

# **MINUTES**

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

**July 23, 2020**

A Regular Meeting of the Board of Library Commissioners was held via teleconference at 11:15 a.m. on the above-written date.

### **1. ROLL CALL:**

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

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

**2. OPENING REMARKS:** Board President welcomed everyone and provided instructions on how the meeting would be conducted.

**3. APPROVAL OF MINUTES:** None.

### **4. PUBLIC COMMENTS ON MATTERS WITHIN THE BOARD'S JURISDICTION:**

The Board heard 14 Public Comments opposing the funding for LAPD services in libraries.

### **5. CITY LIBRARIAN'S COMMENTS AND ANNOUNCEMENTS**

City Librarian John F. Szabo reported the following:

- **Library to Go** is now being offered at 20 library locations. There are 86,000 holds that staff are processing to schedule pick up at those locations.
- **Disaster Service Workers (DSW):** The Library has 514 employees that have filled 6,580 DSW assignments at homeless shelters, senior meals hotline call center and COVID-19 testing sites.
- **Diversity and Inclusion Apprenticeship Program:** Ten new apprentices are in the program, which aims to increase diversity and representation within librarianship. ALA Spectrum Scholar Ulises Chavez Ramirez is among the apprentices.

- **Mayor's Executive Directive on Racial Equity:** The directive requires implicit bias training for all city employees and requires all departments to develop a racial equity plan and to appoint a Racial Equity Officer. Jené Brown, Principal Librarian, has been appointed to this role. The department will review recruitment, hiring, procurement, collections, and programming. Prior to this directive and the pandemic, the Library was already taking part in the Cultivating Racial Equity and Inclusion (CREI) effort led by the California State Library. The overarching goal of CREI is to create a statewide network of libraries and library staff committed to racial equity and full inclusion for all in library service delivery.
- **Anti-Racist Conversation Series in Spanish:** Staff has developed a conversation series addressing anti-Blackness and colorism by streaming anti-racist discussions live on LAPL's YouTube and Facebook. Participants are encouraged to have conversations with their families and friends. A list of resources is also provided.
- **LAPL Presented "Take the Lead" at ALA's Virtual Conference:** More than 800 attended the presentation on "Take the Lead: Developing Library Leaders at All Levels" made at the American Library Association's virtual conference by Assistant City Librarian Susan Broman along with FUSE Executive Advisor Julie Lamba, Helen Neal from Branch Library Services; and Senior Librarian Mandy Nasr from the Northridge Branch Library.
- **Science @ Home Program:** The American Library Association featured our Science @ Home video series on its website. This weekly program, created by Senior Librarian Denice Nossett from the Wilmington Branch Library, demonstrates simple science projects with everyday objects that children can do at home, and explains the science behind the project works.
- **Zooming Forward:** In June, the Library hosted 1,074 Zoom meetings with 11,661 participants, for a total of 584,491 minutes. People from various countries such as Argentina, Australia, Canada, India, Japan, Korea, Mexico, Peru and the United Kingdom participated in the meetings.
- **Farewell to Chad Helton, Director, Branch Library Services:** The City Librarian, Board and staff thanked Chad Helton, Director of Branch Library Services, for his service to the Los Angeles Public Library and wished him well at his new job as director of the Hennepin County Library in Minnesota.

## 6. CITY LIBRARIAN'S REPORTS:

### Consent Items

- a. **Acceptance of ALA/Google Libraries Build Build (LBB) Grant for the *Sea un Vendedor Ambulante Exitoso en Los Angeles*/Successful Sidewalk Vending Program for Fiscal Year 2020/21: APPROVED**

Vice President Eidmann commented that she was pleased to see the Library get involved in supporting street vendors, who are part of the small business community.

Commissioner Franzen asked how the grant funds would be used.

City Librarian John F. Szabo stated that the grant funds would be used to develop an online curriculum for street vendors that would be linked to the New Americans Initiative. Topics would be on micro enterprise readiness skills like bookkeeping, credit building and business licenses. The Library will work with community partners and to train staff to become more proficient in these topics.

Librarian Madeline Idefonso, who manages the Library's Civics and Community Services, stated that the intention of the grant is to connect vendors with resources that already exist. Currently, it would focus on mobile delivery via CellEd, a current Library vendor that will deliver the content via smartphone, flip phone, and WhatsApp.

It was moved by Vice President Eidmann and seconded by Commissioner Franzen to approve the following resolution. The motion passed with 3 Ayes (Cao, Eidmann, and Franzen). 0 Noes. Absent: 2 (Lassiter & Salinas)

LIBRARY RESOLUTION NO. 2020-24 (C-14)

WHEREAS, On July 15, 2020, the American Library Association/Google "Libraries Build Business" grant announced that the Los Angeles Public Library (LAPL) is awarded \$85,000 for the "*Sea un vendedor ambulante exitoso*/Successful Street Vending" program; and the award is to be distributed in three equal payments of \$23,333.33; and

WHEREAS, These funds must be accepted by the Board of Library Commissioners to activate this award:

THEREFORE BE IT RESOLVED, That the Board of Library Commissioners accept the American Library Association/Google "Libraries Build Business" \$85,000 grant for the "*Sea un vendedor ambulante exitoso*/Successful Street Vending" program; and

FURTHER RESOLVED, That the funds be deposited in Trust Fund 831, Account 359.

Discussion Items

**b. Release of Request for Proposals  
(RFP) Enterprise Security Cameras  
& Access Control Systems: APPROVED**

City Librarian John F. Szabo recommended approval to issue a Request for Proposals (RFP) to select an expert and qualified vendor to provide, maintain, and install enterprise security camera and access control systems at Central and 72 Branch Libraries.

**Public Comments**

The Board heard one (1) public comment inquiring about the length of time video footage is kept, whether they include images of the public, and the situations they are kept for.

**Board Discussion**

Commissioner Franzen requested information on when the Library started using video cameras, incident history and the reasons why they are needed.

Mr. Szabo replied that the Library has had security cameras for a long time. They are specifically focused on the outside of the libraries and on blind spots inside of the libraries. They are used as a safety measure in the event of criminal activity. He said staff could provide a chronology of how long various libraries have had cameras and provide examples of their usage.

Commissioner Franzen stated that this is a good time to examine all the practices around security and safety.

Board President Cao requested information on how long footage is kept.

Commissioner Franzen asked whether the Board could wait to approve this item until they received the information they requested.

Board President Cao stated she would like to move forward with this item because of the lengthy procurement process.

It was moved by Vice President Eidmann and seconded by Commissioner Franzen to approve the following resolution. The motion passed with 3 Ayes (Cao, Eidmann, and Franzen). 0 Noes. Absent: 2 (Lassiter & Salinas)

**LIBRARY RESOLUTION NO. 2020-25**

WHEREAS, The Los Angeles Public Library (LAPL) desires to issue an RFP to select an expert and qualified vendor to provide, maintain, and install enterprise security camera and access control systems at Central and 72 Branch Libraries; and Library Resolution No. 2020-25 (Continued)

WHEREAS, The Board of Library Commissioners found, in accordance with the Los Angeles City Charter Section 1022, that it is more economical that these services be performed by an independent contractor than by City employees; and

WHEREAS, Funds are available for the proposed contract in the Library's Contractual Services Account; and

WHEREAS, The term of the agreement with the selected proposer would be five (5) years with two (2) one-year renewal options:

BE IT THEREFORE, RESOLVED, That the Board of Library Commissioners authorizes the City Librarian, or designee, to release the Request for Proposals (RFP) for Enterprise Security Camera and Access Control Systems and to advertise and distribute the RFP to potential proposers; and

FURTHER RESOLVED, That the City Librarian and City Attorney be authorized to make technical changes if needed to the RFP; and

FURTHER RESOLVED, That the proposals be submitted to the Office of the Board of Library Commissioners, 630 West Fifth Street, Los Angeles, CA 90071, at a date and time selected by the City Librarian, or designee.

**c. Release of Request for Proposals (RFP)  
for Audiovisual Consultant Services**

City Librarian John F. Szabo recommended approval to issue a Request for Proposals (RFP) for an Audiovisual Consultant to select a qualified Audiovisual Consultant to provide professional and technical services at Central Library and other library facilities. Mr. Szabo stated that Russell Pyle had provided this service for many years, but he is retiring and moving from Los Angeles. Mr. Szabo stated that the Library needs to have a contractor in place for when the Library re-opens.

There were no requests for public comments on Exhibit C.

It was moved by Vice President Eidmann and seconded by Commissioner Franzen to approve the following resolution. The motion passed with 3 Ayes (Cao, Eidmann, and Franzen). 0 Noes. Absent: 2 (Lassiter & Salinas)

**LIBRARY RESOLUTION NO. 2020-26**

WHEREAS, The Los Angeles Public Library (LAPL) desires to issue an RFP to select a qualified Audiovisual Consultant to provide professional and technical services to manage, direct, plan, and coordinate the audiovisual, lighting and other technical aspects of meetings or productions staged in the Central Library S. Mark Taper Auditorium, Rotunda, Courtyards, meeting venues and other library facilities; and

WHEREAS, The Board of Library Commissioners found, in accordance with the Los Angeles City Charter Section 1022, that it is more economical that these services be performed by an independent contractor than by City employees; and

WHEREAS, Funds are available for the proposed contract in the Library's Contractual Services Account; and

WHEREAS, The term of the agreement with the Audiovisual Consultant would be one (1) year with two (2) one-year renewal options.

BE IT THEREFORE, RESOLVED, That the Board of Library Commissioners authorizes the City Librarian, or designee, to release the Request for Proposals (RFP) for an Audiovisual Consultant and to advertise and distribute the RFP to potential proposers; and

Library Resolution  
No. 2020-26 (Continued)

FURTHER RESOLVED, That the City Librarian and City Attorney be authorized to make technical changes if needed to the RFP; and

FURTHER RESOLVED, That the proposals be submitted to the Office of the Board of Library Commissioners, 630 West Fifth Street, Los Angeles, CA 90071, at a date and time selected by the City Librarian, or designee.

**7. ELECTION OF OFFICERS FOR FISCAL YEAR 2020-201: POSTPONED**

The Election of Officers was postponed until the second meeting in August.

**8. VARIOUS COMMUNICATIONS: None.**

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

- Next Meeting: The next Regular Meeting of the Board is scheduled for Thursday, August 13, 2020, at 11:00 a.m. via Teleconference.

**10. ADJOURNMENT:**

The Meeting was adjourned at 12:18 p.m. in memory of Congressman John Lewis.

ATTEST:

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**Bích Ngọc Cao**  
**President**

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**Raquel M. Borden**  
**Board Executive Assistant**