

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](mailto: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/87650753033?pwd=Nk9wRHB4dVISMEFGRkQ2VEkzRnhPd09>

Phone number: 1-669-900-9128

Meeting ID: 876 5075 3033

Passcode: **910698**

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** **REVISED**

**JUNE 13, 2022**

### **AD HOC SUBCOMMITTEE MEETING**

**5:00 P.M. VIA TELECONFERENCE OR OTHER ELECTRONIC MEANS**

### **THE LIBRARY AD HOC SUBCOMMITTEE MAY TAKE ACTION ON ANY ITEM LISTED ON THE AGENDA**

**1. CALL MEETING TO ORDER**

**ROLL CALL:** Commission members Javaid and Kohus

**2. FLAG SALUTE:** Commissioner Kohus

**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 Thursday, June 9, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**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: March 3, 2022 and May 31, 2022**

**7. ADMINISTRATIVE MATTERS**

**7A. LIBRARY COMMISSION TO DISCUSS LETTER OF SUPPORT TO COUNCIL**

**8. COMMISSION ORAL COMMUNICATIONS**

Commissioner Order – Javaid, Kohus

**9. ITEMS FOR NEXT AD HOC MEETING**

**10. ADJOURNMENT**

**10A.** Adjournment of Library Commission Meeting to Monday, June 13, 2022, at 6:00 p.m.



**MINUTES OF A REGULAR MEETING  
OF THE TORRANCE LIBRARY COMMISSION  
AD HOC SUBCOMMITTEE**

**1. CALL MEETING TO ORDER**

The Torrance Library Ad Hoc Subcommittee Commission convened in a regular session at 6:00 p.m. on Thursday, March 3, 2022, via teleconference.

**ROLL CALL**

Present: Commissioners Piotrowski and Wang.

Absent: None.

Also Present: Acting City Librarian Cynthia Aguado and Assistant City Librarian Evan Coates.

**2. FLAG SALUTE**

Commissioner Piotrowski led the Pledge of Allegiance.

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

Acting City Librarian Cynthia Aguado reported that the agenda was posted on the Public Notice Board at 3031 Torrance Bl. and on the City's Website on Monday, February 28, 2022.

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**  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

**5. ORAL COMMUNICATIONS** – None.

**6. CONSENT CALENDAR**

**6A. APPROVAL OF MINUTES** – None.

**7. ADMINISTRATIVE MATTERS**

**7A. LIBRARY COMMISSION TO DISCUSS STAFF RECOGNITION DAY**

As an example, Acting City Librarian Cynthia Aguado stated that due to COVID-19, the Commission recognized Staff with mugs and masks, but years ago, the Staff was recognized with an appreciation breakfast. Acting City Librarian Aguado noted that last year, the budget did not exceed \$500.00.

Commissioner Piotrowski inquired if the budget for Staff Recognition was \$500.00 for 2022. Acting City Librarian Aguado replied that the budget would be decided by the Commission.

Commissioner Wang inquired where the budget comes from. Acting City Librarian Aguado replied that the Commission is budgeted \$1500.00 for expenses for the fiscal year; currently, the Commission has \$923.00 allotted for travel expenses and \$950.00 in the expenses budget. Acting City Librarian Aguado stated that a new budget comes in July and noted that monies do not carry over in the new fiscal year.

Commissioner Wang inquired what month Staff Recognition Day would be. Acting City Librarian Aguado replied that Staff Recognition Day is held in the month of April.

Commissioner Piotrowski inquired if the \$950.00 would need to be used before July 2022. Librarian Aguado confirmed.

Commissioner Piotrowski inquired what Staff would appreciate. Assistant City Librarian Evan Coates replied that bringing something along with personal interaction would be appreciated. Acting City Librarian Cynthia Aguado added that Commissioners could split up and visit various branches and work units.

As a suggestion, Assistant City Librarian Even Coates stated that the Commission could direct Library Staff to order on behalf of the Commission.

Acting City Librarian Cynthia Aguado stated that if Commission decides to conduct visits, the Library Administration would determine when most of the Staff is available and narrow down a time for visits to take place.

Commissioner Piotrowski stated that a two-week timeframe where Commissioners could pair off and visit all branches to interact with staff would be ideal and that cementing a date and time should be discussed in the next Commission meeting.

Assistant City Librarian Evan Coates inquired if a budget had been decided. Acting City Librarian Cynthia Aguado replied that one had not yet been decided and wouldn't be decided until the CLA visit to determine monies left over.

Commissioner Piotrowski requested Staff investigate an estimation on costs for coffee and refreshments. Acting City Librarian Cynthia Aguado stated that Staff could investigate.

8. **COMMISSION ORAL COMMUNICATIONS** – None.

9. **ITEMS FOR NEXT AD HOC MEETING** – None.

10. **ADJOURNMENT**

**MOTION:** At 6:30 p.m., Commissioner Wang moved to adjourn the Ad Hoc Subcommittee meeting. Commissioner Piotrowski seconded the motion; a roll call vote reflected unanimous approval.

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**MINUTES OF A REGULAR MEETING  
OF THE TORRANCE LIBRARY COMMISSION  
AD HOC SUBCOMMITTEE**

**1. CALL MEETING TO ORDER**

The Torrance Library Ad Hoc Subcommittee Commission convened in a regular session at 2:00 p.m. on Tuesday, May 31, 2022, via teleconference.

**ROLL CALL**

Present: Commissioners Javaid and Kohus.

Absent: None.

Also Present: Assistant City Librarian Evan Coates.

**2. FLAG SALUTE**

Commissioner Javaid led the Pledge of Allegiance.

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

Assistant City Librarian Evan Coates reported that the agenda was posted on the Public Notice Board at 3031 Torrance Bl. and on the City's Website on Wednesday, May 25, 2022.

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

**5. ORAL COMMUNICATIONS**

**MOTION:** Commissioner Javaid moved to add community donations for the Torrance Public Library systems to the Discussion. Commissioner Kohus seconded the motion; a roll call vote reflected unanimous approval.

**6. CONSENT CALENDAR**

**6A. APPROVAL OF MINUTES** – None.

**7. ADMINISTRATIVE MATTERS**

**7A. LIBRARY COMMISSION TO DISCUSS A LETTER OF SUPPORT TO COUNCIL**

Commissioner Kohus inquired if it best to draft issues and present ways City Council could address them or if it would be best to enlighten City Council on issues. Assistant City Librarian Coates replied that it best to enlighten City Council and to have Commissioners advocate for the libraries.

Assistant City Librarian Coates stated that the 2022-2023 fiscal budget has been adopted; the Commission can advocate to provide more monies but didn't know how receptive Council would be. Assistant City Librarian Coates stated that the Commission can highlight opportunities available to libraries if funding were to be increased.



Assistant City Librarian Coates stated that the new Council will be installed June 2022; a presentation of the letter of support can be done Tuesday, June 28, 2022 or Tuesday, July 12, 2022.

Commissioner Kohus addressed Staffing safety and cleanliness. Commissioner Kohus noted that during the Staff Appreciation visit, minimal Staff was available to service the libraries. Per feedback received, Staff struggles to keep the library functional, hindering opportunities to develop new programs and research grants for additional funding.

Commissioner Kohus inquired how many vacant positions were available. Assistant City Librarian Coates stated that there are 13 vacant positions; the City Librarian and Senior Librarian are the only positions permitted to be hired at this time.

Commissioner Kohus requested the number of service hours library Staff are currently operating under versus operating hours before COVID-19. Assistant City Librarian Coates replied and acknowledged the request.

Commissioner Kohus inquired if she could include that the Assistant City Librarian was covering for Staff while they were at lunch. Assistant City Librarian Coates replied and confirmed. Assistant City Librarian Coates stated that operationally, Staff has decided it best if two Staff members (Library Tech or above) be present for a branch to be open.

Commissioner Javaid inquired if Staff had to close a branch due to lack of Staff availability. Assistant City Librarian Coates replied that Staff members from other branches are called for assistance to keep branches open.

Commissioner Javaid stated that Commission members can meet with the new Council once they are settled and have a discussion. Commissioner Kohus stated that along with submitting a letter to Council, there could be an action item for the Commission regarding Council visits.

Assistant City Librarian Coates requested additional information regarding the Staffing safety and cleanliness. Commissioner Javaid replied that there was concern about homeless individuals around the library and a concern about the reduction of hours/availability amongst Staff. Commissioner Kohus stated that she received feedback regarding reduction of Staff availability and that COVID has introduced additional cleaning duties.

Commissioner Kohus stated that morale is low, and misinformation is being spread; there's a fear that there will be loss of Staff due to burnout.

Commissioner Kohus stated that the Council Briefing was provided by Staff and should be included in the Addendum. Assistant City Librarian Coates replied that the briefing can be included in the Addendum.

The Commissioners and Assistant City Librarian agreed to meet Monday, June 6, 2022, at 9:00 a.m. to discuss getting additional items on the agenda.

8. **COMMISSION ORAL COMMUNICATIONS** – None.

9. **ITEMS FOR NEXT AD HOC MEETING** – None.

10. **ADJOURNMENT**

**MOTION**: At 3:00 p.m., Commissioner Javaid moved to adjourn the Ad Hoc Subcommittee meeting to Monday, June 6, 2022. Commissioner Kohus seconded the motion; a roll call vote reflected unanimous approval.

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Subject to Approval