

CITY LIBRARIAN'S REPORTS

MOVED by Commissioner Madison, seconded by Commissioner Tinoco, and unanimously carried that the following resolutions be adopted:

Recommended Acceptance of GiftsLIBRARY RESOLUTION NO. 2012-1

RESOLVED, that the gift consisting of 4 patio tables, 14 patio chairs and cushions, valued at \$5,663.32 received from the Pacific Palisades Library Association for donation to the Palisades Branch Library be accepted; and

FURTHER RESOLVED, That a letter of appreciation be sent to the donor expressing the grateful appreciation of the Board of Library Commissioners and staff for their generous donation.

LIBRARY RESOLUTION NO. 2012-2 (C-1)

RESOLVED That the Board of Library Commissioners accept the following gifts:

\$3,000.00 From the Friends of the Atwater Village Branch Library

\$3,000.00 From the Friends of the Kaufman-Brentwood Branch Library

FURTHER RESOLVED That a letter of appreciation be sent to the donors expressing the grateful appreciation of the Board of Library Commissioners for their continued support.

LIBRARY RESOLUTION NO. 2012-3 (C-2)

RESOLVED, That the gift in the amount of \$3,000.00 for the "Hot Off The Press" program be accepted from the Friends of the Studio City Branch Library; and

FURTHER RESOLVED, That a letter of appreciation be sent to the Friends group expressing the appreciation of the Board of Library Commissioners for their generous contribution to the Studio City Branch Library.

LIBRARY RESOLUTION NO. 2012-4 (C-3)

RESOLVED, That the Board of Library Commissioners approve the acceptance of a mini-grant from the Target Corporation, through the Library Foundation of Los Angeles, for the creation of an Early Learning Area at the Lake View Terrace Branch Library; and

FURTHER RESOLVED, That the funds be deposited in Fund 831, Account No. 281.

LIBRARY RESOLUTION NO. 2012-5 (C-4)

RESOLVED, That the Board of Library Commissioners approve the acceptance of a mini-grant from the Target Corporation, through the Library Foundation of Los Angeles, for the creation of an Early Learning Area at the Pacoima Branch Library; and

FURTHER RESOLVED, That the funds be deposited in Fund 831, Account No. 282.

Recommended Appointment
of Acting Board Secretary

MOVED by Commissioner Tinoco, seconded by Commissioner Madison, and unanimously carried that the following resolution be adopted:

LIBRARY RESOLUTION NO. 2012-6 (C-5)

RESOLVED, That GLADYS SENAC, retired Commission Executive Assistant II, be appointed to serve as ACTING BOARD SECRETARY for the period of January 30 through June 30, 2012, during the absence of the Board Secretary, Raquel M. Borden, who will be on family leave.

President Wieder thanked Ms. Senac for agreeing to come out of retirement to substitute in the Board Office while Ms. Borden is on leave.

Recommended Receive and File
the Los Angeles Public Library's
Organization Chart for Fiscal Year 2011/12

In response to a question from President Wieder, Assistant General Manager Kris Morita stated the Organization Chart represents the position authorities approved by Mayor/City Council, but it does not contain information on which positions are currently filled. Ms. Morita stated that a separate report could be provided and would keep the Board updated throughout the year as positions are filled.

BOARD ACTION

It was MOVED by Commissioner Madison, seconded by Commissioner Tinoco, and unanimously carried that the Los Angeles Public Library's Organization Chart for Fiscal Year 2011/12 be received and filed.

**RECOMMENDED RECEIVE AND FILE
THE MID-YEAR STATUS REPORT ON
LIBRARY DEPARTMENT GOALS FOR
FISCAL YEAR 2010-11 AND 2011-12**

Kris Morita, Assistant General Manager, presented a status report on the progress achieved on each of the goals and initiatives approved by the Mayor's Office and adopted by the Board on November 18, 2010.

President Wieder inquired about the length of time participants stay in the Adult Literacy Program. Ms. Morita responded that each participant sets individual goals; therefore, the time each participant stays in the program varies. She offered to have staff from the Adult Literacy Program present a report at a future meeting on the average time the participants stay in the program.

President Wieder stated that as the strategic plan is developed, the Library should look into what other community literacy programs from other institutions overlap with the Library's literacy programs and if activities could be coordinated with those other institutions. She said this discussion came up during a Library Foundation Board meeting.

In regard to opening of homework centers, Ms. Morita said that goal had been scaled back. The new goal is to have a total of 33 homework centers near low performing schools and/or at risk neighborhoods by Spring 2012. Phase 1 was completed in the Fall of 2011 and consisted of establishing homework centers at 19 branch libraries. Phase 2 consists of adding 12 homework centers by Spring 2012.

In response to Commissioner Tinoco's inquiry about the progress of the goal to create a new LAPL website, Steve Newcomer, Director of Information Technology and Collections, responded that the Library is working with a website design company who is in the process of developing mock-ups of the homepage templates, which should be completed by April and at that time transition of the content would begin as well as the switching to a "Drupal" platform.

BOARD ACTION

It was MOVED by Commissioner Tinoco, seconded by Commissioner Madison, and unanimously carried that the Status Report on Library Department Goals for Fiscal Year 2010-11 and 2011-12 be received and filed.

**RECOMMENDED BOARD ADOPTION
OF LOCAL PREFERENCE ORDINANCE**

Kris Morita, Assistant General Manager, reported that on October 14, 2011, the City Council adopted an ordinance that establishes a “Local Business Preference Program” for the City’s procurement of contracts that exceed \$150,000. She said the new ordinance encourages businesses to locate and operate in Los Angeles and to encourage outside firms to hire local subcontractors to perform work under City Contracts. Ms. Morita stated that contract awarding authorities, including the Library Commission, are encouraged to adopt the new ordinance. She recommended the Board adopt this new ordinance.

In response to a question from President Wieder, Eloisa Sarao, Assistant Business Manager, stated that the City currently has a small business preference program and a minority business program but not a local preference program.

Deputy City Attorney Basia Jankowski suggested that the language in Paragraph No. 1 under Findings on the Board Report be revised to add the word “certain” to the second sentence to read, “Certain awarding authorities, including the Library Commission, are strongly encouraged to adopt the Local Business Preference Program.” She stated that general funded departments are required to implement the program, however, Board run departments such as the Library Department are being asked rather than required to adopt the ordinance.

President Wieder asked if the guidelines have already been made available to the Departments to begin implementing the ordinance. Ms. Sarao responded that the Library Department has contacted the Department of Public Works’ Bureau of Contract Administration since they would be publishing the operational guidelines, and she was informed that the templates and the guidelines are currently being reviewed by the City Attorney.

BOARD ACTION

It was moved by Commissioner Madison and seconded by Commissioner Tinoco and unanimously approved to amend the Board Report to add the word, “Certain” to Paragraph No. 1 in the Findings.

Thereafter, it was **MOVED** by Commissioner Tinoco, seconded by Commissioner Madison, and unanimously carried that the following resolution be adopted:

LIBRARY RESOLUTION NO. 2012-7 (C-6)

WHEREAS, due to present economic factors, local firms confront a less favorable cost structure when doing business in Los Angeles as compared with firms located in outlying counties or other states. Data reveals multiple benefits accrue from a local business preference program, including an increase in local jobs; and

Library Resolution
No. 2012-7 (C-6)

WHEREAS, on October 14, 2011, the City Council approved and passed an ordinance to add Article 21 to Division 10, Chapter 1 of the Los Angeles Administrative Code (Ordinance No. 181910) establishing a “Local Business Preference Program” for the City’s procurement of goods, equipment and services when the contracts involve an expenditure that exceeds \$150,000:

RESOLVED, That the Board of Library Commissioners adopts the Local Business Preference Program for the solicitation and evaluation of bids and proposals; and

FURTHER RESOLVED, That the City Librarian or designee is authorized to adopt the guidelines and language approved by the Bureau of Contract Administration and City Attorney to use for the solicitations and evaluations of Request for Bids and Request for Proposals.

VARIOUS COMMUNICATIONS: None.

COMMISSIONERS’ COMMENTS &
REVIEW OF MATTERS PENDING

ITC Commendation for Project Completion

Ms. Morita announced that the Information Technology and Collections staff under the direction of Director Steve Newcomer had completed the installation of 2,000 new public computers ahead of schedule. She congratulated the staff for doing a phenomenal job.

President Wieder commended Mr. Newcomer and his staff for accomplishing the technology project and for their hard work. She commented that during the holidays she visited the Chatsworth, Northridge, and Porter Ranch Branch libraries and she saw that these branches were being heavily used during the holiday week and the patrons were making very good use of the technology made available to them.

Commissioner Report on visit to Silver Lake Branch

Commissioner Madison reported that she had visited the Silver Lake Branch Library due to the concerns addressed by the Board in regards to the elevator being frequently out of service, which impedes access to the second floor and denies access and exit to handicap patrons.

Commissioner Madison stated that Senior Librarian Lisa Palombi gave her a tour of the facility and discussed the elevator issues. During the tour, she learned that the Silver Lake Branch was constructed in a way that all the public transactions happens on the second floor, the garage is under the facility, and only one elevator was installed; therefore, patrons and staff rely mainly on the elevator to access the second floor.

Commissioner Madison said that she was told about an elderly patron who is wheelchair bound who had visited the Silver Lake Branch three times that week. The first time, the patron was told the elevator was out of service. Staff suddenly realized she had gotten herself out of the wheelchair and crawled up the stairs. At the second visit, staff found her out of her wheelchair and on her way up the stairs and staff immediately told her to stay in the wheelchair and they would bring the library materials to her.

Commissioner Madison was informed that the last time the elevator had been out of service was two months ago. One of the librarians told her that the branch book drop receives a large volume of returned books daily and staff relies on the elevator to take them to the second floor but when the elevator is down, employees physically carry the books up the stairs.

In regard to the wheelchair bound patron, Commissioner Madison asked what would staff do if the elevator goes out of service when this patron is at the library. Ms. Palombi responded that she would rely on male staff to put the person on the chair to carry the patron down the stairs or call the Fire Department. Commissioner Madison said that she suggested to the librarian that the Fire Department be called to assist handicap patrons down the stairs when the elevator is out service so that personnel would not have to perform this function, which is not part of their responsibilities.

Additionally, Commissioner Madison said that because the Silver Lake Branch facility was built in a very tight space, with no room between the facility and the other buildings, it looks like the access ramp would go at the back as opposed to the front of the facility. She said she has some concerns about where the access ramp would be installed.

President Wieder thanked Commissioner Madison for her report. As a follow up to information on the December 8, 2011 Minutes, she stated that the Board was provided with a sketch of the access ramp and the location where it would be installed. Also, the Board was informed that the issue was not the elevator but the maintenance of the smoke detector that would avoid the elevator from going out of service. She said that because this is a liability and safety issue she proposes the Board write a letter to address the entity in charge of making the decision on which Alterations and Improvements requests are included on the list so the installation of the ramp could move forward.

Ms. Morita stated that the letter would be addressed to the CAO.

Commissioner Madison asked if there was a proposed plan for when the elevator at the Silver Lake Branch goes out again.

Deputy City Attorney Basia Jankowski advised the Board to place this item on the agenda for staff to provide a status report and to allow other persons interested on this issue to comment on it.

President Wieder made the following requests to staff:

- 1) Agendize a status report on the maintenance issues related to the elevator at the Silver Lake Branch Library;
- 2) Provide an update on the evacuation chairs that were discussed at the December 8, 2011 Board Meeting; and
- 3) Draft letter on behalf of the Board to the CAO on the approval of the handicap ramp installation at the Silver Lake Branch that was included in the Alterations and Improvements Request.

New Commissioner visit to Central Library

Commissioner Tinoco commented that he and his family visited the Central Library in December. He thanked Central Library Director Giovanna Mannino for the excellent and very informational tour during his visit.

Next Board Meeting

President Wieder announced that the next Board Meeting would be held on January 26, 2012 at the Central Library.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 11:36 a.m.

ATTEST: _____

Tyree Wieder
President

Raquel M. Borden
Board Executive Assistant

Date to be approved:

January 26, 2012