

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

1. CALL TO ORDER

The Torrance Library Commission convened in a regular session at 7:07 p.m. on Monday, December 13, 2004 at the Katy Geissert Civic Center Library.

2. ROLL CALL

Present: Commissioners Chappell, Haig, Roberts, Thue, Unverzagt, and Chairperson Botello.

Absent: Commissioner Watson.

Also Present: City Librarian Buckley,
Library Services Manager Weiner, and
Management Associate Toner.

Chairperson Botello relayed Commissioner Watson's request for an excused absence for the December 13, 2004 Commission meeting.

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

3. FLAG SALUTE

Commissioner Chappell led the Pledge of Allegiance.

4. AFFIDAVIT OF POSTING

MOTION: Commissioner Roberts 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).

5. APPROVAL OF MINUTES

5a. MINUTES OF OCTOBER 11, 2004

MOTION: Commissioner Unverzagt moved to approve the October 11, 2004 Library Commission meeting minutes as submitted. The motion was seconded by Commissioner Haig and passed by unanimous voice vote approval (absent Commissioner Watson).

6. NEW BUSINESS

6a. FRIENDS OF THE TORRANCE LIBRARY REPORT

Friends Vice-President Covey stated that it was an honor to attend the California Association of Library Trustees and Commissioners (CALTAC) luncheon and to accept the award for Friends of the Torrance Library. She announced a paperback book sale on January 22, 2005 and stated that profits from the October 15-16, 2004 hardback book sale were approximately \$10,000. She added that on-line book sales have been a tremendous success.

6b. CALIFORNIA LIBRARY ASSOCIATION CONFERENCE DEBRIEFING

Library Services Manager Weiner reported on the California Library Association Conference on November 12-15, 2004 in San Jose, California, also attended by Chairperson Botello and Commissioner Watson. She stated that the Conference was well planned and that this year more programs were directed towards public libraries. She stated that she enjoyed the ASSIST grant events, dynamic speakers that included Daniel Handler, interesting exhibits, and networking.

Chairperson Botello reported that she worked at the CLA membership booth, had three speaking commitments, and went to several exhibits. She stated that the workshops were relevant, that Dr. Starr's speech at the Caltac luncheon was interesting, and initiated a brief discussion on San Jose's joint public and academic library.

7. UNFINISHED BUSINESS

7a. UPDATE ON DEPARTMENT CONSOLIDATION

Management Associate Toner reported on meetings of the Administration Review and Programming groups and the consideration to build a new division that would manage administrative functions. She discussed possible installation of an automated checkout system. She advised that two sections of recreation programs may be consolidated and that there would be a shifting of personnel.

Referring to the library, she stated that replacement of a full time position with a part time position was being considered, noting that elimination of positions would be through attrition. She reported that the City Manager hosted a luncheon for the two departments and that in the next two weeks a final organizational chart would be prepared.

City Librarian Buckley and Commissioner Roberts commented that an automated checkout system could not replace all the duties that staff performs that include registering patrons, taking requests, checking on overdue materials, taking money for books purchased from Friends, and answering questions.

8. STANDING COMMISSION COMMITTEE REPORTS

8a. TORRANCE PUBLIC LIBRARY FOUNDATION

Commissioner Haig reported on topics of discussion at the October Torrance Public Library Foundation meeting that included a plaque for donors, a long-term goal of

having homework centers in different libraries, the Southeast branch event, and preparation of a video to attract corporate benefactors.

City Librarian Buckley reported on discussions at the November 8, 2004 Foundation meeting that included the Barnes & Noble fundraising event, exploring other ways to fundraise, the progress of the promotional video, donor recognition, and consideration of new board members. He advised that the next meeting was scheduled for February 16, 2005.

8b. TUSD ECT

Commissioner Unverzagt reported that she attended the December 6, 2004 ECT meeting at West High School and that she enjoyed the holiday music performed by the West High choir.

8c. MCLS SYSTEM ADVISORY BOARD

Commissioner Roberts reported that she enjoyed attending the meeting in late October and topics discussed included fundraising and networking.

9. MONTHLY DEPARTMENT REPORT

9a. QUARTERLY BUDGET UPDATE

City Librarian Buckley presented the Work Plan Highlights in the material of record.

9b. PROPOSITION 14 GRANT UPDATE

City Librarian Buckley reported that he and Administrative Analyst Witzansky from the Parks and Recreation Department went to Sacramento on November 29, 2004. He stated that although Torrance received a "very good" ranking by Library Bond Act staff, it did not receive a grant award for the North Torrance Library and Community Services Center application. He noted that there were 72 applicants and 12 awards given and offered to distribute a complete list of the rankings and comments.

Library Services Manager Weiner stated that their application might be accepted as it stands if the bond act, dedicated to previous applicants, passes in 2006. She noted that in this cycle smaller grants were funded, and that rural, growth, and Northern California areas were emphasized.

City Librarian Buckley announced a "Water-Wise Gardening Expo" on January 8, 2005 at the Civic Center Library.

9c. JIM BUCKLEY RETIREMENT RECEPTION DECEMBER 16, 2004, TOYOTA MEETING HALL, CULTURAL ARTS CENTER

Library Services Manager Weiner discussed the staff tribute planned for December 16, 2004 from 2:00 to 4:00 p.m.

Chairperson Botello distributed Resolution No. 2004-152 honoring City Librarian Buckley to be adopted at the December 14, 2004 City Council meeting and to be presented at the retirement reception.

9b. OTHER UPDATES

Library Services Manager Weiner encouraged Commissioners to attend the catered staff holiday party on December 14, 2004 at 9:00 a.m.

She advised that staff was making progress on the global languages grant by identifying vendors with foreign language materials.

City Librarian Buckley thanked Commissioners for their assistance, especially in recognizing employees and publicity for the Library.

Commissioner Roberts presented City Librarian Buckley with a book from the Commission.

10. ORALS

10A. Commissioners Unverzagt wished fellow Commissioners a happy holiday season and bid farewell to City Librarian Buckley.

10B. In response to Commissioner Haig's inquiry, Chairperson Botello advised that Commissioner Watson's appointment as Commissioner ends January 15, 2005. Commissioner Unverzagt stated that she would not be reapplying for her Commissioner position.

10C. Chairperson Botello announced that she would be reapplying for her position as Library Commissioner. She thanked Commissioner Unverzagt for her five years of dedicated service as well as City Librarian Buckley for his 25 years of service.

10D. Commissioner Roberts wished Commissioners a happy holiday season.

11. ADJOURNMENT

MOTION: At 8:17 p.m., Commissioner Roberts moved to adjourn the meeting to January 10, 2005 at 7:00 p.m. at the Southeast Branch Library. Commissioner Chappell seconded the motion and, hearing no objection, Chairperson Botello so ordered.

Approved as Amended January 10, 2005 s/ Sue Herbers, City Clerk
