

**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, October 11, 2004 at the Walteria Branch Library.

2. ROLL CALL

Present: Commissioners, Haig, Thue, Unverzagt, Watson, and Chairperson Botello.

Absent: Commissioners Chappell and Roberts.

Also Present: City Librarian Buckley,
Library Services Manager Weiner,
Management Associate Wren,
Senior Librarian Vinke, and
Youth Services Librarian Gutierrez.

Chairperson Botello relayed Commissioner Roberts and Commissioner Chappell's requests for excused absences for the October 11, 2004 Commission meeting.

MOTION: Commissioner Watson moved to grant excused absences to Commissioners Chappell and Roberts from this meeting. The motion was seconded by Commissioner Unverzagt and passed by unanimous voice vote.

3. FLAG SALUTE

Commissioner Haig 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 Commissioners Chappell and Roberts).

5. APPROVAL OF MINUTES

5a. MINUTES OF SEPTEMBER 13, 2004

Commissioner Unverzagt noted the following corrections to the September 13, 2004 Library Commission meeting minutes:

Page 3, 7b. "Commissioners briefly discussed the August 17, 2004 joint meeting with City Council."

Page 4, 7c. **MOTION:** Commissioner Unverzagt moved to approve the Library Commission Annual Report for fiscal year July 1, 2003 – June 30, 2004 as corrected and that the final...”

MOTION: Commissioner Watson moved to approve the September 13, 2004 Library Commission meeting minutes as corrected. The motion was seconded by Commissioner Haig and passed by unanimous voice vote approval (absent Commissioners Chappell and Roberts).

6. NEW BUSINESS

6a. WELCOME AND BRANCH LIBRARY REPORT

Senior Librarian Vinke welcomed Commissioners to the Waleria Branch Library and summarized changes at the branch in the past year. He stated that juvenile and adult non-fiction materials were now separated and that half of the collection of reference materials was eliminated to make space for a table and chairs for a reading area. He attributed the increase in circulation to displays, staff picks, an expanded Asian language collection, and audio-visual donations. He discussed his involvement with purchasing and training for the ASSIST grant. He concluded his presentation with his wish list that includes a new check out desk.

Library Services Manager Weiner commended Senior Librarian Vinke for working effectively with Friends of the Torrance Library and Hollywood Rivera Sportsman Club to acquire donated materials.

Youth Services Librarian Gutierrez discussed programming at Waleria Branch that included the Summer Reading Program that had a 33% increase in participation, the Sun Program, and the Junie B. Jones program. Future programs include an October Halloween craft and November Animal Magic show, both funded by Friends of the Torrance Library. She described her first grade outreach, preschool visits, the In-N-Out Food for Thought Program, family story times, and preschool story times. She stated that the first organizational Teen Advisory Board meeting, in conjunction with El Retiro Branch, was held last week and had 10 participants.

A brief discussion centered on foreign language demand and the collection and circulation of political books.

At Chairperson Botello’s request, Youth Services Librarian Gutierrez stated that the branch serviced Seaside and Riviera Elementary schools, as well as her assigned schools, Waleria Elementary and Arnold Elementary.

6b. FRIENDS OF THE TORRANCE LIBRARY REPORT

No report.

9. MONTHLY DEPARTMENT REPORT

9b. OTHER UPDATES

This item was considered out of order.

Management Associate Wren provided an update on the Community Services consolidation. She reported that the Steering Committee, consisting of division heads, has identified four functions for review: Administration, which will include Information Technology, Programming/Marketing, Human Resources, and Public Relations/Liaison Duties. She distributed Programming and Administration Flow Charts, a Working Group Timeline, and a general organizational chart, noting a correction that Branch Libraries would fall under Outreach. She stated that the two divisions under Library would remain intact as they are now. She stated that supervisors of all three divisions were being asked to fill out and submit working group program templates for a cursory review of overlap of duties.

In response to Chairperson Botello's inquiry, she stated managers were spending approximately 20 hours per week on planning the consolidation.

6c. REPORT ON CLIO INSTITUTE

Chairperson Botello reported on Clio Institute's "Inspiring Libraries to Inspire Communities" on September 24-25, 2004 at Cerritos Library. She stated that the basic premise for the institute was to try and expand library professional perception of a library and how it can serve the public. She distributed the program schedule and flier for next year's 2005 CALTAC Workshop. She stated that she found the presentation "Sound Bites," that taught how to communicate effectively, to be most significant.

6d. CLA ANNUAL CONFERENCE NOV. 12-15, 2004, SAN JOSE

MOTION: Commissioner Unverzagt moved to send Commissioner Watson to the CLA Annual Conference on November 12-15, 2004 in San Jose, California. The motion was seconded by Commissioner Haig and passed by unanimous voice vote approval (absent Commissioners Chappell and Roberts).

7. UNFINISHED BUSINESS

7d. CALTAC AWARD – FRIENDS OF THE TORRANCE LIBRARY

Chairperson Botello announced that Friends of the Torrance Library received the California Association of Library Trustees and Commissioners (CALTAC) Award in the category of Community Organization Making a Significant Financial Contribution to a Library or Library Program.

Commissioner Watson thanked Chairperson Botello for her efforts in preparing and submitting the application to nominate Friends.

8. STANDING COMMISSION COMMITTEE REPORTS

8a. TORRANCE PUBLIC LIBRARY FOUNDATION

Commissioner Unverzagt reported that fundraising and the Open House at the Southeast Branch on October 12, 2004 were the main topics of discussion at the September 15, 2004 Foundation meeting. She stated that Councilmember Scotto

provided useful information on fundraising at the meeting and that he donated funds to purchase a book on sources for library grants.

8b. TUSD ECT

No report.

8c. MCLS SYSTEM ADVISORY BOARD

City Library Buckley stated that Commissioner Roberts attended a joint meeting of MCLS and System Advisory Board at the Redondo Beach Library.

A brief discussion centered on the purpose and functions of MCLS and Library of California.

9. MONTHLY DEPARTMENT REPORT

9a. RECRUITMENT/FILLING OF PART-TIME REFERENCE LIBRARIAN AND AUDIOVISUAL SUPERVISOR POSITIONS

Library Services Manager Weiner reported that formal Civil Service interviews have been conducted and that internal interviews with candidates were being set up.

City Librarian Buckley noted that it was two positions for one person and that is was not a Senior Librarian position.

9b. OTHER UPDATES

City Librarian Buckley and Library Services Manager Weiner reported on the October 11, 2004 presentation to the Budget Review Team regarding the 2.5% budget cut. Library materials reductions, the closing of a branch, reducing branch hours, and the elimination of two pages were briefly discussed.

City Librarian Buckley stated that the Homework Helper program has been very successful.

Library Services Manager Weiner distributed an informational flier "For Safe and Savvy Seniors (and their families)" that was presented on October 1, 1004 and attended by 90 seniors.

She stated that the ASSIST grant period was officially over the end of October 2004 but that outreach will continue.

She requested that Commissioners work at the Library booth at the October 30, 2004 Harvest Health Park at Wilson Park. She added that ASSIST materials would be on display.

10. ORALS

Commissioners Unverzagt stated that she was looking forward to TV Turn Off Week and Reading Day at Anza Elementary.

Commissioner Haig stated that Seaside Elementary P.T.A. inquired about shelving and bookcases from the Katy Geissert Civic Center Library remodel.

11. ADJOURNMENT

MOTION: At 8:55 p.m., Commissioner Unverzagt moved to adjourn the meeting to November 8, 2004, at 7:00 p.m. at the North Torrance Branch Library. Commissioner Watson seconded the motion and, hearing no objection, Chairperson Botello so ordered.

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