

# **MINUTES**

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

**May 28, 2020**

A Regular Meeting of the Board of Library Commissioners was held via teleconference at 11:05 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:** For Literary appreciation, Board President Cao spoke about Larry Kramer, AIDS activist and talented writer and playwright, who passed away recently.

### **3. APPROVAL OF MINUTES: Regular Meeting – April 9, 2020**

It was moved by Commissioner Salinas and seconded by Commissioner Franzen to approve the Minutes of the Regular Meeting held April 9, 2020. The motion passed with the following votes: 5 Ayes (Cao, Eidmann, Franzen, Lassiter and Salinas).

### **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:

**Fiscal Year 2020-21 Budget Update:** The Mayor's Proposed Budget was sent back by City Council to the Budget and Finance Committee with 33 amending motions. The Budget still will become effective July 1. The Library's budget will be submitted to the Board in June for approval.

**Reopening Plans:** The Library is working on a reopening plan with input from staff at all levels. Phases 0 and 1 include planning and preparation, preparing facilities, and working on the procedures to offer LAPL to GO curbside service at a limited number of branches. In Phase 2, the Library may offer limited public access and services, following distancing measures.

The Library is following the leadership of the Mayor and health officials, and is working on staff safety standards based on the national standards from research conducted by the Institute of Museum and Library Services (IMLS) and guidelines from the Center for Disease Control (CDC) for handling library materials, reorganizing workspace, and staggering work schedules, and following the city's protocols for staff returning to the workplace.

**LAPL's Services at Home:** For the first time the Library has surpassed the one million mark for e-media circulation within a single month.

**KTLA Featuring LAPL Resources:** Gayle Anderson, reporter from KTLA News, is covering LAPL services to the community, including Career Online High School, Safer at Home Archive, e-media use and e-cards.

**Career Online High School Enrollment Increases:** The number of students enrolled in the Library's Career Online High School (COHS) increased during the pandemic. In April 2020, 50 new students were enrolled. There are 353 active students. To date, 389 students have graduated.

**Safer at Home Archive:** The Los Angeles Public Library has launched the "Safer at Home Archive" to document this unprecedented era in history and create a time capsule of the COVID-19 pandemic in Los Angeles. The Library is asking Angelenos to upload digital images, artwork, poetry, journal entries and more to the Library's website to be curated and cataloged.

**Translation Services:** More than 20 Librarians are assisting the Mayor's Communications Team with translations related to COVID-19 messaging in eight languages: Armenian, Chinese, Farsi, Japanese, Korean, Russian, Spanish and Vietnamese.

**Virtual Career Day Series for Teens:** The Library hosted a Virtual Career Day Series for teens to stay engaged and career focused. Multiple guest speakers, among them social workers, occupational therapists and physicians, participated in six career days with 224 young adults in virtual attendance.

**LAPL Wins Honorable Mention in Brand Awards:** A short film created by Media Librarian Keith Kesler from the Public Relations and Marketing Office received honorable mention at the 5<sup>th</sup> annual Brand Film Awards. The video, which tells the story of the LAPL art card and its creator Gajin Fujita, won over submissions by Anheuser-Busch and Easter Seals.

**Libraries Serving as Cooling Centers:** LAPL employees, custodial staff, and contract security staffed the following five branch libraries to serve as cooling centers: Baldwin Hills, Platt Branch, Sherman Oaks Branch, Sun Valley Branch, and Vernon. Supplies and

personal protective equipment from the City's Emergency Operations Center and web-based training was provided to staff. No library services were offered.

**Street Fleet Delivers Books to Shelters:** The Library's three new Street Fleet vehicles are delivering donated books COVID-19 homeless shelters at recreation centers. The vehicles, which are wrapped with graphics promoting library services, were acquired to bring library resources into communities across the city.

**Disaster Service Workers (DSW):** Library staff continue to volunteer for DSW assignments. They started managing two trailer shelter sites at Rancho Cienega and Friendship Park as facility managers and client support workers. The Library is managing the day-to-day operations. This is a 24/7 operation with 12-hour shifts. To date, LAPL staff have filled 3,400 shifts; 365 Library employees have filled more shifts than any other department, staffing LAFD COVID-19 testing facilities, shelters, and various other roles.

**Anna Avalos Named a 2020 Mover & Shaker by The Library Journal:** Anna Avalos has been the Multilingual Collections Manager for three years; since then, Ms. Avalos has created a Spanish Language Translations Team that collaborates on translation of policies, flyers, forms, brochures, and website content. She also helped organize the *LA Libros Festival*, which was a huge success.

## **6. CITY LIBRARIAN'S REPORTS:**

### **Consent Items**

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

#### **a. Acceptance of a gift from the California Emerging Technology Fund for in honor of Rita D. Walters**

City Librarian John F. Szabo reported that Susan Walters, daughter of former Library Commissioner Rita D. Walters, desires that donations in memory of Rita D. Walters be sent to the Los Angeles Public Library. He said a donation page has been set up on the website for this purpose. He noted that the Library intends to bring forward a recommendation to honor former Commissioner Walters.

### **LIBRARY RESOLUTION NO. 2020-17 (C-8)**

RESOLVED, That the Board of Library Commissioners accepts the donation of \$10,000 from the California Emerging Technology Fund in honor of Rita D. Walters, former member of the Board of Library Commissioners; and

FURTHER RESOLVED, That the funds be deposited in Trust Fund 831, Code 358, "In Memory of Rita Walters;" and

FURTHER RESOLVED, That a letter of thanks be sent to the California Emerging Technology Fund expressing the grateful appreciation of the Board and staff for this generous gift.

**b. Acceptance of gift from the  
Westside Neighborhood Council**

**LIBRARY RESOLUTION NO. 2020-18 (C-9)**

RESOLVED, That a gift of \$1,500 received from the Westside Neighborhood Council initiated by the Friends of the Palms-Rancho Park Public Library, for the benefit of the Palms-Rancho Park Branch Library be accepted and deposited in Trust Fund 831, Account 313; and

FURTHER RESOLVED, That a letter of thanks be sent to the Westside Neighborhood Council and the Friends of the Palms-Rancho Park Public Library, expressing the grateful appreciation of the Board and staff for the generous gift.

**c. Acceptance of Mitigation Fees  
for 6200 Sunset Blvd Project**

**LIBRARY RESOLUTION NO. 2020 - 19 (C-10)**

WHEREAS, on May 28, 2020, the Board of Library Commissioners found that developer, PO Sunset LLC applied for and received conditional approval from the Department of City Planning to construct the 6200 Sunset Boulevard Project (the "Project") consisting of 270 residential units to be located at 6200 Sunset Blvd., Los Angeles; 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 364 projected number of residents in the 270 units, which fee totals \$64,800:

BE IT RESOLVED, that the Board of Library Commissioners approved the acceptance of \$64,800 for payment of a Library Development Impact Mitigation Fee, from developer PO Sunset LLC, 1780 S. Post Oak Lane, Houston, TX 77056; and

FURTHER RESOLVED, that the Board of Library Commissioners authorized the City Librarian, or designee, to deposit \$64,800 into the Library Trust Fund 831, Account 357, to acquire books, technology and/or library materials, and to pay for Library programs, facility and landscape improvements, and furniture for the following Branch Libraries: Will & Ariel Durant, Wilshire, Frances Howard Goldwyn-Hollywood Regional, and John C. Fremont; and

FURTHER RESOLVED, that the City Librarian, or designee send a letter to Vince Bertoni Director of DCP, with a copy to PO Sunset LLC, 1780 S. Post Oak Lane, Houston, TX 77056. The letter notifies DCP that the Library Development Mitigation fee has been paid for this Project.

**7. PRESENTATION: None.**

8. **VARIOUS COMMUNICATIONS:** None.

9. **COMMISSIONERS' COMMENTS &  
REVIEW OF MATTERS PENDING:** None.

10. **ADJOURNMENT**

There being no further business, the meeting was adjourned at 11:41 a.m.

ATTEST:

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Bích Ngọc Cao  
President

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Raquel M. Borden  
Board Executive Assistant