

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

**Special Meeting**  
**June 9, 2022**

A Special Meeting of the Board of Library Commissioners was held via teleconference at 11:40 a.m. on the above-written date.

**1. Roll Call:**

<b>Present:</b>	President Vice-President Commissioner	<b>Bích Ngọc Cao Kathryn Eidmann Josefa Salinas</b>
<b>Absent:</b>	Commissioner Commissioner	<b>Arianne Edmonds Dale Franzen</b>

**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. Agenda Items Comment Period:** None.

**3. City Librarian's Report:**

It was moved by Commissioner Salinas and seconded by Vice President Eidmann to approve finding to continue teleconference meetings pursuant to AB361. The motion passed with 3 Ayes (Cao/Eidmann/Salinas). Noes:0. Absent: 2 (Edmonds/Franzen).

**a. Adoption of the Library Department's  
Personnel Resolution for Fiscal Year 2022-23**

City Librarian John F. Szabo recommended the Board adopt the Library Department's Personnel Resolution for the Fiscal Year 2022-2023, which is the formal authorization for the number of positions and position classifications within the Library Department and it is a companion document to the Library's budget.

**DISCUSSION**

Board President Cao asked if library hours are being impacted by staff being out as a result of COVID, or if it was because the Library didn't have enough staff for those in positions.

Mr. Szabo said the answer was both. He said it was a continuation of the challenge to fill all of the positions that are needed. The Library went through a very lengthy period without the ability to fill positions, but the Library's Human Resources Office has been working with the city's Personnel Department to fill positions as

quickly as possible. However, there are still a number of vacancies for which there is not adequate staffing for particular libraries and the unpredictability of that can be challenging.

Board President Cao asked if they needed to make any changes to mitigate these issues of closures while they are in the process of hiring.

Mr. Szabo replied that one is to push for hiring as much as possible, but approval sometimes takes quite of time, even though the Library has the ability to hire as-needed individuals who retired from the system that come back to work, which also has to go through approval process with the city and it can take weeks or months. He said they are always looking at the level of the problem and during the surge earlier in the calendar year, they had to amend the schedule due to the significant number of staff being out. Then, in late February, early March, the Library began restoring hours to normal, but there are times when they are not able to be open due to staffing issues.

Commissioner Salinas asked if there were any facilities that are totally not open because of staffing issues, or just had reduced hours. Mr. Szabo replied that the Library does not have any library closed due to staffing issues on a consistent basis.

Commissioner Salinas asked if staff had considered having a system to call on for extra help from a list of people who are already approved to work to send them to a facility that needs the extra help. Mr. Szabo said the Library has exactly that system with as needed librarians and administrative clerks to provide supplemental staffing.

Commissioner Salinas asked if they had thought about expanding that list if we don't have enough people to cover. Mr. Szabo said they are always working on expanding that list, because the broader that list, the more geographically spread out and the better it is but it's challenging for a whole host of reasons.

Board President Cao said the staffing challenges are similar to what a lot of other large organizations are experiencing right now.

Vice President Eidmann asked if during the year circumstances were to change; for example, if they wanted to start the process for hiring additional social workers and had the funding in the budget, would the Board have the ability to make a modification to this personnel resolution.

Mr. Szabo replied that the personnel resolution could be modified.

It was moved by Commissioner Salinas and seconded by Vice President Eidmann to adopt the following resolution. The motion passed with 3 Ayes (Cao, Edmonds & Salinas). Noes: 0. Absent: Eidmann & Franzen.

LIBRARY RESOLUTION NO. 2022-22 (C-16)

A RESOLUTION FIXING PERSONNEL IN THE LIBRARY DEPARTMENT OF THE CITY OF LOS ANGELES FOR THE FISCAL YEAR 2022-2023.

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 2022-2023; and

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 2022-2023 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, 2022, 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 2022-2023 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 entire resolution will be included in the official Minutes Book records.)*

4. **Adjournment:** The meeting was adjourned at 11:50 a.m.

ATTEST:

---

Bích Ngọc Cao  
President

---

Raquel M. Borden  
Board Executive Assistant