

MINUTES

BOARD OF LIBRARY COMMISSIONERS CITY OF LOS ANGELES

February 23, 2023

A Regular Meeting of the Board of Library Commissioners was held via teleconference at 11:04 a.m. on the above-written date.

1. Roll Call:

Present:	President	Bích Ngọc Cao
	Vice-President	Kathryn Eidmann
	Commissioner	Arianne Edmonds
	Commissioner	Dale Franzen

Absent: None

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

2. Opening Remarks:

Commissioner Franzen recited the poem, “Aloha’oe” (*Farewell to Thee*), by Queen Lili’uokalani, the last Queen of Hawaii, who was a political activist and poet.

3. Approval of the Minutes: Regular Meeting - February 9, 2023.

It was moved by Vice President Eidmann and seconded by Commissioner Franzen to approve the Minutes of the Regular Meeting held on February 9, 2023. The motion passed with 4 Ayes (Cao/Eidmann/Edmonds/Franzen) Noes: 0. Absent: 0.

4. Public Comments on Matters

Within the Board’s Jurisdiction: None.

5. City Librarian’s Comments

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

“Barrier Breakers: From Jackie to Pumpsie, 1947-1959”: The traveling exhibit from the Negro Leagues Museum in Kansas City, on display at the Central Library, ended on a high note. Councilmember Curren Price brought more than 60 students to see the exhibit and tour the Central Library. Councilmember Price introduced retired Dodgers’ pitcher Dennis Powell, whose talk motivated students to overcome obstacles and find success.

150 Days Celebration of the Library's 150th Anniversary: Last week, City Librarian John F. Szabo joined Susan Orlean, author of *The Library Book*, on KPCC's AirTalk with Larry Mantle, to talk about the history of the Los Angeles Public Library and its 150th anniversary. It was an opportunity to talk about the importance of libraries today and answer questions from listeners during the interview.

National Joint Conference of Librarians of Color: Several staff members represented LAPL at the 4th National Joint Conference of Librarians of Color (JCLC) held recently in Florida. Staff at the LAPL booth answered questions about library jobs, talked about LAPL's innovative programs and advised potential candidates on how to apply for employment with LAPL. Several staff members participated in the Planning Committee and the Organizing Committee for the conference, which was organized by a variety of organizations affiliated with the American Library Association.

New Citizens in Armed Forces: A special ceremony hosted with USCIS was held in the Central Library's Taper Auditorium where 24 members of the U.S. Armed Forces from nine countries became America's newest citizens. City Librarian John F. Szabo said this ceremony was important to him on a very personal level, as it brought back great memories of where his library career began at age 16 working as a library clerk at Gunter Air Force Base in Montgomery, Alabama.

Celebrating P-22: The library has partnered with the National Wildlife Foundation to honor the life and legacy of the mountain lion P-22 by holding community gatherings to watch the memorial program held at the Greek Theatre, which filled up immediately on release of tickets. Yesterday, the Library released a limited-edition library card featuring the iconic image of P-22 in the Hollywood Hills. Working with the Library Foundation of Los Angeles and the National Wildlife Federation, a program was held last night as part of the ALOUD Series titled, "How P-22 United our City: Love Letters to L.A.'s Favorite Cat" and hosted a variety of speakers including journalists, scientists, environmentalists, photographers, and poets.

Mark Twain Branch Library Reopens: The branch, located in South Los Angeles, has reopened after having been closed due to damage suffered when an automobile crashed into the front entrance in the middle of the night. Senior Librarian Senele Rios shared that when she was outside hanging up the "Library is Open" banner, a driver at a nearby stop sign yelled out his window, "That's awesome, what's the date?" To which, she replied, "Today!" and he responded, "That's great! I need you guys!" and she replied, "We need you too!"

6. City Librarian's Reports:

Consent Item(s)

It was moved by Vice President Eidmann and seconded by Commissioner Franzen to approve the following resolutions. The motion passed with 4 Ayes (Cao/Eidmann/Edmonds/Franzen.) Noes: 0. Absent: 0.

- a. **Approval of Findings to Continue
Teleconference Meetings Pursuant to AB 361:** APPROVED.

Determination in accordance with AB 361 Section 3 (e)(3) that, while the state of emergency due to the Covid-19 pandemic, as originally proclaimed by the Governor on March 4, 2020, remains active and/or state or local officials have imposed or recommended measures to promote social distancing, this legislative body has reconsidered the circumstances of the state of emergency and that the state of emergency continues to directly impact the ability of the members to meet safely in person and/or state or local officials continue to impose or recommend measures to promote social distancing.

- b. **Acceptance of \$1,500 from
the American Library Association:** APPROVED.

LIBRARY RESOLUTION NO. 2023-5 (C-5)

RESOLVED, That an honorarium to the Teen'Scape Department of the Los Angeles Public Library of \$1,500 by American Library Association be accepted and deposited in Trust Fund 831, Account 374 for the work of Llyr Heller, Librarian II, of her work as an advisor for the ALA Great Stories Club: Imagining Tomorrow: Building Inclusive Futures.

FURTHER RESOLVED, That the City Librarian is authorized to make any necessary technical changes.

- c. **Approval to amend the acceptance of
California Library Literacy Services (CLLS)
Grant for English Language Learning Services:** APPROVED.

LIBRARY RESOLUTION NO. 2023-6 (C-6)

WHEREAS, on September 19, 2022, the California State Library announced that the Los Angeles Public Library (LAPL) English Language Learning grant application was accepted and was eligible for \$137,500; and

WHEREAS, on October 13, 2022, the Board of Library Commissioners accepted the California Library Literacy Services (CLLS) English Language Learning grant for \$137,500; and

WHEREAS, on February 03, 2023, an error in the account number was found in Recommendation 2 of the October 13, 2022 Board Report that needs to be amended. The CLLS funds must be deposited in Trust Fund 419, Account 371 instead of Account 366:

THEREFORE, BE IT RESOLVED, that the Board adopts the recommendations and findings of the City Librarian's Board Report and approves the amendment to correct the account number for the California Library Literacy Services (CLLS) English Language Learning grant for fiscal

year 2022-23 that was approved on October 13, 2022. The funds must be deposited in Trust Fund 419, Account 371 instead of Account 366; and

FURTHER RESOLVED, that the Board hereby authorizes the City Librarian, or designee, to make technical and clerical corrections, if needed, to the original acceptance of the grant on October 13, 2022, and to this amendment.

Discussion Items

d. Contract Award to Humannovations to provide Mental Health Services and/or Social Services

City Librarian John F. Szabo recommended approval to award a contract to Humannovations to provide mental health services and or social services for the Library on an as-needed and as-requested basis.

Commissioner Franzen commended staff for the comprehensive list of providers and for getting services geographically well spread out throughout the city.

Commissioner Edmonds commented that the process for these contracts was very extensive and that the Library had to extend the deadline to make sure that all the right organizations had an opportunity to get on the list.

Vice President Eidmann thanked staff for putting a comprehensive list of providers together that is far reaching in the range and skills of services that are being provided.

It was moved by Vice President Eidmann and seconded by Commissioner Edmonds to approve the following resolution. The motion passed with 4 Ayes (Cao/Eidmann/Edmonds/Franzen.) Noes: 0. Absent: 0.

LIBRARY RESOLUTION NO. 2023-7 (C-7)

WHEREAS, on January 27, 2022, the Board of Library Commissioners (Board) approved the release of a Request for Qualifications (RFQ) to provide Mental Health Services and/or Social Services at the Library on an as-needed and as-requested basis (Library Resolution No. 2022-7).

WHEREAS, the RFQ was released on February 18, 2022, with a proposal due date of May 18, 2022.

WHEREAS, addendum No. 1 to the RFQ was released on April 5, 2022. It revised the due date for proposals to June 30, 2022, and changed the Mandatory Pre-Proposal Conferences date to May 18, 2022.

Library Resolution
No. 2023-7 (C-7) Cont.

WHEREAS, addendum No. 2 to the RFQ was released on May 27, 2022. It revised the due date for proposals to July 14, 2022, and scheduled an additional Mandatory Pre-Proposal Conference for June 15, 2022.

WHEREAS, on October 13, 2022, the Board authorized staff to repost the RFQ with a rolling submission due date of no later than December 6, 2022, to allow qualified organizations that were unable to meet the first deadline an opportunity to be considered and allow staff to present contract award recommendations to the Board as the proposals were submitted, reviewed and evaluated (Library Resolution No. 2022-36 [C-30]).

WHEREAS, on October 14, 2022, Library staff reposted the RFQ.

WHEREAS, addendum No. 1 to the RFQ Repost was released on October 27, 2022. It revised the due date for the proposal to January 10, 2023, and added a Non-Mandatory Pre-Proposal Conference on December 7, 2022.

WHEREAS, addendum No. 2 to the RFQ Repost was released on October 27, 2022. It revised the due date for proposals to January 10, 2023.

WHEREAS, on January 10, 2023, Humannovations (Contractor) submitted a proposal. Library staff reviewed the proposal and found the proposal to be responsive to the RFQ submittal requirements, and an evaluation panel of Library employees evaluated the proposal and determined that the organization was qualified to perform the proposed services.

WHEREAS, funds are available to compensate the Contractor for services in accordance with the Agreement.

THEREFORE, BE IT RESOLVED, that the Board adopts the recommendations and findings of the City Librarian's Board Report and approve the contract with the aforementioned organization to provide Mental Health Services and/or Social Services for the Library as stated in the report.

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

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

- e. **Contract Award to Sutherland Consulting Group, Inc., dba Ed Technology Funds ("EdTech"), to Provide E-Rate Consultant Services on an As-Needed and As-Requested Basis.**

City Librarian John F. Szabo recommended approval to award a contract to Sutherland Consulting Group, Inc., doing businesses as Ed

Technology Funds or EdTech, to provide consulting services on an as-needed basis to assist the Library with the process of applying for E-Rate funds, which are a tremendous benefit to the Library in terms of funding IT related equipment and services.

It was moved by Commissioner Edmonds and seconded by Commissioner Franzen to approve the following resolution. The motion passed with 4 Ayes (Cao/Eidmann/Edmonds/Franzen.) Noes: 0. Absent: 0.

LIBRARY RESOLUTION NO. 2023-8 (C-8)

WHEREAS, on August 11, 2022, the Board of Library Commissioners (“Board”) approved the release of a Request for Proposals for E-Rate Consultant Services (RFP) to find a qualified and experienced organization to provide E-Rate consultant services on an as-needed and as-requested basis (Library Resolution No. 2022-29 [C-23]);

WHEREAS, the RFP was released on September 21, 2022, and the Pre-Proposal Conference was held on October 5, 2022. On October 26, 2022, the Library received two proposals;

WHEREAS, Library staff reviewed the proposals and found both to be responsive to the RFP submittal requirements. An evaluation panel of Library employees reviewed and evaluated the proposals, and Sutherland Consulting Group, Inc., dba Ed Technology Funds (“EdTech”) received the highest overall score; and

WHEREAS, funds are available to compensate EdTech for services in accordance with the Agreement.

THEREFORE, BE IT RESOLVED, that the Board adopts the recommendations and findings of the City Librarian’s Board Report and approves the contract with EdTech to provide E-Rate Consultant Services as stated in the report;

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 completion of all required approvals.

f. Approval of Request for Proposal (RFP) for Strategic Plan Consultant.

City Librarian John F. Szabo recommended approval to release a Request for Proposals (RFP) for a Strategic Plan Consultant. He noted that the most recent strategic plan had concluded in 2020, and the process for a new plan had been delayed due to the pandemic. He said the RFP is to seek out a consultant to work with the Library on developing a strategic plan that would have a very comprehensive approach to outreach.

Board President Cao asked Mr. Szabo if there was a report on the previous strategic plan on what had been accomplished, based on where it was leading the Library, and in what ways had pivoted.

Mr. Szabo replied that the strategic plan was developed about seven or eight years ago, and many items were related to collections, technology, public facing technology, which the Library successfully executed and delivered. He said the process for that strategic plan considered 11,000 specific pieces of input and information received from residents into that process and engaged a very broad audience. He stated staff could provide specifics on what was successful, what was not completed and reason for it.

President Cao stated that the Library has accomplished so much since the Board adopted the strategic plan and she is proud of how much came of it.

Commissioner Franzen commented that most strategic plans are three to five years, and asked what would be the length and agenda for the new plan.

Mr. Szabo replied that the plan and the agenda for the LAPL is shaped by the patrons, by staff, and by the Board. He said the consultant helps us with thinking through the process for doing that, how to effectively engage all of those audiences, what the possibilities are, and the future of those areas they want to focus on. The end product needs to be presented in a very concise way and it can be shared with every Angeleno.

It was moved by Commissioner Franzen and seconded by Vice President Eidmann to approve the following resolution. The motion passed with 4 Ayes (Cao/Eidmann/Edmonds/Franzen.) Noes: 0. Absent: 0.

LIBRARY RESOLUTION NO. 2023-9 (C-9)

WHEREAS, the previous strategic plan for the period 2015-2018 for the Library was approved by the Board of Library Commissioners on January 8, 2015; and

WHEREAS, the Library now requires the professional services of a qualified consultant to oversee the process and guide staff in the development of an updated comprehensive strategic plan for the Library; and

WHEREAS, the selected consultant will provide a completed strategic plan that will: be data driven, contain measurable goals, and be realistic in scope; address the needs of the City's large and diverse communities; clearly identify service priorities, goals, and objectives; serve as a guide to drive decisions regarding budget development and administration, programs, services, collections, technology, and staffing (operations, administration and support); examine growth patterns, demographics, and trends in emerging technologies; and, clearly articulate the values of the Library and a future vision for the Library's continued role in its communities; and

Library Resolution
No. 2023-9 (C-9) Cont.

WHEREAS, the term of the proposed agreement will be for one year with two one-year options to renew at the discretion of the City Librarian, or designee, in an amount not to exceed \$100,000 per fiscal year (July 1 – June 30). No minimum amount of work or compensation is guaranteed; and

WHEREAS, funds will be appropriated in the Fiscal Year 2023-24 Library operating budget and will be available in Contractual Services Account 3040 to compensate the selected contractor for services in accordance with the proposed contract.

THEREFORE, BE IT RESOLVED, that the Board adopts the recommendations and findings of the City Librarian's Board Report and authorizes the release of an RFP for a Strategic Plan Consultant; and

FURTHER RESOLVED, that the Board hereby authorizes the City Librarian and City Attorney to make technical and clerical corrections, if needed, to the RFP.

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

Vice President Eidmann reported that at the most recent meeting, the Ad hoc Committee had discussed three main items. First, the Social Worker III has been officially hired by the Library and will start next week. She will be supervising the additional social workers that will be hired. Second, they discussed the status of the approval of the contracts for mental health and social services and the list of services those nine contractors would provide. The final item was regarding training on how to administer Narcan in the libraries.

City Librarian John F. Szabo noted he had informed the Mayor that around 300 library staff members have received training in administering Narcan so far, including himself. He said training continues, and that LAPL is receiving questions from other libraries and from other public-facing departments in the city about staff training. He stated that the Library Experience Office staff are in conversation with Recreation and Parks as an element of our broad approach toward helping patrons in crisis in our Library Experience Office.

8. Commissioners' Comments and Announcements

- **Commissioner Dale Franzen - Farewell**

Commissioner Dale Franzen announced that this was her last meeting as she will be stepping down from her position as a Commissioner this month. She said it had been a great honor to serve on this Commission and to have worked with incredible fellow Board members and extraordinary City Librarian John Szabo and staff.

Commissioner Franzen said she grew up going to the Library every week, so it had been a great experience for her to serve on the Board under Mayor Garcetti, and serve this great institution. She is proud of the work the

Board did around Re-Imagining the Library, which was very challenging but also exciting to hear so many people come forward to talk about how they would reimagine things, and it really gave her a lens into what it is to live in a democracy.

- Commissioner Arianne Edmonds - Farewell

Commissioner Arianne Edmonds also announced that she would be stepping down from the Board this month. She said she felt grateful to be able to sit at the table with fellow members that are really passionate about seeing real change in our city, and creating safe spaces in our community for people to learn, grow, and be inspired.

Commissioner Edmonds said she was very grateful to have served on this Board on a personal level and professional level. She noted that this Library was holding some missing pieces from her family history that she didn't even know existed, family treasures that have been found. She thanked President Cao and Vice President Eidmann for their leadership and inspiring the Board to push forward.

Board President Cao thanked both Commissioners for their service to the Los Angeles Public Library and to the city. She said it had been a joy to work with them and that she was appreciative of the expertise and lived experiences they brought. She thanked them on behalf of Library staff, patrons, and fellow members for working through some really hard times, but also getting to know them and cherishing their friendship.

Vice President Eidmann stated that it had been such an honor and privilege to have served on this commission with both of them. She thanked Commissioner Franzen for beginning the literary readings, which had changed the tone of the meetings so much, and brought a special aspect of the Library.

Vice President Eidmann said that both members brought their personal past experiences with the library into this work and it has been so special and transformative; and personally, she feels incredibly lucky to have had the ability to serve with both of them.

City Librarian John F. Szabo thanked both Commissioners for their leadership, support, and for lifting up staff. He said he also thinks of Commissioner Josefa Salinas today, and how he and the staff are proud of this all-women commission.

Next Board Meeting Notice: The next Regular Meeting of the Board is scheduled for Thursday, March 9, 2023, at 11:00 a.m. at the Central Library, in the Board Room. Public comment will be available via zoom for those who cannot make it in person.

9. Adjournment: The meeting was adjourned 11:56 a.m.

ATTEST:

Bích Ngọc Cao
President

Raquel M. Borden
Board Executive Assistant

Approved: 4/27/2023