

MINUTES

BOARD OF LIBRARY COMMISSIONERS CITY OF LOS ANGELES

June 25, 2020

A Regular Meeting of the Board of Library Commissioners was held via teleconference at 11:07 a.m. on the above-written date.

1. ROLL CALL:

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

Absent: None

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

2. OPENING REMARKS: Board President Cao welcomed everyone.

3. APPROVAL OF MINUTES: Regular Meeting – April 23, 2020

It was moved by Commissioner Salinas and seconded by Commissioner Franzen to approve the Minutes of the Regular Meeting held April 23, 2020. The motion passed with the following votes: 5 Ayes (Cao, Eidmann, Franzen, Lassiter and Salinas). Noes: 0. Absent: 0

4. PUBLIC COMMENTS ON MATTERS WITHIN THE BOARD’S JURISDICTION:

There were no requests for Public Comments on non-agenda items.

5. CITY LIBRARIAN’S COMMENTS AND ANNOUNCEMENTS

City Librarian John F. Szabo reported the following:

Library to Go: LAPL began Library to Go curbside service at 13 library locations this week. A press conference was held with Mayor Garcetti announcing the launching of this service.

Summer Reading Challenge: Over 3,600 children have already signed up.

Octavia Lab First Anniversary: June 22 was the birthday of Octavia Butler, for whom the lab was named. A video was posted on social media in honor of her birthday.

Juneteenth Celebration: This year, Library programs included Juneteenth storytimes, craft programs and a DJ Marathon. The Library's Black Lives Matter resources were highlighted as well as an anti-racist e-book list, which was featured in *USA Today*. Some titles have thousands of holds. Staff has worked with vendors and publishers to create a social justice reading list of e-books that have no limits on the number of readers.

The New Americans Initiative continues while libraries are closed. In May, 116 phone appointments were handled by our New Americans Initiative partners. Online citizenship classes began this month, three in English and one in Spanish, specifically for applicants qualified for USCIS language exemption. Each class is held via Zoom twice a week.

Disaster Service Workers (DSW): DSW assignments are expanding into the arena of contact tracing of COVID-19, for which 85 Library employees signed up to be trained to do that work. About 500 LAPL staff have worked or are scheduled to in DSW assignments at homeless shelters, senior meals hotline call centers, or COVID-19 testing sites.

Youth Poet Laureate: LAPL hosted the Los Angeles Youth Poet Laureate celebration virtually this year. The 15 finalists participated in virtual performances. This year's winner was Arlene Campa. The first L.A. Youth Poet Laureate Amanda Gorman was featured on CBS This Morning in the rotunda earlier during the Stay-at-Home order.

Library at Home: More than 65,000 Angelenos signed up for e-cards during this period. The Library continues to serve the public in incredible creative ways; and patrons can now take advantage of the collections at the hub-libraries.

6. CITY LIBRARIAN'S REPORTS:

Consent Items

a. General Manager's Expense

Account for Fiscal Year 2020-21: APPROVED

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

LIBRARY RESOLUTION NO. 2020-20 (C-11)

RESOLVED, that the Board of Library Commissioners hereby authorizes the City Librarian or designee be authorized to receive an advance or be reimbursed for miscellaneous business-related expenditures such as business meals, taxi fares, parking fees, etc., in an amount not to exceed \$3,500 for the period of July 1, 2020 through June 30, 2021; and

FURTHER RESOLVED, that said amount be encumbered in the Office and Administrative Expense Account No. 6010, Library Fund No. 300.

Discussion Items

**b. Amendment No. 1 to Contract No. 805
with Amanda Liv de Hoyos Carlson for
the Safety and Security Project: (Taken out of Order)**

This project provides an opportunity for staff at all levels throughout our organization to participate in conversations on how to make the libraries safer and more welcoming. Staff has already presented a set of recommendations and the Safety and Security Project Doing Team is tasked with implementing them, which necessitates the approval of this amendment to Contract 805.

Public Comments

The Board heard one public comment asking if there was a way to provide security without police and creating other systems.

Discussion

Vice President Eidmann stated that this agenda item intersects with the budget (Item E). She said she wants to see this project go forward and be expanded, and the direction of this project be consistent with the discussions around safety and security in the library.

Commissioner Salinas requested information on what has been done and plans for moving forward.

Commissioner Lassiter moved to postpone approval of this item until after the budget. It was seconded by Commissioner Franzen and unanimously passed with the following votes: 5 ayes (Cao, Eidmann, Franzen, Lassiter and Salinas). Noes: 0. Absent: 0.

**c. Release of Request for Qualifications
(RFQ) for Immigration Integration
and Immigration Assistance Consultants: APPROVED**

Public Comments

There were no requests for public comments on Exhibit C.

Board Discussion

Commissioner Lassiter asked if the RFQ and RFP information is distributed to a wide audience, particularly LatinX and Southeast Asians contractors; and what assistance is available to manage the city's bureaucratic process. Board President Cao agreed with Commissioner Lassiter's request.

Mr. Szabo stated Library staff is available to explain the process and holds pre-proposal conferences to make certain that all proposers have the information and assistance they need throughout the process. He stated that the organizations that the Library has contracted with in the past to provide these services have experience working with immigrant communities.

Commissioner Lassiter proposed the Library offer programs that explain how to navigate through the contract process.

Commissioner Salinas recommended using radios and TV stations to run this information for free through PSAs to advertise RFP/RFQs.

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

LIBRARY RESOLUTION NO. 2020-22

WHEREAS, the Los Angeles Public Library (LAPL), through the New Americans Initiative, has helped thousands of people take their first step on the path to U.S. citizenship by providing information on citizenship requirements, test preparation materials, assistance in citizenship eligibility requirements and has successfully broadened this work to include as-needed immigration legal services and additional legal assistance; and

WHEREAS, as part of the New Americans Initiative, the City's 73 Libraries are local citizenship information centers that offer various immigration resources; and

WHEREAS, approximately 700,000 residents of Los Angeles are eligible for citizenship and would greatly benefit from additional immigrant integration services like workforce development, small business readiness, civic engagement and Know Your Rights outreach, digital literacy, and ESL-based learning activities; and

WHEREAS, the LAPL desires to continue the existing New Americans Initiative services and to include immigrant integration services (workforce development, small business/microenterprise readiness, civic engagement and Know Your Rights outreach, digital literacy and ESL-based learning activities) a list of qualified immigration integration and immigration assistance consultants to be retained on an as-needed and as-required basis to perform work related to immigrant integration, immigration legal services and immigration assistance in Library facilities:

BE IT THEREFORE, RESOLVED, that the Board of Library Commissioners authorize the City Librarian, or designee, to release the Request for Qualifications (RFQ) for immigration integration and immigration assistance consultants and advertise the RFQ to potential proposers; and

BE IT FURTHER RESOLVED, that the Board of Library Commissioners determine, in accordance with Charter Section 1022, that it is more economical that these services be performed by independent contractors than by City employees; and

Library Resolution
No. 2020-22 (Continued)

FURTHER RESOLVED, that the City Librarian and City Attorney be authorized to make technical changes if needed to the RFQ.

BE IT FURTHER RESOLVED, that the Board of Library Commissioners agree that proposals must be submitted no later than 2:00 p.m. on Wednesday, August 19, 2020, to the office of the Board of Library Commissioners, 630 West Fifth Street, Los Angeles, CA 90071.

d. Library Department Personnel
Resolution for Fiscal Year 2020-21: ADOPTED

City Librarian John F. Szabo recommended approval of the Personnel Resolution for Fiscal Year 2020-21. He said the resolution includes six (6) additional positions that are going to be open to the public through the civil service process; three (3) positions for Tool Room Worker and three (3) for Social Workers.

He stated that the Social Worker positions are not funded in the current budget, but adding them now provides the opportunity for planning in the future. He noted that incorporating social workers is one of the recommendations from the Safety and Security Project.

Public Comments

One public comment was heard on whether funding for social workers in the civil service system could be allocated from the LAPD budget.

Discussion

Vice President Eidmann said she was pleased to see the classification of Social Worker on the Personnel Resolution and asked about the efforts to move expeditiously to fill those positions and the challenges that might be encountered.

Mr. Szabo replied that filling the positions within the city can be a lengthy process, once funding is identified. The civil service exam is opened to the public.

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

LIBRARY RESOLUTION NO. 2020-23 (C-13)

A RESOLUTION FIXING PERSONNEL IN THE LIBRARY DEPARTMENT OF THE CITY OF LOS ANGELES FOR THE FISCAL YEAR 2020-2021.

WHEREAS, this Board has considered the various classification of employees and the number of positions in each classification approved by the City Council as part of the Library Department's Budget for the fiscal year 2020-2021; and

Library Resolution
No. 2020-23 (C-13) Cont.

WHEREAS, in accordance with the City Charter, Section 511(a), it is the desire of the Board to adopt a resolution authorizing personnel for fiscal year 2020-2021 to include both positions approved by the City Council and those authorized by the Board of Library Commissioners.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Effective July 1, 2020, the following classes of positions are hereby authorized in the Library Department, and the number of positions, and code numbers and titles as set forth in the attached schedule "A" are hereby fixed for such classes of positions and shall be known as the 2020-2021 Library Personnel Resolution.
2. Memoranda of Understanding approved by the Board of Library Commissioners, and the City Council where appropriate shall be considered to be incorporated into this resolution. The provisions of each of the Memoranda of Understanding shall take precedence over any conflicting provisions contained in this resolution, but only for those employees in classes and/or positions within the employee representation unit to which the various Memoranda of Understanding apply.
3. It is the intent of the Board that all City Council actions relating to salaries and benefits and affecting classes in the Library Department will become effective on the same basis and date as those approved by the City Council for council-controlled employees.

(The attachment will be included in the official records of the Minute Books).

e. Library Department
Budget for Fiscal Year 2020-21: CONTINUED

John F. Szabo, City Librarian, recommended the Board approve adoption the Library Department's Fiscal Year 2020-21 Budget in the amount of \$205,334,363, including the recommendation to allocate undesignated funds in the amounts \$278,017 and \$75,000 into the Alterations and Improvements account for the Central Library.

Public Comments

The Board Secretary reported that 755 public comments were received prior to the meeting expressing concern regarding the budget allocated for LAPD services; three (3) comments were in support of LAPD funding.

The Board also heard 17 Public Comments during the meeting about the budget allocation for LAPD services (15 comments were in opposition of funding LAPD services and 2 comments were in support).

Board Discussion

Board President Cao stated that she welcomes all comments and she would like to discuss how the Board can respond to comments and develop alternatives to handling security and safety for patrons and staff.

Commissioner Salinas stated that there needs to be something to replace LAPD before eliminating funding. Discussion on how to move forward should involve the community and staff input. Board President Cao concurred.

Vice President Eidmann thanked everyone who had taken the time to write, call, and speak at the meeting to share their views and experiences. She said this can create momentum for a sustained change centered in creating roles that maximize community engagement to find alternative solutions to policing.

Board President Cao stated she would like to take some action today in the form of a budget amendment that can be brought back at another meeting.

Mr. Szabo replied that the bottom line is to have a broader strategy to maintain a safe and welcoming environment. He said too often law enforcement is the go-to for a myriad of issues that are not best addressed by law enforcement.

Commissioner Franzen stated that they need to see some results in this fiscal year and within 90 days there should be some type of plan.

Commission Lassiter asked for clarification on what would happen to the funds allotted to the LAPD if they were to approve the budget today and decide not to use the funds for LAPD, or use only a portion of it.

Mr. Szabo replied that the Board can ask staff to bring a budget amendment to the Board for approval and shift those funds as directed.

Commissioner Lassiter asked for a breakdown of the security budget and Commissioner Franzen requested information on security incidents.

Mr. Szabo said staff would provide that history, from the time the security was transferred from General Services Department to LAPD and incident history.

Board President Cao stated that her recommendation would be to continue the budget and ask the City Librarian to develop an amendment to the budget for a later meeting. She said her understanding was that the Library could continue to function without approving the budget today.

Vice President Eidmann stated she would support Board President Cao's recommendation as an immediate step and made the following request:

DIRECTIVE

That the City Librarian put together over the course of no longer than three years a comprehensive plan that re-envision safety in the library system and alternative services that support patrons and staff; that would include, but not be limited to investing in trained service providers, social work, mental health, crisis intervention, de-escalation, and community liaisons. This plan would reduce to the most extent possible spending on law enforcement. The Board should receive reports every six (6) months on how the security funds are being spent and quarterly updates on efforts to develop the alternative approaches such as securing contracts with social workers, etc.

MOTION

Board President Cao made a move to continue approval of the Budget for Fiscal Year 2020-21 and to request that the City Librarian develop an amendment to the Fiscal Year 2020-21 Budget, for the Board's consideration, that would designate an amount not less than \$2 million of the Library's security services budget that was designated for LAPD to be used on alternative approaches and developing such approaches. Additionally, understanding that there may be challenges to spending these funds within the fiscal year on the services desired, the amendment would authorize the City Librarian to use any such unspent funds on library collections.

The motion was seconded by Vice President Eidmann and passed with the following votes: 5 Ayes (Cao, Eidmann, Franzen, Lassiter, and Salinas). Noes: 0. Absent: 0.

Reconsideration of Exhibit B:**Amendment No. 1 to Contract No. 805
for the Safety and Security Project: APPROVED**

City Librarian John F. Szabo stated that work under this project is for consulting services for implementing safety and security recommendations. He said some of them have budget implications and others have already been incorporated into the budget. He recommended approval of Contract 805 to continue the work on the Safety and Security project that is already taking place.

Commissioner Lassiter asked that Board members be interviewed by the consultant so that they can provide their input.

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

LIBRARY RESOLUTION NO. 2020-21 (C-12)

WHEREAS, on November 13, 2018, the Library entered into Contract No. 805 with Amanda Liv de Hoyos Carlson (Contractor) to provide professional consultant services to develop a framework for staff at all levels to participate in developing solutions for LAPL safety and security at the Central Library and branch libraries. The project is called the Safety and Security Project (Project); and

Library Resolution
No. 2020-21 (C-12) Cont.

WHEREAS, on November 14, 2019, the Board of Library Commissioners approved Supplemental Agreement No. 1 to Contract No. 805 to extend the term of the Agreement through March 18, 2021, and to add \$43,200, for a total amount not to exceed \$138,200 during this term; and

WHEREAS, the Project recommendations were finalized in November 2019. In January and February 2020, the Project transitioned from planning to implementation. New teams were formed in March 2020, and the teams began to move forward with prioritization and implementation of the recommendations; and

WHEREAS, due to the COVID-19 virus, the Library closed in March 2020 and staff began to telecommute. At that time, a large number of Library staff became Disaster Service Workers (DSWs). The Project continued during the Safer at Home directive. However, the combination of working remotely and the hours devoted to DSW service caused logistical and technical challenges for the Project which have extended the time to accomplish assignments; and

WHEREAS, the Library has not been able to hire a permanent employee to direct the Project. Consequently, the Contractor has continued to provide project management responsibilities. Pursuant to the Agreement, the Contractor will assist in on-boarding the new staff member, once hired, who will sustain the work of the Project beyond the term of the Agreement; and

WHEREAS, the impacts of the COVID-19 virus and the Library's interest in engaging staff in conversations around equity, diversity, and inclusion as related to safety demonstrated the need for the Safety and Security Project to respond in real time to the immediate safety and security needs of the Library. Therefore, the Project team members are reconsidering the Project recommendations that were finalized in November 2019 and advocating for appropriate next steps that move the Project forward and address these impacts; and

WHEREAS, as a result of their analysis, the Project staff recommends focusing on responding to the emerging safety concerns presented by COVID-19 and has taken a lead role in planning the reopening of the Library. In addition, they are reviewing the role of security in the Library. These Project priorities require special expertise. LAPL needs the flexibility to provide a thoughtful response to these recommendations. The Contractor, through the Scope of Work identified in Phase 6 – Implementation, will provide subcontractors with the relevant experience. Hourly rates for these services are higher than the Contractor's normal hourly rate; and

WHEREAS, the Contractor has demonstrated the skills and expertise necessary to successfully perform the requested services and meet the expectations of the Library; and

Library Resolution
No. 2020-21 (C-12) Cont.

WHEREAS, the Library desires the Contractor to continue to the work described in Phase 6 – Implementation of the Safety and Security Project and to provide expert services related to the response to COVID-19 and the Library's desire to engage staff in conversations around equity, diversity, and inclusion as related to safety, and Consultant has agreed to continue to provide professional consultant services for the Project; and

WHEREAS, the Library desires to increase the amount payable to Contractor for services during Phase 6 – Implementation of the Safety and Security Project by \$80,000 for a total amount not to exceed \$218,200 during the term of the Agreement; and

WHEREAS, it is anticipated that Contractor services will be completed by the end of the term of this Amendment; and

WHEREAS, Library has sufficient funds available to compensate Contractor for materials and services provided under this Amendment No. 1 to Supplemental Agreement No. 1, Contract No. 805:

NOW, THEREFORE, BE IT RESOLVED, that the Board of Library Commissioners approve Amendment No. 1 to Supplemental Agreement No. 1 to Contract No. 805, substantially in the form on file, with Amanda Liv de Hoyos Carlson (Contractor), a sole proprietor; and

FURTHER RESOLVED, that the Board of Library Commissioners find, in accordance with Charter Sections 371(e)(10) and 1022, as well as Los Angeles Administrative Code Section 10.15(a)(10), that this work can be performed more economically by an independent contractor than by City employees, and that the use of competitive bidding would be impractical due to the temporary nature of these services; and

FURTHER RESOLVED, that the Board of Library Commissioners authorize the City Librarian or the City Attorney to make technical changes if needed to the Amendment; and

FURTHER RESOLVED, that the Board of Library Commissioners authorize the President of the Board of Library Commissioners to execute the Amendment.

7. **PRESENTATION: Summer Reading Program:** Postponed.

8. **VARIOUS COMMUNICATIONS:** None.

**9. COMMISSIONERS' COMMENTS &
REVIEW OF MATTERS PENDING:**

Next Meeting

The next Regular Meeting of the Board is scheduled for Thursday, July 9, 2020, at 11:00 a.m. via Teleconference

10. ADJOURNMENT

Board President Cao thanked everyone for their input and there being no further business before the Board, the meeting was adjourned at 1:03 p.m.

ATTEST:

**Bích Ngọc Cao
President**

**Raquel M. Borden
Board Executive Assistant**