

Pursuant to Assembly Bill 361 members of the Library Commission and staff will participate in this meeting via teleconference or other electronic means.

PARTICIPATE BEFORE THE MEETING by emailing LibraryCommission@TorranceCA.Gov and write "Public Comment" in the subject line. In the body of the email include the item number and/or title of the item with your comments.

MEMBERS OF THE PUBLIC MAY VIEW AND PARTICIPATE IN THE MEETING via Zoom by using the following link or by calling in with the phone number listed below:

<https://us02web.zoom.us/j/86430166879?pwd=amxIRjE1Wk5wVUNoOU41OTMyU1MxZz09>

Phone number: 1-669-900-9128

Meeting ID: 864 3016 6879

Passcode: 293773

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.

**TORRANCE LIBRARY COMMISSION AGENDA
FEBRUARY 14, 2022
REGULAR MEETING
6:00 P.M. VIA TELECONFERENCE OR OTHER ELECTRONIC MEANS**

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

1. CALL MEETING TO ORDER

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

2. FLAG SALUTE: Commissioner Piotrowski

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, February 8, 2022

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS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 public comment on items on the agenda or on topics of interest to the general public. 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 this Public Comment period will have no longer than 3 minutes per speaker. Please do not use Bluetooth or speaker devices, mute the volume on your television or other electronic devices and speak clearly. Your phone call to the Commission meeting will be recorded as part of the meeting. By staying on the line and making public comment during the meeting, you are agreeing to have your phone call recorded.

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 Commissioner from the Consent Calendar and considered separately.

6A. APPROVAL OF MINUTES: January 10, 2022

7. ADMINISTRATIVE MATTERS

7A. LIBRARY COMMISSION TO ESTABLISH AD HOC COMMITTEE FOR STAFF RECOGNITION DAY

Recommendation of the City Librarian that the Commission create an Ad Hoc Committee to determine course of action for Staff Recognition Day.

7B. SOCIAL SERVICES LIAISON PROVIDE SUMMARY OF SOCIAL SERVICES COMMISSION MEETING

7C. TORRANCE YOUTH COUNCIL PROVIDE MONTHLY UPDATE

7D. CITY LIBRARIAN PROVIDE MONTHLY DIVISION UPDATE

8. COMMISSION ORAL COMMUNICATIONS

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

9. ADJOURNMENT

9A. Adjournment of Library Commission Meeting to MONDAY, MARCH 14, 2022, at 6:00 p.m. Pursuant to Assembly Bill 361, Governor Newsom's Proclamation of a State of Emergency on March, 4, 2020, and the Order of the Health Officer of the County of Los Angeles Department of Public Health (revised September 28, 2021), members of the Library Commission and staff will participate in this meeting via teleconference or other electronic means.




AFFIDAVIT OF AGENDA POSTING

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss
CITY OF TORRANCE)

In compliance with Government Code 54954.2 (a), I DO HEREBY AFFIRM that a copy of the **Library Commission** agenda for the regular meeting of **Monday, February 14, 2022** was conspicuously posted on the City Clerk's Bulletin Board, 3031 Torrance Boulevard, Torrance, California at the time and date indicated below.

POSTED:

Time: 9:55 a.m. Date: 2/8/22

By:  Samantha Cerda
Deputy City Clerk I

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

1. CALL MEETING TO ORDER

The Torrance Library Commission Agenda convened in a regular session at 6:05 p.m. on Monday, January 10, 2022, via teleconference.

ROLL CALL

Present: Commissioners Javaid, Kohus, Piotrowski, and Wang.

Absent: Commissioner Reilly and Chairperson Yeh.

Also Present: Assistant City Librarian Aguado, Assistant City Librarian Coates, and Community Service Director La Rock.

MOTION: Commissioner Javaid moved to excuse the absence of Commissioner Reilly and Chairperson Yeh. Commissioner Wang seconded the motion; a roll call vote reflected 4-0 approval (absent Commissioner Reilly and Chairperson Yeh).

2. FLAG SALUTE

Commissioner Piotrowski led the Pledge of Allegiance.

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

Assistant City Librarian Aguado reported that the revised agenda was posted on the Public Notice Board at 3031 Torrance Bl. and on the City's Website on Wednesday, January 5, 2022.

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

5. ORAL COMMUNICATIONS

Members of the public spoke.

6. CONSENT CALENDAR

6A. APPROVAL OF MINUTES: NOVEMBER 8, 2021

MOTION: Commissioner Wang moved to approve the November 8, 2021 Library Commission meeting minutes as presented. Commissioner Piotrowski seconded the motion; a roll call vote reflected 4-0 approval (absent Commissioner Reilly and Chairperson Yeh).

7. ADMINISTRATIVE MATTERS

7A. CITY LIBRARIAN – DISCUSS STAFF RECOGNITION DAY

Assistant City Librarian Aguado stated that April 3 - 9, 2022, is National Library Week and staff recognition coincides with the annual event; in the past, the Commission has hosted staff events including hosting a breakfast, providing cards, and providing treats through Branch tours.

Assistant City Librarian Aguado turned to the Commission for input and pointed out that gift cards cannot be presented to staff.

Commissioner Kohus inquired about an Ad Hoc committee to go over options of recognition and suggested to discuss matters at a later date due to the absence of Chairperson Yeh. Commissioner Javid and Commissioner Piotrowski agreed to discuss in the next scheduled meeting.

7B. CITY LIBRARIAN – REVIEW AND DISCUSS REPORTS

Torrance Youth Council: Torrance Youth Council members Cruze and Phan spoke. The Torrance Youth Council announced Senior Tech Day at the Bartlett Senior Center February 5, 2022, from 9 a.m. to 12 p.m.

Monthly Division Report: Assistant City Librarian Aguado reported that City Librarian Wilburn has moved to the Santa Cruz Public Library and multiple vacancies have opened. New Library Administrative Assistant Fefie is working with the department. The El Retiro Library Branch had new carpet installed and painting completed. A few Branches had minor leaks due to the storm in December and General Services Staff is working to resolve the issues. Statistics have come in for the Winter Reading Program that started December 20, 2021; the program has three more weeks left and has been more popular than anticipated with 163 participants. In-person story times and curbside crafts were implemented November through December 2021 and will start up again January 2022. The Adult Services programs were popular and well received.

Commissioner Piotrowski inquired about the hiring freeze and inquired about the in-person programming and if it will be curtailed. Assistant City Librarian Aguado responded that they're actively recruiting for the City Librarian position and that there has been talk of limiting capacity of in-person programs by 50% - this is currently being discussed with options of outdoor or virtual meetings.

Commissioner Kohus inquired about the timeline on recruiting a City Librarian; Assistant City Librarian Aguado stated that the process started late-December and that applications are due mid-January; by March 2022, there should be someone in place. Commissioner Piotrowski inquired about the Senior Librarian and other Library positions and asked if they're also actively recruiting for these positions; Assistant City Librarian Aguado stated that they are not doing it concurrently with the recruitment of City Librarian.

Items for Next Agenda: Assistant City Librarian Aguado stated there is no additional information that the Monthly Division Report has already covered.

In response to Commissioner Piotrowski inquiry on the Library Code of Conduct, Assistant City Librarian Aguado stated it will be discussed and confirmed that the City Attorney is currently working on it.

In response to Commissioner Kohus, Assistant City Librarian Aguado stated she will follow up on the Homeless 101 training with the Staff to get an update.

Commissioner Piotrowski inquired about the items on the report for the next meeting; Commissioner Kohus stated that the following will be on the agenda: Environmental Quality Commission presentation, the Friends and Library report, Library Code of Conduct, Staff recognition, Youth Council, and Social Services Commission report.

8. **COMMISSION ORAL COMMUNICATIONS**

Commissioners Javaid, Kohus, Piotrowski, and Wang spoke.

10. **ADJOURNMENT**

MOTION: At 6:37 p.m., Commissioner Wang moved to adjourn the meeting to Monday, February 14, 2022, at 6:00 p.m. via teleconference. Commissioner Piotrowski seconded the motion; a roll call vote reflected approval, with Commissioner Reilly and Chairperson Yeh absent.

###

Subject to Approval

TO: LIBRARY COMMISSION
FROM: CYNTHIA AGUADO, INTERIM CITY LIBRARIAN
SUBJECT: MONTHLY DIVISION REPORT

Administration and Staffing

The City is still in the recruitment process for City Librarian.

The current library vacancies include one full-time City Librarian, one full-time Senior Librarian, one full-time Librarian, three part-time Library Technicians, three part-time Senior Library Pages, and four part-time Library Pages. We anticipate additional vacancies as staff have separated from the organization. The Library will work to prioritize staffing recruitments in the upcoming months.

Facilities and Technology

General Services continues renovation of El Retiro. Painting was completed and carpet installed. We are awaiting the installation of shelving. Once complete, we will resume the installation of the Open Plus system and electrical services.

Winter Reading Program

The second annual Winter Reading Challenge, *Read for a Better World*, sponsored by Beanstack, the Lerner Publishing Group, and the Friends of the Torrance Library concluded on January 30, 2022. The Torrance Public Library successfully registered over three hundred participants with a combined completion rate of 59% and over 104,000 minutes read. We appreciate the Friends of the Torrance Library's support for this opportunity.

Youth Services and School Relations

The Torrance Refining Company generously donated \$5,000 to sponsor youth library programming for the library's annual Science Month. The library used the funding to invite Mad Science to conduct two outdoor programs. The Youth Services Librarians also used the funding to create science-themed craft and project kits for school-aged youth and teens.

Additionally, in response to enhanced Covid-19 restrictions, Youth Services Librarians throughout the Torrance Public Library reintroduced virtual and outdoor Toddlertimes and Babytimes to the community. Where available, programs were conducted in parks and outdoor pavilions to encourage social distancing and exploration of nature.

Adult Services

Prior to COVID, Reference Librarian June Shimonishi applied for and received the grant from the California Civil Liberties Public Education Program (CCLPEP). The program is designed to showcase a range of experiences from the impact of the exclusion and detention of persons of Japanese ancestry during World War II to the continuing struggles of other populations in the U.S. based on race or national origin. The award of nearly \$6,000 from the California State Library has allowed Ms. Shimonishi to create fifteen additional "Book Groups in a Box" offerings and present three free public programs to celebrate diversity.

As the culminating event, the Library is proud to host an author talk on Zoom featuring Naomi Hirahara, an Edgar Award-winning author of multiple traditional mystery series and noir short stories.

Library Relations – State Library, SCLC, CLA

The State Library announced it is accepting applications for more than \$400 million in funding to address critical maintenance needs as well as public safety improvements at California's 1,130 local libraries. There is \$439 million in one-time funds in the Building Forward Library Infrastructure program to assist public libraries in economically challenged areas around the state. The priorities for use of the funds includes projects addressing life safety and other critical maintenance needs as well as projects serving high poverty areas of the state.

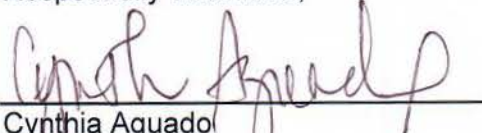
SCLC is currently recruiting an interim Executive Director while also working with a consultant to construct their strategic plan.

Library Relations - Community

The Torrance Library Code of Conduct is still under review at the City Attorney's office and Torrance Police Department.

The Homelessness 101 Training is still under development and review by the City Manager's Office.

Respectfully submitted,



Cynthia Aguado
Interim City Librarian