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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 enter the West Annex at the front 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  
MONDAY, MARCH 10, 2025  
REGULAR MEETING  
6:00 P.M. NORTH TORRANCE BRANCH LIBRARY  
3604 ARTESIA BLVD. TORRANCE, CA 90504**

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

**1. CALL MEETING TO ORDER**

**ROLL CALL:** Commission members: Chatterjee, Lefevre, Piotrowski, Singh, Wang, and Reilly.

**2. FLAG SALUTE:** Commissioner Lefevre

**3. INSPIRATIONAL MESSAGE:** Commissioner Chatterjee

**4. 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, March 6, 2025.

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**

**6. ORAL COMMUNICATIONS (Limited up to a 15-minute period)**

*This portion of the meeting is reserved for comment on items on the Consent Calendar or not on the agenda. Under the Ralph M. Brown Act, the Commission 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. **No longer than 1 minute per speaker**. If presenting handout material to Commission, please provide 10 copies to staff before speaking.*

**7. 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.*

**7A. Approve Commission Minutes: February 10, 2025.**

**8. ADMINISTRATIVE MATTERS**

**8A. RECEIVE AND FILE UPDATE AND OVERVIEW OF THE NORTH TORRANCE BRANCH LIBRARY**

Recommendation of the City Librarian that the Library Commission receive and file the update and overview of the North Torrance Branch Library.

**8B. RECEIVE AND FILE VERBAL UPDATE ON THE FRIENDS OF THE TORRANCE PUBLIC LIBRARY**

Recommendation of the City Librarian that the Library Commission receive and file the update on the Friends of the Torrance Public Library.

**8C. RECEIVE AND FILE VERBAL UPDATE ON THE TORRANCE PUBLIC LIBRARY FOUNDATION**

Recommendation of the City Librarian that the Library Commission receive and file the verbal

update regarding the Torrance Public Library Foundation.

**8D. ACCEPT AND FILE OVERVIEW OF THE HUMAN LIBRARY PROJECT**

Recommendation of the City Librarian that the Library Commission accept and file overview of the Torrance Public Library Human Library Project.

**8E. RECEIVE AND APPROVE THE ATTENDANCE OF A LIBRARY COMMISSIONER AT THE 2025 SERVING WITH A PURPOSE CONFERENCE**

Recommendation of the City Librarian that the Library Commission confirm the attendance of a Library Commissioner at the 2025 Serving with a Purpose Conference.

**8F. PROVIDE DIRECTION ON STAFF APPRECIATION OPTIONS**

Recommendation of the City Librarian that the Library Commission provide direction to staff regarding a staff appreciation event.

**8G. ACCEPT AND FILE CITY LIBRARIAN'S MONTHLY DIVISION REPORT**

Recommendation of the City Librarian that the Library Commission accept and file the City Librarian's Monthly Division Report.

**9. COMMISSION ORAL COMMUNICATIONS**

**10. ITEMS FOR FUTURE LIBRARY COMMISSION MEETINGS**

**11. ADJOURNMENT**

**11A.** Adjournment of Torrance Library Commission Meeting to Monday, April 14, 2025, at 6:00 p.m. in the Walteria Branch Library, 3815 W 242nd St, Torrance, CA 90505.



**TO: LIBRARY COMMISSION**

**FROM: HEATHER COUSIN, CITY LIBRARIAN**

**SUBJECT: RECEIVE AND FILE UPDATE AND OVERVIEW OF THE NORTH TORRANCE BRANCH LIBRARY**

**RECOMMENDATION**

Recommendation of the City Librarian that the Library Commission receive and file the update and overview of the North Torrance Branch Library.

**BACKGROUND/ANALYSIS**

The North Torrance Branch Library is a vibrant and well-loved location and one of the Torrance Public Library system's architectural gems. Opened in the mid-1960s on a site not too far from the original North Torrance Library, the Library has undergone several structural changes, including updates that added space and refreshed the exterior. In just the past year, the Library received a vibrant repainting featuring the City's new blue and silver theme. This now matches the updated digital signage.

To match its updated exterior, the team has spent considerable time making the location more welcoming and easier to use. Recently, they completed the bulk of the "collection correction" separating the adult and youth collections that were previously interfiled. With this project, the team was also able to evaluate and refresh the collection making previously "hidden" treasures more visible to the public.

With partners like the Torrance Refining Company, North Torrance Library also boasts the only mobile Homework Center featuring laptops and WiFi enabled printing for students. In addition, the location is outfitted with mobile furniture in the Children's area enabling quick reconfiguration of the space so that programming is made easier and can allow for increased attendance.

Having ready access to McMaster Park has made this library a popular spot and made for some successful outdoor programs. The team is looking forward to the Summer Reading Program and hosting even more adult and family friendly programs as this school year winds down.

Staff are available for questions.

Respectfully submitted,



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Heather Cousin  
City Librarian

Commission Meeting of  
March 10, 2025

**TO: LIBRARY COMMISSION**

**FROM: HEATHER COUSIN, CITY LIBRARIAN**

**SUBJECT: RECEIVE AND FILE VERBAL UPDATE ON THE FRIENDS OF THE  
TORRANCE PUBLIC LIBRARY**

**RECOMMENDATION**

Recommendation of the City Librarian that the Library Commission receive and file verbal update on the Friends of the Torrance Public Library.

**BACKGROUND/ANALYSIS**

Earlier this year, the Library Commission requested periodic updates on the operational status of the Friends of the Torrance Library ("Friends") and the Torrance Public Library Foundation ("Foundation"). This verbal report serves as an update on the latest events with the Friends of the Torrance Library.

Staff are available for questions.

Respectfully submitted,



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Heather Cousin  
City Librarian

Commission Meeting of  
March 10, 2025

**TO: LIBRARY COMMISSION**

**FROM: HEATHER COUSIN, CITY LIBRARIAN**

**SUBJECT: RECEIVE AND FILE VERBAL UPDATE ON THE TORRANCE PUBLIC LIBRARY FOUNDATION**

**RECOMMENDATION**

Recommendation of the City Librarian that the Library Commission receive and file the verbal update regarding the Torrance Public Library Foundation.

**BACKGROUND/ANALYSIS**

Earlier this year, the Library Commission requested periodic updates on the operational status of the Friends of the Torrance Library ("Friends") and the Torrance Public Library Foundation ("Foundation"). This report serves as an update regarding the Torrance Public Library Foundation.

Staff are available for questions.

Respectfully submitted,



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Heather Cousin  
City Librarian

**TO: LIBRARY COMMISSION**

**FROM: HEATHER COUSIN, CITY LIBRARIAN**

**SUBJECT: ACCEPT AND FILE OVERVIEW OF THE HUMAN LIBRARY PROJECT**

### **RECOMMENDATION**

Recommendation of the Management Aide that the Library Commission accept and file overview of the Torrance Public Library Human Library Project.

### **BACKGROUND/ANALYSIS**

In February 2025, staff expressed interest in a program known as the Human Library Project. Pioneered by a volunteer-based organization in Denmark, the Human Library Project seeks to draw diverse groups of individuals together by featuring speakers known as “human books”. Guests may “check out” a “human book” by spending time to talk and learn more about their unique experiences.

Reports on the Human Library Project from sources such as *Euronews* and *The Guardian* point towards several benefits:

1. It offers an engaging and memorable program for the Torrance Public Library.
2. It appeals to a wide age range from children, to teens, to adults.
3. It offers an opportunity for positive media coverage.


On the flipside, gathering appropriate speakers, maintaining a high turnout, and preventing event disruption were identified as potential difficulties.

On February 28<sup>th</sup>, Library staff introduced the idea of hosting Torrance Centenarians as the human books. Meeting with members of the Recreation Division, the project began to take a new direction. Recreation staff noted featuring centenarians would be difficult due to health concerns. Instead, they proposed the program should feature senior citizens above age 70 rather than solely centenarians. Another Recreation staff member proposed that Human Library host different categories of people as part of a series, such as past Mayors, City Managers, health care workers, and architects.

At the present, staff have been particularly interested in focusing on past Torrance employees. Unlike public volunteers, the City of Torrance enjoys easy access to former employees through old contacts. Additionally, Torrance politicians are well-prepared to

handle disruptions, and challenging questions. Among, the next steps are to identify which categories of humans the Human Library will emphasize and exploring, what, if any liability issues may need to be addressed. If staff wish to move forward, they will then develop potential event dates and times.

Respectfully submitted,  
HEATHER COUSIN  
CITY LIBRARIAN

By   
Carlo Aguila, Management Aide II

Commission Meeting of  
March 10, 2025

**TO: LIBRARY COMMISSION**

**FROM: HEATHER COUSIN, CITY LIBRARIAN**

**SUBJECT: RECEIVE AND APPROVE THE ATTENDANCE OF A LIBRARY  
COMMISSIONER AT THE 2025 SERVING WITH A PURPOSE CONFERENCE**

**RECOMMENDATION**

Recommendation of the City Librarian that the Library Commission receive and approve the attendance of a Library Commissioner at the 2025 Serving with a Purpose Conference.

**BACKGROUND/ANALYSIS**

At the February 2025 Library Commission meeting, Commissioners tentatively approved the attendance of Commissioner Piotrowski at the 2025 Serving with a Purpose Conference. This item is being brought back to both confirm Commissioner Piotrowski's attendance and to, if desired, either select an additional Commissioner to attend or alternate Commissioner, should Commissioner Piotrowski be unable to attend.

Staff are available for questions.

Respectfully submitted,



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Heather Cousin  
City Librarian

**TO: LIBRARY COMMISSION**  
**FROM: HEATHER COUSIN, CITY LIBRARIAN**  
**SUBJECT: PROVIDE DIRECTION ON STAFF APPRECIATION OPTIONS**

**RECOMMENDATION**

Recommendation of the City Librarian that the Library Commission provide further direction regarding a staff appreciation event.

**BACKGROUND/ANALYSIS**

During the February 2025 Library Commission meeting, Commissioners asked staff to explore options for a staff appreciation breakfast including several dates and possible caterers. Following the meeting, staff considered the following dates, all on Thursday and all between the hours of 9am and 11am:

Thursday, April 3  
Thursday, April 10  
Thursday, April 17  
Thursday, April 24

Staff received two quotes for breakfast service ranging in price from \$512.98 to \$1,053.59. Each would provide service for 30 guests, which is equivalent to the attendance from last year's event. The lower priced option does not include a vegan choice, requested by staff attendees. However, at that price, it would be possible to find those options from another restaurant.

The available fund balance for the Library Commission is \$1878.37.

Staff are available for questions.

Respectfully submitted,



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Heather Cousin  
City Librarian