

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 6:00 p.m. in the West Annex Commission Meeting Room. All meetings are open to the public.

**TORRANCE LIBRARY COMMISSION AGENDA
JANUARY 9, 2023
REGULAR MEETING
6:00 P.M. EL RETIRO LIBRARY
126 VISTA DEL PARQUE, REDONDO BEACH, CA 90277**

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

1. CALL MEETING TO ORDER

ROLL CALL: Commission members Gunter, Javaid, Muo, Piotrowski, Reilly, Wang

2. FLAG SALUTE: Commissioner Gunter

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 January 5, 2023.

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS

5. ORAL COMMUNICATIONS (Limited up to a 15 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 1 minute 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

Recommendation of the City Librarian that your Honorable Body approve the Library Commission minutes of November 14, 2022.

7. ADMINISTRATIVE MATTERS

7A. ACCEPT AND FILE: FOLLOW UP REGARDING LIBRARY COMMISSION LETTER OF SUPPORT DELIVERED TO CITY COUNCIL NOVEMBER 2022

Recommendation of the City Librarian that your honorable body accept and file this report regarding the Library Commission Letter of Support to City Council in November of 2022.

7B. ACCEPT AND FILE: HISTORICAL LIBRARY COMMISSION LIAISON DESIGNATIONS

Recommendation of the City Librarian that your honorable body accept and file the following overview and history of Library Commission liaison designations.

7C. ACCEPT AND APPOINT: LIBRARY COMMISSION LIAISON DESIGNATIONS

Recommendation of the City Librarian that your honorable body accept and file this report regarding the formal designation of liaisons to other City Commissions. If designated, it is recommended liaisons would begin serving January 2023 and end June 30, 2023, coinciding with the selection of new Commission members and the election of Chair and Vice Chair.

7D. ACCEPT AND FILE: HISTORY AND INFORMATION REGARDING THE KATY GEISSERT AWARD

Recommendation of the City Librarian that your honorable body accept and file this report regarding the Cultural Arts Commission's Katy Geissert Award.

7E. ACCEPT AND FILE: CITY LIBRARIAN'S MONTHLY DIVISION REPORT

Recommendation of the City Librarian that your Honorable Body accept and file the City Librarian's Monthly Division Report.

7F. ACCEPT AND FILE: EL RETIRO REPORT

Recommendation of the City Librarian that your Honorable Body accept and file Senior Librarian's verbal report on El Retiro Library.

8. COMMISSION ORAL COMMUNICATIONS

Commissioner Order - Gunter, Javaid, Muo, Piotrowski, Reilly, Wang

9. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

10. ADJOURNMENT

10A. Adjournment of Library Commission Meeting to MONDAY, FEBRUARY 13, 2023, at 6:00 p.m., at the Southeast Branch Library, 23115 Arlington Avenue, Torrance, CA 90501



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, January 9, 2023** was conspicuously posted on the City Clerk's Bulletin Board, 3031 Torrance Boulevard, Torrance, California at the time and date indicated below,

POSTED:

Time: 2:20 p.m. Date: 01/05/23

By: 

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

1. CALL MEETING TO ORDER

The Torrance Library Commission convened in a regular session at 6:01 p.m. on Monday, November 14, 2022, in the West Annex Meeting Room.

ROLL CALL

Present: Commissioners Gunter, Muo, Piotrowski, Reilly, Wang, and Chair Javaid.

Absent: None.

Also Present: City Librarian Heather Cousin, Evan Coates, Cynthia Aguado, and Community Services Director John La Rock.

* Commissioner Gunter joined the meeting at 6:02 p.m.

2. FLAG SALUTE

Commissioner Gunter led the Pledge of Allegiance.

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

City Librarian Cousin reported that the agenda was posted on the Public Notice Board at 3031 Torrance Boulevard and on the City's Website Tuesday, November 8, 2022.

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

-None.

5. ORAL COMMUNICATIONS

Members of the Youth Council spoke.

6. CONSENT CALENDAR

* Commissioner Reilly joined the meeting at 6:08 p.m.

6A. APPROVAL OF MINUTES: OCTOBER 10, 2022

MOTION: Commissioner Gunter moved to approve the October 10, 2022 minutes as presented. Commissioner Wang seconded the motion; a roll call vote reflected unanimous approval.

7. ADMINISTRATIVE MATTERS

7A. REVIEW AND APPROVE: JOINT CITY COUNCIL AND LIBRARY COMMISSION MEETING

City Librarian Cousin presented Item 7A, the Joint City Council and Library Commission Meeting.

- The City Clerk will work with all Commissions to assign a month for joint meetings with the City Council.
- Commissioners are encouraged to speak on the following topics: what City Council should know about the Library Commission, work within the Library, working with Library staff, and goals / objectives of the Commission and the Library.
- Commissioners will have an hour to speak with City Council members before a scheduled City Council meeting.

MOTION: Commissioner Piotrowski moved to ask staff to follow up with dates for the joint City Council / Library Commission meeting where the Library Commission will develop plans and agendas. Commissioner Gunter seconded the motion; a roll call vote reflected unanimous approval.

7B. ACCEPT AND FILE: CALIFORNIA PUBLIC LIBRARIES SURVEY SUMMARY INFORMATION

City Librarian Cousin presented Item 7B on California Public Libraries Survey Summary Information.

Commissioner Gunter stated that he's interested in obtaining financials and staffing information. City Librarian Cousin stated that Assistant City Librarian Aguado has been in discussions with the finance department to determine previous budgets for reporting accuracy.

Chair Javaid inquired on entry of the next set of data. Assistant City Librarian Aguado replied that the City will not be doing a snapshot of data but will do actual numbers this fiscal year.

MOTION: Commissioner Reilly moved to accept and file Item 7B, The California Public Libraries Survey Summary Information. Commissioner Muo seconded the motion; a roll call vote reflected unanimous approval.

7C. DISCUSS & APPROVE: LIBRARY COMMISSION MEETING CANCELLATION FOR DECEMBER 2022

MOTION: Commissioner Piotrowski moved to go dark for the December 2022 meeting. Commissioner Wang seconded the motion; a roll call vote reflected unanimous approval.

7D. ACCEPT AND FILE: SOCIAL SERVICES MEETING SUMMARY

Commissioner Wang inquired why there was a liaison for the Social Services Commission only and no other Commissions. City Librarian Cousin replied that this would be investigated.

Chair Javaid requested history on the Katy Geissert Award. City Librarian Cousin acknowledged the request.

Commissioner Gunter stated that he would like to attend the Social Services Commission meeting in January 2022 regardless of if there's an official liaison appointed.

Chair Javaid requested that discussions for a new liaison regarding the Social Services Commission be agendaized for the January 2023 meeting. City Librarian Cousin acknowledged the request.

Commissioner Reilly inquired on the agenda item and suggested to separate it. City Librarian Cousin replied that two separate staff reports can be made.

MOTION: Commissioner Reilly moved to accept and file the Social Services Summary. Commissioner Gunter seconded the motion; a roll call vote reflected unanimous approval.

7E. ACCEPT AND FILE: CITY LIBRARIAN'S MONTHLY DIVISION REPORT

Assistant City Librarian Coates stated that on October 26, 2022, the Library leadership team visited the Santa Monica Public Library Ocean Park Branch to see how an Open Plus branch operates.

Assistant City Librarian Aguado introduced the new integrated library system and its contactless services.

City Librarian Cousin announced two new temporary staff members, Melanie Barringer at the Southeast Library and Amy Buchwald at the El Retiro Library.

MOTION: Commissioner Gunter moved to accept and file the Acting City Librarian Monthly Division Report. Commissioner Wang seconded the motion; a roll call vote reflected unanimous approval.

8. COMMISSION ORAL COMMUNICATIONS

Members of the Commission spoke.

Commissioner Wang requested an excused absence for January 9, 2023.

9. ITEMS FOR NEXT LIBRARY MEETING

- Appointment / Liaison for Social Services meetings
- Katy Geissert Award History
- Follow up on the Letter to City Council

10. ADJOURNMENT

MOTION: At 8:30 p.m., Commissioner Reilly moved to adjourn the meeting to Monday, January 9, 2022, at 6:00 p.m. at the El Retiro Library. Commissioner Piotrowski seconded the motion; a roll call vote reflected unanimous approval.

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TO: LIBRARY COMMISSION
FROM: HEATHER COUSIN, CITY LIBRARIAN
**SUBJECT: FOLLOW UP REGARDING LIBRARY COMMISSION LETTER OF
SUPPORT DELIVERED TO CITY COUNCIL NOVEMBER 2022**

RECOMMENDATION

Recommendation of the City Librarian that your honorable body accept and file this report regarding the Library Commission Letter of Support to City Council in November of 2022.

BACKGROUND/ANALYSIS

At the November 2022 Library Commission meeting, staff were requested to provide a follow up report regarding the items outlined in and the delivery of the Library Commission's Letter of Support in November of 2022.

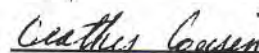
At the November 16, City Council meeting, Council members received the Letter and accompanying report submitted by Library staff. Staff responded to Council questions.

Library Commission Chair Javaid and Commissioner Gunter also spoke on behalf of the Commission and expressed their support for the City Council, Library staff, and the work of the Commission.

Library Administration continues to ensure adequate daily staffing. Since the approval of the Letter of Support by the Library Commission in October, the Human Resources Department has begun recruiting for full and part time Senior Library Technicians and Library Technician vacancies.

Staff are available for questions.

Respectfully submitted,



Heather Cousin
City Librarian

TO: LIBRARY COMMISSION
FROM: HEATHER COUSIN, CITY LIBRARIAN
SUBJECT: HISTORICAL LIBRARY COMMISSION LIAISON DESIGNATIONS

RECOMMENDATION

Recommendation of the City Librarian that your honorable body accept and file the following overview and history of Library Commission liaison designations.

BACKGROUND/ANALYSIS

At the November 2022 Library Commission meeting staff were requested to research and report on the history and practice of Commission selection of liaisons to other City Commissions. At this time, the Library Commission has no liaisons to any other Commissions since the resignation of Commissioner Kohus in October.

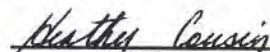
The Torrance Municipal Code does not mention the designation of liaisons from one City Commission to another nor does the City recognize the formal status of a liaison from one City Commission to another (Torrance Municipal Code, Division 1, Chapter 3, Article 4, Sections 13.4.1-13.4.8). Staff requested guidance from the City Clerk's Department. The Clerk does not require or oversee Commission liaison relationships.

City Commissions may designate members to attend the meetings of other Commissions as observers. Commissioners may choose to attend Commission meetings as private citizens, however, if they do and speak at meetings, should note their remarks are not on behalf of the Commission of which they are a member. Attendance by Commissioners, at such meetings is voluntary and not factored into any attendance records for which the Commissioner was originally appointed.

According to the minutes from past Library Commission meetings, it appears the Commission may have either welcomed to its meetings or had Commissioners attend meetings of the Cultural Arts Commission, Friends of the Torrance Library, the Torrance Library Foundation, Social Services Commission, and Youth Council.

Staff are available for questions.

Respectfully submitted,



Heather Cousin
City Librarian

Commission Meeting of
January 9, 2023

TO: LIBRARY COMMISSION
FROM: HEATHER COUSIN, CITY LIBRARIAN
SUBJECT: LIBRARY COMMISSION LIAISON DESIGNATIONS

RECOMMENDATION

Recommendation of the City Librarian that your honorable body accept and file this report regarding the formal designation of liaisons to other City Commissions. If designated, it is recommended liaisons would begin serving January 2023 and end June 30, 2023, coinciding with the selection of new Commission members and the election of Chair and Vice Chair.

BACKGROUND/ANALYSIS

At the November 2022 Library Commission meeting staff were asked to research and report on the history and practice of Commission selection of liaisons to other City Commissions. At this time, the Library Commission has no liaisons to other Commissions since the resignation of Commissioner Kohus in October.

Staff research determined there is no requirement regarding liaison appointments. Additionally, there is nothing in the historical record for the Library Commission noting the selection and appointment of a liaison to other City Commissions other than the receipt of reports from the Social Services Commission by former Commissioner Kohus or the mention of other Commissioners having attended Library Commission meetings.

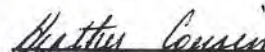
Designation of a liaison would not limit other Commissioners attending these or other Commission meetings provided a quorum of Library Commissioners were not present. Additionally, Commissioners may choose to attend any public meeting as members of the public and should state so.

If your Honorable Body choses to appoint liaisons, it would make sense to consider designating liaisons to Commissions that have a subject area relationship with the Library such as the Commission on Aging, Social Services Commission, and Youth Commission. Their schedules are as follows:

Commission on Aging:	First Tuesday of the Month, 9:30am, West Annex
Social Services Commission:	Fourth Thursday of the Month, 6pm, West Annex
Youth Commission:	First and Third Wednesdays of the Month, 7pm West Annex

Staff are available for questions.

Respectfully submitted,



Heather Cousin
City Librarian

Commission Meeting of
January 9, 2023

TO: LIBRARY COMMISSION
FROM: HEATHER COUSIN, CITY LIBRARIAN
SUBJECT: HISTORY AND INFORMATION REGARDING THE KATY GEISSERT AWARD

RECOMMENDATION

Recommendation of the City Librarian that your honorable body accept and file this report regarding the Cultural Arts Commission's Katy Geissert Award.

BACKGROUND/ANALYSIS

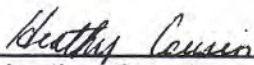
At the November 2022 Library Commission meeting, staff were requested to research and report on the history of the Katy Geissert Award awarded at the Excellence in the Arts awards.

According to Uyen Fredericks, Office Assistant, in the Cultural Arts division, also part of Community Services Department, the first Katy Geissert award was given in 1977 to the Torrance Rose Float Association and Torrance Sister City Association. Another was not awarded until 1996.

The Katy Geissert Award recognizes outstanding support for all the arts in Torrance. The Geissert award is open to anyone who contributes to the arts in Torrance regardless of their residence. Eligible awardees might include philanthropic individuals, outstanding organizations, corporations or other institutions – or innovators who have had an impact in the arts. They may be selected for their contributions to the arts in programmatic, artistic, organizational, volunteer, advocacy, funding and any other area that provides substantial and recognizable support for the arts in Torrance.

Staff are available for questions.

Respectfully submitted,



Heather Cousin
City Librarian

TO: LIBRARY COMMISSION
FROM: HEATHER COUSIN, CITY LIBRARIAN
SUBJECT: CITY LIBRARIAN'S MONTHLY DIVISION REPORT

Administration and Staffing

As the year finished, staff did not slow down their pace, completing several key projects that will help the Library move forward well into the new year. Although we said farewell to a few staff, we are actively recruiting and hope to fill those positions and more as we enter the new year.

The Library received a grant from the California State Library for the Stronger Together: Early Learning Hubs program. The grant provides funding to establish dedicated areas in each location for families with children ages 0-5, including enhancing collections, furniture, and supplies. This support is particularly focused on families with children who are neurodivergent or experiencing a-typical development. The library will be partnering with Torrance Memorial Medical Center to help provide expert support and guidance on this program.

A few items on the horizon:

Staff applied for the Inspiration Grant from the California State Library. If awarded, this grant would provide funds to support programming and supplies to create a new performance space outside the Katy Geissert Library. Staff expect to hear back sometime in January.

Staff also submitted Statements of Interest for the Building Forward Infrastructure grant. This is the second round of building funding the State intends to release. If the City moves forward, a request may be made for each Library. These non-binding Statements outlined the anticipated building needs and grant the City may apply for when the Building Forward Grant opportunity is opened later this year.

A request to fill Librarian vacancies is moving forward to the Civil Service Commission. If approved, the positions would be advertised as soon as possible.

Outreach

The holidays brought with it lots of successful in Library programming, but limited the amount of outreach done by Library staff.

By the Numbers

December	EI Retiro	Henderson	Katy Geissert	North Torrance	Southeast	Walteria
Visits	928	4674	7870	2514	3370	2283
Circulation	2062	9313	26571	7952	5946	6757

December		El Retiro	Henderson	Katy Geissert	North Torrance	Southeast	Walteria
	Adult	(2) 16		(4) 84	(2) 36	(0) 0	(0) 0
	Teen	(0) 0		(0) 0	(1) 0	(0) 0	(0) 0
	Youth	(2) 16		(2) 21	(1) 31	(3) 75	(3) 68
	Class Visit					(2) 57	
Attendance		32	0	105	77	132	68

Respectfully submitted,


 Heather Cousin
 City Librarian