

# **MINUTES**

## **BOARD OF LIBRARY COMMISSIONERS CITY OF LOS ANGELES**

**January 14, 2021**

A Regular Meeting of the Board of Library Commissioners was held via teleconference at 11:02 a.m. on the above-written date.

**1. Roll Call:**

<b>Present:</b>	President	<b>Bích Ngọc Cao</b>
	Vice-President	<b>Kathryn Eidmann</b>
	Commissioner	<b>Dale Franzen</b>
	Commissioner	<b>Mai Lassiter</b>
	Commissioner	<b>Josefa Salinas</b>

**Absent:** None

**Also present via teleconference:** City Librarian John F. Szabo, Assistant City Librarian Susan Broman, Deputy City Attorney Basia Jankowski; Library staff and members of the public.

- 2. Opening Remarks:** Commissioner Franzen opened the meeting with the poem, “A Brave and Startling Truth,” composed and recited by poet Maya Angelou for the 50<sup>th</sup> Commemoration of the United Nations.

**3. Approval of the Minutes:**

a. Minutes of the Regular Meeting - October 22, 2020

It was moved by Vice President Eidmann and seconded by Commissioner Lassiter to approve the Minutes of the Regular Meeting held on October 22, 2020. The motion passed with 5 Ayes (Cao, Eidmann, Franzen, Lassiter & Salinas). 0 Noes. Absent: 0

b. Minutes of the Regular Meeting - November 12, 2020

It was moved by Commissioner Salinas and seconded by Commissioner Franzen to approve the Minutes of the Regular Meeting held on November 12, 2020. The motion passed with 5 Ayes (Cao, Eidmann, Franzen, Lassiter & Salinas). 0 Noes. Absent: 0

**4. Public Comments on Matters  
Within the Board’s Jurisdiction:**

The Board heard 37 General Public Comments requesting the temporary suspension of Library To Go services and one (1) comment on Item 7.

## 5. City Librarian's Comments

**and Announcements:** City Librarian John F. Szabo reported the following:

- **Library To Go services:** LAPL has been providing curbside service since July, 2020 following public health guidelines. Mr. Szabo noted that other libraries in Los Angeles County continue to provide similar service. He stated that he takes all concerns very seriously and he is looking forward to meeting with Union leadership very soon. Library management meets regularly with the Mayor's Office and decisions about services are part of the broader city discussion.
- **Passing of Tom LaBonge:** Former City Councilmember Tom LaBonge, 4<sup>th</sup> District, who was known as "Mr. Los Angeles" passed away recently. He was an incredible ambassador for the City and the Library. He would always show his library card and talk about his favorite childhood book, "Mike Mulligan and His Steam Shovel." He also donated many of his personal treasures such as maps and photographs to LAPL. Mr. Szabo said that at this really tough moment in our city, we need him more than ever and that makes his passing especially difficult.
- **Contract tracing disaster service work:** Currently, 57 LAPL staff members are doing this work. Senior Librarian Lupie Leyva has done a variety of media interviews about her work as a contract tracer, and she was featured in a *L.A. Times* article. Recently, she did an interview with the International Spanish Language News Agency at the request of the Mayor's Office to talk about the importance of answering contact tracing calls.
- **Sora increases e-book access at LAUSD:** This new addition to the Library's partnership with LAUSD provides students and teachers access to the Overdrive K-12 ebook and audiobook platform Sora. LAPL has been working with Overdrive and LAUSD to curate/highlight collections of books of particular interest to students.
- **The Library sent postcards to seniors:** 1,350 postcards handwritten by 125 LAPL staff members were delivered with meals to persons 65 and older through the Los Angeles Department of Aging's (LADOA) 16 Multipurpose Senior Centers to boost morale. The Engagement and Outreach Division worked with LADOA to distribute the postcards featuring historic images from the LAPL's Photo Collection.
- **Translations for Library to Go:** The Translations Team translated Library To Go information into Armenian, Chinese, Japanese, Korean, Persian and Russian. Previously, material was available in English and Spanish only.
- **Dr. Martin Luther King, Jr. Day:** Staff has posted great blog posts on Martin Luther King, Jr. online resources and highlights of images of Dr. King from the Library's Photo Collection.

**6. City Librarian's Reports****Consent Items**

It was moved by Commissioner Salinas and seconded by Commissioner Franzen to approve the Consent Calendar. The motion passed with 5 Ayes (Cao, Eidmann, Franzen, Lassiter & Salinas). 0 Noes. Absent: 0.

**a. Acceptance of Mitigation Fees from EQR-4<sup>th</sup> & Hill LP for the 350 S. Hill Street Project: APPROVED**

**LIBRARY RESOLUTION NO. 2021 - 1 (C-1)**

WHEREAS, on January 14, 2021, the Board of Library Commissioners found that developer, EQR-4<sup>th</sup> & Hill LP applied for and received conditional approval from the Department of City Planning to construct the 350 S. Hill Street Project (the "Project") consisting of 428 residential units to be located at 350 S. Hill Street, Los Angeles 90071; and

WHEREAS, the DCP imposed a condition of approval requiring the developer pay a Library Development Impact Mitigation fee of \$200 per capita based upon the 555 projected number of residents in the 428 residential units, which fee totals \$111,000; and

BE IT RESOLVED, that the Board of Library Commissioners approved the acceptance of \$111,000 for payment of a Library Development Impact Mitigation Fee, from developer EQR- 4<sup>th</sup> & Hill LP; and

FURTHER RESOLVED, that the Board of Library Commissioners authorized the City Librarian, or designee, to deposit \$111,000 into the Library Trust Fund 831, Account 355, to purchase books, other library materials, technology, programs and/or facilities improvements for the Central, Chinatown, and the Little Tokyo Libraries; and

FURTHER RESOLVED, that the City Librarian, or designee send a letter to Vince Bertoni Director of DCP, with a copy to EQR-4<sup>th</sup> & Hill LP, John Horvat, Two North Riverside Place, Chicago, IL 60606 notifying DCP that the Library Development Mitigation fee has been paid for this Project.

**b. Acceptance of Mitigation Fees from Mitsui Fudosan America, Inc. for the 744 S. Figueroa Project: APPROVED**

**LIBRARY RESOLUTION NO. 2021 - 2 (C-2)**

WHEREAS, on January 14, 2021, the Board of Library Commissioners found that developer, Mitsui Fudosan America, Inc. applied for and received conditional approval from the Department of City Planning to construct the 744 S. Figueroa Project (the "Project") consisting of 438 residential units to be located at 744 S. Figueroa Street, Los Angeles 90017; and

Library Resolution  
No. 2021-2 (C-2) Cont.

WHEREAS, the DCP imposed a condition of approval requiring the developer pay a Library Development Impact Mitigation fee of \$200 per capita based upon the 530 projected number of residents in the 438 residential units, which fee totals \$106,000; and

BE IT RESOLVED, that the Board of Library Commissioners approved the acceptance of \$106,000 for payment of a Library Development Impact Mitigation Fee, from developer Mitsui Fudosan America Inc.; and

FURTHER RESOLVED, that the Board of Library Commissioners authorized the City Librarian, or designee, to deposit \$106,000 into the Library Trust Fund 831, Account 362, to purchase books, other library materials, technology, programs and/or facilities improvements for the Central, Chinatown, Echo Park, Felipe de Neve, Pico Union, and the Little Tokyo Libraries; and

FURTHER RESOLVED, that the City Librarian, or designee send a letter to Vince Bertoni Director of DCP, with a copy to Mitsui Fudosan America, Attn: Jeff Chang, 725 S. Figueroa Street, Suite 1080, Los Angeles, CA 90017 notifying DCP that the Library Development Mitigation fee has been paid for this Project.

**c. Transfer of funds within Fund 300 from Salaries  
General Account 1010 to Salaries Overtime  
Account 1090, within the Library's Fiscal Year 2020-21 Budget: APPROVED**

LIBRARY RESOLUTION NO. 2021-3 (C-3)

WHEREAS, The Library transfers funds between salaries accounts to ensure libraries are properly staffed; and

WHEREAS, Staff requested the transfer of \$350,000 from the Salaries General Account 1010 to the Salaries Overtime Account 1090 within the Library's Fiscal Year 2020-21 Budget:

THEREFORE, RESOLVED, That the Board of Library Commissioners hereby approves the following transfer of \$350,000 from the Salaries General Account 1010 to the Salaries Overtime Account 1090, within the Library's Fiscal Year 2020-21 Budget, Fund 300, Department 44.

<u>Account</u>	<u>Amount</u>
From: 1010 – Salaries General	\$350,000
To: 1090 – Salaries Overtime	<u>350,000</u>
TOTAL:	<u>\$350,000</u>

FURTHER RESOLVED, That the Board of Library Commissioners authorize the City Librarian to make any necessary technical changes.

**Discussion Items**

- d. Recommendation to approve First Amendment for the following contracts for Immigration Assistance Services for the Los Angeles Public Library:**
- 1. Asian Americans Advancing Justice (AAAJ) Contract No. 799 (C-130791)**
  - 2. Central American Resource Center (CARECEN) Contract No. 800 (C-130718)**
  - 3. International Rescue Committee, Inc. (IRC) Contract No. 801 (C-130711):**
- APPROVED**

City Librarian John F. Szabo recommended approval to extend the three above contracts for one year and increase compensation to continue immigration assistance services provided by the Los Angeles Public Library through these partners. He said this program has served more than 1,400 people since March by these partner organizations providing one-on-one assistance with Naturalizations, Green Cards, DACA applications, etc.

**Discussion**

Vice President Eidmann said she is supportive of continuing to facilitate, fund, and provide these services to Library patrons..

Board President Cao asked for a report about the work the New Americans Centers are doing during this crisis, and how the services have changed.

It was moved by Commissioner Salinas and seconded by Commissioner Franzen to approve the following resolution. The motion passed with 5 Ayes (Cao, Eidmann, Franzen, Lassiter & Salinas). 0 Noes. Absent: 0.

**LIBRARY RESOLUTION NO. 2021-4 (C-4)**

WHEREAS, On October 12, 2017, the Board of Library Commissioner awarded contracts to Central American Resource Center (CARECEN), International Rescue Committee, Inc. (IRC) and Asian Americans Advancing Justice (AAAJ) to provide Immigration Assistance Contractor services for the Los Angeles Public Library (LAPL) (RESOLUTION NO. 2017-42 [C-37]) for a term of three (3) years and an annual amount not to exceed \$140,000 (Hereinafter "Contractors"); and

WHEREAS, LAPL staff recommends the approval of these First Amendments to extend the terms of the aforementioned contracts for an additional one (1) year and increase compensation by an additional \$100,000 to a maximum contract compensation of \$520,000; and

WHEREAS, The Board of Library Commissioners finds, in accordance with Charter Sections 371(e)(10) and 1022, and Los Angeles Administrative Code Section 10.15(a)(10), that it is more economical and feasible to have the work performed by an independent contractor than by City employees and that the use of competitive bidding would be undesirable and impractical because a new Request for Qualification 44-022, Immigration Integration and Immigration Assistance Services, was released on June 30, 2020 and the evaluation of responses is currently being performed to meet the on-going needs of the LAPL and patrons; and

Library Resolution  
No. 2021- 4 (C-4) Cont.

WHEREAS, Funds are available in the Contractual Services Account 3040 to continue to provide immigration assistance and outreach services

THEREFORE, BE IT RESOLVED, That the Board of Library Commissioners adopt the City Librarian Board Report's recommendations and findings and award First Amendments to Contract Nos. 799, 800, and 801 for a period of one (1) year to Contractors for the continuation of immigration assistance services for the LAPL; and

FURTHER RESOLVED, That the Board of Library Commissioners authorize the City Librarian and City Attorney to make any necessary technical changes to the aforementioned three (3) First Amendments; and

FURTHER RESOLVED, That Board of Library Commissioners authorize the President of the Board of Library Commissioners to execute the aforementioned First Amendments upon completion of the Mayor's Office review in accordance with Executive Directive No. 3.

**7. Oral Update from the Ad Hoc Committee  
on Re-imagining Safety & Security**

Vice President Eidmann provided an update on Re-imagining Safety and Security. She stated that the Library has taken a few really important steps to move forward with the Library Experience Office; particularly, to introduce the concept and plan to key groups. She said Assistant City Librarian Susan Broman had meetings with groups of library staff to talk about the objectives and the anticipated structure of what to expect the Library Experience Office to look like and to begin getting staff input. Library staff also met with representatives from the Mayor's Budgeting Office to explain the plan and the logistical issues such as needing to hire staff and secure contracts for that office.

Commissioner Franzen asked about the overall timeline on how this is moving forward and whether it would be ready by fall.

Commissioner Salinas underscored the need to also have the opinion from the public since every community is different.

**8. Commissioners' Comments  
and Announcements**

- Library To Go Services

Commissioner Franzen asked about the process and timeline to respond to concerns regarding Library To Go services.

City Librarian John F. Szabo stated that there is new information coming day to day and staff will look to see if there is a new health order. He said that issues on closing the Library are not unilateral decisions because it has implications across the city. Mr. Szabo said he is making certain that the Mayor's Office is aware of exactly what the Library is doing and he will share many of the

concerns from today's meeting and from communications with the Union leadership.

- Next Regular Meeting: Thursday, January 28, 2021, at 11:00 a.m. via Teleconference.

**8. Adjournment:** The Meeting was adjourned at 12:36 p.m.

ATTEST:

---

Bích Ngọc Cao  
President

---

Raquel M. Borden  
Board Executive Assistant