

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.

The Library Commission is an advisory body to the City Council that meets on the second Monday of each month at 7:00 p.m. in the Katy Geissert Library Meeting Room. All meetings are open to the public.

## **TORRANCE LIBRARY COMMISSION AGENDA**

**SEPTEMBER 20, 2022**

### **AD HOC SUBCOMMITTEE MEETING**

**9:00 A.M. KATY GEISSERT LIBRARY MEETING ROOM AT 3301 TORRANCE BL.**

**REVISED**

**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 Javaid

#### **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 Friday, September 16, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**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.*

#### **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: JUNE 7, 2022 and JUNE 13, 2022**

Recommendation of the City Librarian that the Library Commission approve the Library Commission Ad Hoc Committee minutes of June 7, 2022 and June 13, 2022.

#### **7. ADMINISTRATIVE MATTERS**

##### **7A. COMMISSION LETTER OF SUPPORT**

**8. COMMISSION ORAL COMMUNICATIONS**

Commissioner Order – Javaid and Kohus

**9. ITEMS FOR NEXT LIBRARY COMMISSION MEETING**

**10. ADJOURNMENT**

**10A.** Adjournment of Library Commission Meeting to MONDAY, OCTOBER 10, 2022,  
at 6:00 p.m.

**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 Ad Hoc Subcommittee** agenda for the meeting of **September 20, 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: 8:27 a.m.

Date: 9/16/22

By: 



**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, June 7, 2022, via teleconference.

**ROLL CALL**

Present: Commissioners Javaid and Kohus.

Absent: None.

Also Present: Assistant City Librarian Evan Coates.

**2. FLAG SALUTE**

Commissioner Kohus led the Pledge of Allegiance.

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

Assistant City Librarian Coates reported that the agenda was posted on the Public Notice Board at 3031 Torrance Bl. and on the City's Website on Thursday, June 2, 2022.

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**

**MOTION:** Commissioner Kohus moved to defer Item 7A to a later date. Commissioner Javaid seconded the motion; a roll call vote reflected unanimous approval.

Assistant City Librarian Coates inquired on a date and time for deferred Item 7A. Commissioner Kohus replied Monday, June 13, 2022 at 5:00 p.m.

**MOTION:** Commissioner Kohus moved to schedule the next Library Ad Hoc Subcommittee Commission for Monday, June 13, 2022 at 5:00 p.m. Commissioner Javaid seconded the motion; a roll call vote reflected unanimous approval.

Commissioner Javaid requested an addition to the Supplemental Letter regarding safety at the Library. Assistant City Librarian Coates replied that because Item 7A had been deferred, it would be ideal to send requests via email to share with all Commissioners on the Ad Hoc subcommittee.

**5. ORAL COMMUNICATIONS**

– None.

**6. CONSENT CALENDAR**

**6A. APPROVAL OF MINUTES**

– None.

7. **ADMINISTRATIVE MATTERS**

Assistant City Librarian Coates stated that Item 7A has been deferred.

8. **ORAL COMMUNICATION**

Commissioner Javaid stated that she's eager to see how newly elected officials can assist with the Library.

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

– Letter of Support.

10. **ADJOURNMENT**

**MOTION:** At 2:06 p.m., Commissioner Javaid moved to adjourn the Library Ad Hoc Subcommittee meeting to Monday, June 13, 2022 at 5:00 p.m. Commissioner Kohus 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 5:00 p.m. on Monday, June 13, 2022, via teleconference.

**ROLL CALL**

Present: Commissioners Javaid and Kohus.

Absent: None.

Also Present: Assistant City Librarian Evan Coates.

**2. FLAG SALUTE**

Commissioner Kohus led the Pledge of Allegiance.

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

Assistant City Librarian Coates reported that the agenda was posted on the Public Notice Board at 3031 Torrance Boulevard and on the City's Website on Thursday, June 9, 2022.

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

– None.

**5. ORAL COMMUNICATIONS**

– None.

**6. CONSENT CALENDAR**

**6A. APPROVAL OF MINUTES – MARCH 3, 2022 & MAY 31, 2022**

**MOTION:** Commissioner Javaid moved to approve the March 3, 2022 and May 31, 2022 minutes as presented. Commissioner Kohus seconded the motion; a roll call vote reflected unanimous approval.

**7. ADMINISTRATIVE MATTERS**

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

Commissioner Javaid stated that the draft letter was reformatted with minimal additions and requested feedback from Commissioner Kohus. Commissioner Kohus replied that the draft looked great and provided feedback. Commissioner Javaid and Kohus worked together to make draft revisions.

Commissioner Kohus inquired when the libraries reopened after COVID closures. Assistant City Librarian Evan Coates replied that the libraries reopened May 2021.

Commissioner Kohus inquired if the Library Report could be added. Assistant City Librarian Coates replied and confirmed. Commissioner Kohus inquired if the attachment would need to be acknowledged. Assistant City Librarian Coates replied that an acknowledgment would not be necessary, the attachment should suffice.

Assistant City Librarian Coates recommended removing the community donation sum as it was coming from Staff Operations, but patron donations and continued support could be kept.

Assistant City Librarian Coates stated that as a Commission it would not be appropriate to advocate for a certain budget amount due to not knowing all budget expenditures citywide. Commissioner Javaid and Commissioner Kohus acknowledged the suggestion.

Commissioner Javaid inquired if the Adopt and Enforce Ordinance bullet should be kept in the draft. Commissioner Kohus replied that the City of Torrance will be enforcing an anti-camping law and requested Assistant City Librarian Coates elaborate. Assistant City Librarian Coates replied that by the time the letter makes it to City Council, the palette shelters will be open, making the bullet obsolete. Commissioner Javaid stated that she would remove the bullet.

Commissioner Javaid and Commissioner Kohus discussed additional revisions.

8. **ORAL COMMUNICATION**

– None.

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

– None.

10. **ADJOURNMENT**

**MOTION:** At 5:37 p.m., Commissioner Kohus moved to adjourn the Library Ad Hoc Subcommittee meeting to the Library Commission Monday, June 13, 2022 at 6:00 p.m. Commissioner Javaid seconded the motion; a roll call vote reflected unanimous approval.

###



**TO: AD HOC LIBRARY COMMISSION**  
**FROM: HEATHER COUSIN, CITY LIBRARIAN**  
**SUBJECT: COMMISSION LETTER OF SUPPORT**

**RECOMMENDATION**

Recommendation of the City Librarian that the Library Commission review and discuss Letter of Support drafted by the Ad Hoc Committee and decide future actions.


**BACKGROUND/ANALYSIS**

In honor of National Library Month in April of 2022, Commissioners visited work units throughout the Torrance Public Library and met with staff to show appreciation and discuss concerns. In reviewing those visits, Commission members discussed common issues and motioned to create an Ad Hoc Committee directing them to draft a letter to City Council.

At the August Commission meeting, after reviewing the draft, Commissioners requested the Ad Hoc Committee revise it to include language offering the Council statistical information about library operations, additional "positive" information about library operations, and statements about what might be possible with additional library funding and staffing.

Staff are available for questions.

Respectfully submitted,

  
\_\_\_\_\_  
Heather Cousin  
City Librarian

Attachment A: Letter of Support



TO: City Council  
FROM: Library Commission  
SUBJECT: Support for the Torrance Public Libraries

Dear Honorable Mayor and Councilmembers,

Each year, the Library Commission hosts a staff recognition event for all staff of the Torrance Public Library. This gives the Commissioners the opportunity to visit staff and check in on how the branch/work unit is functioning and hear any feedback which may be valuable to report back to your honorable body.

This year, we heard many new concerns from library staff; the two biggest being staffing levels and overall morale. Before Covid, the main library was open for service six days a week and the five branches were open for service five days a week. The branches were all closed on Fridays.

Since fully reopening in May 2021, branch libraries have added an additional day of service across five locations without an increase in staff or staffing hours. This has placed what we feel is an undue burden on the library staff. Staff reported that they have been operating at a minimum staffing level for the last few months and the Commission is highly concerned many are facing burnout as a result.

The Library Commission feels confident that if action is not taken, the library will not be able to provide the high-quality level of service that the community deserves.

**Library Commissioner Observations:**

- Poor staff morale
- Lack of appropriate staffing for open business hours
- Increased disinfecting duties of tables, desks, and other patron usage areas
- Lack of adequate pay for staffers
- Visible staff fatigue and burnout
- Low motivation for retention and advancements
- High motivation for external employment
- Working below hired job descriptions including lower pay job descriptions to keep city libraries operational
- Distress over lack of stability as chronic branch rotations disrupt patron relationships with staffers

**Current Library Restraints:**

- Lack of manpower to invest in library grant research and application submissions
- Lack of appropriate staffing to fulfill branch openings without reasonable accommodations for sick leave or vacation absences
- Lack of new community library program development due to library staff shortage
- Lack of safety inside the libraries for patrons and staffers due to library staff vacancies
- Appropriate job description pay and raises for seasoned staffers to increase morale

Requested Action Items:

- Fast track hires for vacant positions for the City of Torrance Libraries
- Increase the 2023-2024 budget in support of Torrance libraries

Attached to this letter, you will find a brief report of the library from FY 21-22. This report shows that throughout the pandemic, the community continues to use and enjoys the library. All events are well-attended and library staff made shifts when necessary to continue to provide excellent service during difficult times.

The Commission fears that if these concerns are left unaddressed, the staff that we have currently will leave for better opportunities elsewhere. Some already have, which is a loss to our community.

We encourage and humbly ask for your continued support to serve patrons with the highest caliber of service at all of our Torrance Public Libraries locations. The Library Commission appreciates the Council's time to consider our library concerns and long-standing support.

Thank you,

Library Commission