

MINUTES

BOARD OF LIBRARY COMMISSIONERS CITY OF LOS ANGELES

March 14, 2024

A Regular Meeting of the Board of Library Commissioners was held at the Hyde Park-Miriam Matthews Branch Library starting at 11:10 a.m. on the above-written date.

1. Roll Call:

Present:	President	Valerie Lynne Shaw
	Vice President	Linda Blank
	Commissioner	Kelly Besser

Absent:	Commissioner	Hiram Sims
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Also present: City Librarian John F. Szabo, Assistant City Librarian Susan Broman; Deputy City Attorney Josh M. Templet, staff, members of the Friends Group and members of the public.

2. Staff Presentation:

Justin Sugiyama, Senior Librarian, Hyde Park-Miriam Matthews Branch Library, introduced staff and members of the Friends Group. He pointed out that the Friends were integral to the site selection and design of the branch and that Board President Shaw participated at the opening as the President of the Public Works Commission at the time. He also provided an overview of the programs and services offered to the community it serves.

Mr. Sugiyama introduced Administrative Clerk Gilda Henry, highlighting that she had received the Sapphire Award from Mayor Bass for her 50+ years of service to the City, with 41 years at this library. Ms. Henry spoke about Miriam Matthews' career and legacy, who became the first African American Librarian hired by LAPL and in the State of California, as well as her contributions as a historian and collector.

3. Approval of the Minutes: Regular Meeting - February 22, 2024: APPROVED.

It was moved by Vice President Blank and seconded by Commissioner Besser to approve the Minutes of the Regular Meeting held February 22, 2024. The motion passed with 3 Ayes (Besser/Blank/Shaw); Noes: 0. Absent: 1 (Sims).

4. Public Comments on Matters

Within the Board's Jurisdiction: (1)

The Board heard one public comment from Marie Bryant, member of the Friends Group, who expressed appreciation for last year's June Jubilee Celebration at the Central Library and said the Friends are looking forward to this year's celebration.

5. City Librarian's Comments

and Announcements: City Librarian John F. Szabo reported on past and upcoming events as well as the following:

- **Passing of Alma Reaves Woods:** Mr. Szabo reported that Ms. Alma Reaves Woods, after whom the Alma Reaves Woods-Watts Branch Library was named, had passed away on March 11 at the age of 99. He said that she had been a strong community advocate and fought very hard to have the library built.

6. City Librarian's Reports:**Discussion Items****a. Approval of Contract with Aten Design Group for the Development of a New Library Website**

City Librarian John F. Szabo recommended approval of the contract with Aten Design Group, Inc. to provide services for the development of a new library website.

It was moved by Commissioner Besser and seconded by Vice President Blank to approve the following resolution. The motion passed unanimously with 3 Ayes (Besser/Blank/Shaw); Noes: 0. Absent: 1 (Sims).

LIBRARY RESOLUTION NO. 2024-7 (C-7)

WHEREAS, on April 27, 2023, the Board of Library Commissioners (Board) approved the release of a Request for Proposals (RFP) to find a qualified and experienced entity to provide services for the development of a new library website. (Library Resolution No. 2023-15).

WHEREAS, on April 27, 2023, the Board found, in accordance with Charter Sections 371(e)(10) and 1022, and Los Angeles Administrative Code Section 10.15(a)(10), that the services to be provided are professional, expert, and technical services of a temporary and occasional nature, and that it is more feasible to have this work performed by an independent contractor than by City employees;

WHEREAS, the RFP was released on April 28, 2023, and a highly recommended pre-proposal conference was held on May 24, 2023; and, on June 28, 2023, the Library received 31 proposals for this project;

WHEREAS, an evaluation panel of Library employees evaluated the proposals based on the criteria set forth in the RFP and determined Aten Design Group, Inc. as best meeting the needs as described in the Scope of Work;

WHEREAS, funds are available to compensate Aten Design Group, Inc. for services in accordance with the Agreement.

Library Resolution
No. 2024-7 (C-7) Cont.

THEREFORE, BE IT RESOLVED, that the Board adopts the recommendations and findings of the City Librarian's Board Report and approves the contract with Aten Design Group, Inc. to provide services for the development of a new library website;

FURTHER RESOLVED, that the Board authorizes the City Librarian and the City Attorney to make technical and clerical changes, if needed, to the contract; and

FURTHER RESOLVED, that the Board authorizes the Board President and the Board Secretary to execute the contract upon the completion of all required approvals.

**b. Request for information on the Memorandum of Understanding
between the Library Foundation of Los Angeles and Los Angeles Public Library**

Withdrawn.

7. Staff Presentation (Moved to Item 2)

**8. Commissioners' Comments
and Announcements**

- Board President Shaw thanked staff who participated in the Board Retreat on February 29. She stated that the Board has an agenda and involves community outreach and special initiatives, and communicating with their Council Districts.
- Commissioner Besser thanked Kren Malone, Director of Central Library, for arranging a tour of the Central Library, which was led by Madeline Peña. She said it was a wonderful experience and made her proud to be a part of this Board.
- Commissioner Besser stated that Miriam Matthews personal papers, photographs, and collection of historical newspapers were donated by her brother to the UCLA Library and she is working on digitizing them.
- Vice President Blank stated that she was very impressed with the Hyde Park-Miriam Matthews Branch Library for all the services and programs they offer and for having a very active Friends group, which benefits the community.
- **Next Board Meeting Notice:** The next Regular Meeting of the Board is scheduled for Thursday, March 28, 2024, at 11:00 a.m., at the Central Library.

9. Adjournment: The meeting was adjourned at 11:59 a.m.

ATTEST:

Valerie Lynne Shaw
President

Raquel M. Borden
Board Executive Assistant