

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's office at (310) 618-2780. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28CFR35.102-35.104 ADA Title II]

Direct questions or concerns to the Commission Liaison at (310) 618-5950, or individual department head prior to submission to the Commission. Parties will be notified if the complaint will be included on a subsequent agenda.

Security procedures: Members of the public will be directed to enter City Hall on the East side of the building through the sliding door. All other entrances will remain locked for entry. Oversized bags or backpacks will not be allowed in the Council Chamber or Commission meeting room. All bags are subject to search.

Any correspondence received after 2:00 p.m. on Monday on any item on the agenda will be provided to the Commission electronically and available for public inspection in the City Clerk's Office. A copy of the correspondence will be available for public inspection in a binder at the back of the Council Chamber or Commission Meeting room.

**TORRANCE LIBRARY COMMISSION AGENDA
AUGUST 9, 2021
REGULAR MEETING**

7:00 P.M. IN KATY GEISSERT LIBRARY MEETING ROOM AT 3301 TORRANCE BL.

THE LIBRARY COMMISSION MAY TAKE ACTION ON ANY ITEM ON THE AGENDA

1. CALL MEETING TO ORDER

ROLL CALL: Commission members Javaid, Kohus, Lambert, Piotrowski, Reilly, Wang, and Chair Yeh

2. FLAG SALUTE: Commissioner Reilly

3. REPORT OF THE STAFF ON THE POSTING OF THE AGENDA

The agenda was posted on the Public Notice Board at 3031 Torrance Bl. and on the City's Website on Tuesday, August 3, 2021

4. ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS

5. ORAL COMMUNICATIONS (Limited to a 30 minute period)

This portion of the meeting is reserved for comment on items not on the agenda. Under the Ralph M. Brown Act, Commissioners cannot act on items raised during public comment, but may respond briefly to statements made or questions posed; request clarification; or refer the item to staff. Speakers under Orals are limited to no longer than 3 minutes per speaker.

6. CONSENT CALENDAR

Matters listed under the Consent Calendar are considered routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If discussion is desired, that item will be removed by a Councilmember from the Consent Calendar and considered separately.

6A. Approve Commission Minutes: JULY 12, 2021

7. ADMINISTRATIVE MATTERS

7A. City Librarian – Discuss the Annual Report

Recommendation of the City Librarian that the Library Commission determines responsibility for drafting the Library Commission Annual Report, covering July 1, 2020 - June 30, 2021.

7B. City Librarian –Review and Discuss Reports

Recommendation of the City Librarian that the Library Commission review the Division monthly reports and presentations for:

- Social Services Liaison
- Advocacy Presentation

- Monthly Division Report
- Items For Next Agenda

8. COMMISSION ORAL COMMUNICATIONS

Commissioner Order - Kohus, Javaid, Lambert, Piotrowski, Reilly, Wang, Yeh

10. ADJOURNMENT

10A. Adjournment of Library Commission Meeting to MONDAY, SEPTEMBER 13, 2021, at 7:00 p.m. in the Katy Geissert Library Meeting Room.

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

1. CALL TO ORDER

The Torrance Library Commission convened in a regular session at 7:00 p.m. on Monday, July 12, 2021 in the Katy Geissert Library meeting room.

ROLL CALL

Present: Commissioners Javaid, Lambert*, Piotrowski, Reilly, Wang, Yeh, and Chairperson Kohus.

Absent: None.

Also Present: City Librarian Wilburn, Assistant City Librarian Coates, Community Services Director La Rock, Youth Services Librarian Von Stietz, Reference Librarian Ross, Senior Library Technician Kortenkamp, and Senior Library Technician McLellen.

*Arrived at 7:04 p.m.

2. FLAG SALUTE

Commissioner Piotrowski led the Pledge of Allegiance.

3. REPORT OF THE STAFF ON THE POSTING OF THE AGENDA

City Librarian Wilburn reported the agenda was posted on the Public Notice Board and City's Website on July 6, 2021.

4. ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS – None.

5. ORAL COMMUNICATIONS

Community Services Director La Rock spoke.

6. CONSENT CALENDAR

6A. APPROVAL OF MINUTES: JUNE 14, 2021

MOTION: Commissioner Javaid moved to approve the Library Commission meeting minutes of June 14, 2021 as presented. Commissioner Yeh seconded the motion; a roll call vote reflected 7-0 approval.

7. **ADMINISTRATIVE MATTERS**

7A. **CITY LIBRARIAN – WELCOME NEW COMMISSIONERS**

Recommendation that the Library Commission welcome new Library Commissioners Dennis Piotrowski, Andrea Reilly, and Kim Wang.

Commissioners and staff took turns introducing themselves.

7B. **CITY LIBRARIAN – ELECT CHAIR, VICE-CHAIR, AND SOCIAL SERVICES COMMISSION LIAISON**

Recommendation that the Library Commission elect a Chair and Vice-Chair to serve July 12, 2021 to June 30, 2022 and select a Social Services Commission liaison.

Commissioner Javaid nominated Commissioner Lambert for Chairperson; Commissioner Lambert declined the nomination.

Commissioner Yeh, seconded by Commissioner Piotrowski, nominated himself for Chairperson. There were no further nominations and Commissioner Yeh was elected Chairperson on a 7-0 roll call vote. He took over leading the meeting.

Commissioner Javaid nominated Commissioner Reilly for Vice-Chairperson. Chairperson Yeh seconded the nomination, there were no further nominations, and Commissioner Reilly was elected Vice-Chairperson on a 7-0 roll call vote.

Commissioner Kohus, seconded by Commissioner Reilly, nominated Commissioner Javaid to be the Social Services Commission liaison. Commissioner Javaid accepted the nomination and she was selected to be the Social Services Commission liaison on a unanimous roll call vote.

7C. **CITY LIBRARIAN – SERVING WITH A PURPOSE CONFERENCE ATTENDANCE**

Recommendation that the Library Commission select a representative to attend the Serving with a Purpose Conference September 1, 2021.

City Librarian Wilburn stated the Conference is an annual event, held in Ontario, and aimed at Friends, Foundations, Trustees, Commissioners, and other library supporters.

Commissioners Javaid, Reilly, and Chairperson Yeh expressed interest in attending.

MOTION: Commissioner Kohus moved to approve \$150 for registration for three attendees as well as mileage for anyone driving. Commissioner Wang seconded the motion; a roll call vote reflected unanimous approval.

7D. CITY LIBRARIAN – REVIEW AND DISCUSS REPORTS

Recommendation that the Library Commission review the Division monthly reports for:

- **Torrance Youth Council** – No report.
- **Cultivating Race, Equity and Inclusion (CREI)**
Assistant City Librarian Coates, Youth Services Librarian Von Stietz, Reference Librarian Ross, Sr. Library Technician Kortenkamp, and Sr. Library Technician McLellen provided a slide presentation on S.T.R.I.D.E. – Shaping Torrance Through Racial Inclusion, Diversity, and Equity.
- **Open+**
City Librarian Wilburn provided a slide presentation on the El Retiro Library Open+ two-year pilot grant to explore ways to provide more open hours with limited staffing.
- **Monthly Division Report**
City Librarian Wilburn presented highlights from the written report in agenda packets.
- **Items for Next Agenda**
Items for the August 9, 2021 Commission meeting were listed.

8. COMMISSION ORAL COMMUNICATIONS

Members of the Commission spoke.

9. ADJOURNMENT

MOTION: At 8:30 p.m., Commissioner Kohus moved to adjourn the meeting to August 9, 2021 at 7:00 p.m. at the Katy Geissert Library meeting room. Commissioner Reilly seconded the motion and, hearing no objection, Chairperson Yeh so ordered.

###

TO: LIBRARY COMMISSION
FROM: YOLANDE WILBURN, CITY LIBRARIAN
SUBJECT: DISCUSS THE ANNUAL REPORT

RECOMMENDATION

The City Librarian Respectfully recommends that the Library Commission determine responsibility for drafting the Library Commission Annual Report, covering July 1, 2020 – June 30, 2021. If there is a need for an ad hoc committee, the City Librarian further recommends that the Chair appoint the ad hoc committee members.

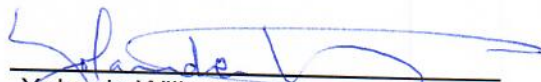
BACKGROUND/ANALYSIS

Each year the Library Commission is responsible for presenting an Annual Report to the City Council. The report may be drafted by a single commissioner or an ad hoc committee.

Staff will provide the minutes for all meetings and other information as requested. In addition, staff will format the report as appropriate for presentation to the Council, schedule and process the Council item for a date approved by the Commission, and provide proofreading and fact checking as needed.

Please ask any questions.

Respectfully submitted,



Yolande Wilburn
City Librarian

TO: LIBRARY COMMISSION
FROM: YOLANDE WILBURN, CITY LIBRARIAN
SUBJECT: MONTHLY DIVISION REPORT

Administration and Staffing

Current library vacancies include one full-time Administrative Assistant, one full-time Senior Librarian, one part-time Library Technician, three part-time Senior Library Pages, and three part-time Library Pages.

Change Management Training for Library staff continued as the Integrated Library System transition progressed.

Facilities and Technology

Due to air conditioner failure, the Katy Geissert Library closed at 1 p.m. on Friday and Saturday, July 23 and 24th, 2021. The Library also closed on Monday, July 26, at 1 p.m. and all day Tuesday, July 27, to complete repairs.

Effective July 19, 2021, LA County Health protocols required all staff and patrons to wear a face-covering while inside the Library.

The 2022 Library Holiday Closure Schedule is as follows:

New Year's Day	Saturday, January 1, 2022
Martin Luther King, Jr. Day	Monday, January 17, 2022
Lincoln's Birthday	Friday-Saturday, February 11-12, 2022
Washington's Birthday Day	Monday, February 21, 2022
Armed Forces Day (Katy Geissert Library Only)	Saturday, May 21, 2022
Memorial Day	Monday, May 30, 2022
Independence Day	Monday, July 4, 2022
Labor Day	Monday, September 5, 2022
Veterans Day	Friday, November 11, 2022
Day before Thanksgiving (Libraries Close at 6PM)	Wednesday, November 24, 2022
Thanksgiving Holiday	Thursday-Saturday, November 25-27, 2022
Christmas Eve	Friday-Saturday, December 23-24, 2022
Christmas	Monday, December 26, 2022
New Year's Eve	Friday-Saturday, December 30-31, 2022

This schedule may be revised if there is a change in holidays.

Services and Programs

The Katy Geissert Library hosted the Ultra! Art installation by Allison Stewart entitled, Monuments Removed. Patrons scan the QR codes to access information about the work as they walk around the outside of the Library. Allison Stewart and our Reference Librarian, Rachel, facilitated a program on the exhibit on August 4, 2021.

Youth Services and School Relations

Youth Services continued virtual programs and curbside craft pick-up. The Summer Reading Program runs through August 14, 2021. Thus far, 1622 readers have participated, with over 271 prizes redeemed. The final Summer Reading Report will be available at the September Library Commission Meeting.

Adult Services

Adult Services staff continued virtual programs and curbside craft pick-up.

City, State, and Federal Budget

Governor Newsom signed the 2021-22 State Budget bill - AB 128. The July 13, 2021 News from the Capitol is in the agenda packet.


Legislative Concerns, CLA, SCLC, and State Library Relations

The Torrance Public Library renewed membership with the Southern California Library Cooperative (SCLC).

Community Relations

The Library survey remains open on the City and Library website until August 14, 2021. The Library forwarded the information to the Torrance Unified School District to solicit input from parents for any hours adjustments needed for fall.

Respectfully submitted,



Yolande Wilburn
City Librarian