would give a power point presentation on the public perception of libraries. Talking points suggested included Sunday service, the North Torrance project, the Southeast branch, infrastructure, joint programming opportunities with the Parks and Recreation Commission, and the Katy Geissert ground floor remodel.

MOTION: Commissioner Grogan moved to accept the agenda for the September 19, 2006 joint meeting with City Council as proposed. Commissioner Lang seconded the motion; a voice vote reflected unanimous approval.

7b. APPROVE 2005-2006 COMMISSION ANNUAL REPORT

Chairperson Roberts signed the 2005-2006 Library Commission Annual Report and expressed appreciation to Commissioner Wang for preparing it.

City Librarian Weiner advised that the report would go to City Council for consideration on September 19, 2006.

7c. TREE MEMORIAL IN RECOGNITION OF FORMER LIBRARY COMMISSIONER PEGGY BASILE

City Librarian Weiner advised that the Environmental Quality and Energy Conservation Commission and the family of former Commissioner Basile were working together to schedule the event for the end of September 2006.

7d. EMPLOYEE RECOGNITION PROGRAM DEBRIEFING

Commissioner Lang presented a debriefing report on the part-time staff appreciation party held June 14, 2006. A brief discussion centered on this year's event and things to consider for next year that include increased costs of catering, formalizing the invitation list at the May 2007 meeting, and submitting a request to Starbucks for donations in March 2007.

7e. CALTAC AWARD NOMINATION UPDATE

Commissioner Botello stated that the preparation of the necessary documentation to nominate Chairperson Roberts was in progress.

8. STANDING COMMISSION COMMITTEE REPORTS

8A. TORRANCE PUBLIC LIBRARY FOUNDATION

City Librarian Weiner reported that the Foundation was in the process of rebuilding itself and that possible future Board members will be attending the September 20, 2006 meeting. She stated that acceptance and appropriation of funds for the Southeast branch homework center will be on the agenda for the September 27, 2006 City Council meeting, and that they hoped to get the center operational by the end of the year. She added that preparation of a charitable giving brochure was also discussed.

9. MONTHLY DEPARTMENT REPORT

City Librarian Weiner reported that there are two vacancies for Youth Services Librarians and noted that a retirement resolution honoring Evelyn Dunn would be included at the September 12, 2006 City Council meeting.

She distributed fliers regarding the live homework help program that will begin September 18, 2006, "Meet the Author" on September 27, 2006, information about "Cooling Stations" at Bartlett Senior Citizens Center and Katy Geissert Civic Center Library, "Living with Cancer: A Practical Guide" on October 11, 2006, and "Don't Know Much About Torrance History?" on September 30, 2006.

City Librarian Weiner mentioned that the non-public work area downstairs at Katy Geissert would be getting new carpeting and work stations.

She received confirmation that Commissioners Lang and Chappell would be participating in the Exxon-Mobil Torrance Refinery Open House on October 14, 2006.

10. ORALS

10A. Judi Gerber, Lee Street, stated that she would be doing some gardening programs in the spring at the Library and shared information about the Arts Alive! event on September 30, 2006.

10B. Chairperson Roberts stated that she was looking forward to the Commission and City Council social.

10C. Chairperson Roberts distributed applications for the Commissioner Certification Training on September 27 and October 25, 2006.

11. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

Items for the October 2006 Library Commission meeting agenda were discussed.

12. ADJOURNMENT

MOTION: At 8:37 p.m., Commissioner Botello moved to adjourn the meeting in memory of the victims of the September 11, 2001 attacks to Tuesday, September 19, 2006 at 5:30 p.m. at the Katy Geissert Civic Center Library for a joint meeting with the Torrance City Council. Commissioner Grogan seconded the motion and, hearing no objection, Chairperson Roberts so ordered.

Approved as Submitted October 9, 2006 s/ Sue Herbers, City Clerk
