

MINUTES

BOARD OF LIBRARY COMMISSIONERS CITY OF LOS ANGELES

August 26, 2021

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
	Commissioner	Josefa Salinas

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: None.

3. Approval of the Minutes:

a. Minutes of the Regular Meeting - July 22, 2021: APPROVED

It was moved by Commissioner Franzen and seconded by Commissioner Edmonds to approve the Minutes of the Regular Meeting held on July 22, 2021. The motion passed with 5 Ayes (Cao, Edmonds, Eidmann, Franzen, and Salinas). Noes: 0. Absent: 0.

b. Minutes of the Regular Meeting - August 12, 2021: APPROVED

It was moved by Commissioner Salinas and seconded by Commissioner Edmonds to approve the Minutes of the Regular Meeting held on August 12, 2021. The motion passed with 5 Ayes (Cao, Edmonds, Eidmann, Franzen, and Salinas). Noes: 0. Absent: 0.

4. Public Comments on Matters

Within the Board's Jurisdiction: There were no requests for public comment.

5. City Librarian's Comments

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

- **Story Hackers Premieres:** This new series premiered on KLCS last night. Library staff participated talking about books, storytelling activities, and promoting library resources all with the goal of encouraging a lifelong love of reading. Children's Senior Librarian Joanna Fabicon hosted the first episode, which showcased Asian American and Pacific Islander Heritage Month, featured Maya Lin, the designer of the Vietnam Veterans Memorial and the Civil Rights Memorial in Montgomery, Alabama.
- **L.A. BioBlitz Challenge:** This partnership with LA Sanitation and Environment to identify wildlife across the city working together toward the common goal of crowdsourcing data for the Los Angeles biodiversity index. A remarkable 14,813 observations and 29 indicator species of wildlife in this first annual L.A. BioBlitz Challenge in Los Angeles. The three most photographed and mapped species were the monarch butterfly, red-tailed hawk and great blue heron.
- **NASA GLOBE Mosquito Habitat Photo Challenge:** The Exploration & Creativity Department kicked off another observational research opportunity with NASA's GLOBE Mosquito Habitat Photo Challenge late last month. This challenge encourages people to take photos of mosquito habitats to help NASA validate their research to help prevent outbreaks of mosquito-borne diseases.
- **Special Visitors at Central Library:** Actor, director and TV host LeVar Burton visited Central Library earlier this month. Burton was shooting a PBS special titled "Open a Book, Open the World," part of this year's Library of Congress' National Book Festival, which he is co-hosting from L.A. with Librarian of Congress Dr. Carla Hayden from Washington, D.C. Dr. Hayden personally reached out to thank the Public Relations staff member Brenda J. Breaux, Senior Librarian Brooke Sheets and Sgt. Michael De La Hunt for making the six-hour shoot go so smoothly.

Winning Award Artist Elizabeth Ito also visited the Central Library. She is known for her work on *Adventure Time* and *City of Ghosts*, an animated series that features Central Library as the meeting place for a club of kids who find ghosts throughout the city while viewers learn about L.A. neighborhoods and their histories.

- **Libraries Facilitate Voting:** The library is collaborating with the L.A. County Registrar-Recorder/County Clerk by hosting Vote By Mail drop boxes at library locations for the special elections.
- **Summer Reading Challenge Wrap-Up:** More than 11,000 adults, teens, children and early learners registered for the 2021 Summer Reading Challenge. They read a remarkable total of 3,475,418 minutes. In addition to tallying their reading hours and attending programs, participants were encouraged to try a number of Summer Reading Challenge activities that focused on sustainability and equity. Special thanks to children and young adult librarians for another successful reading program.
- **Volunteer Recognition Event:** Attendees heard presentations, played Library Jeopardy online, and virtually mingled in breakout rooms with fellow volunteers. Staff shared with them how much we appreciate their support, and many of the volunteers

shared what the library means to them. For example, *“LAPL was my window to the world when I was growing up. It's an honor to support a city institution that continues to do that for each succeeding generation of Angelenos!”* and another person said, *“I feel that I have gotten more out of this program than I could ever give back...I have grown, personally and academically and socially with this experience.”*

- **Libraries Hosting Vaccination and Testing Clinics:** In partnership with the Los Angeles County Department of Public Health Services, Los Angeles City Fire Department and non-profit partners, the Central Library and 14 branches are now serving as COVID-19 vaccination and testing sites. From July 28 to August 25, the clinics administered 319 vaccinations and 1,640 tests. Seven additional clinics are scheduled through October 5th.
- **New Newsletter for STAR Volunteers:** Children's Services launched its first STAR Newsletter this summer to highlight STAR volunteers and library staff. It features in depth profiles of volunteers, news about the program, read-aloud tips and book recommendations. The newsletter is distributed monthly. The second issue will be released this week.
- **Two New Division Librarian Positions Filled:** Mr. Szabo reported that he had appointments to two very important division librarian positions. Joyce Cooper is the new Director of Branch Library Services, and Jené Brown is the new Director of Emerging Technologies and Collections, which includes the Digital Content Team, Training, Collections and Acquisitions, Multilingual Collections, Cataloging, Emerging Technology Projects, and the CARL Support Office. Both of them have been with the library a great number of years and they will continue to do a remarkable job in meeting the needs of the library and patrons.

The Board congratulated Joyce Cooper and Jené Brown for their new appointment as Directors and thanked them for the dedication and amazing work they are doing.

6. City Librarian's Reports:

Consent Item(s)

- a. Acceptance of gift of materials valued
from the Friends of the Northridge Library

It was moved by Commissioner Salinas and seconded by Commissioner Franzen to approve the following resolution. The motion passed with 5 Ayes (Cao, Eidmann, Edmonds, Franzen & Salinas). Noes: 0. Absent: 0.

LIBRARY RESOLUTION NO. 2021-22

RESOLVED, That a gift of new books valued at \$1,522.63 received from the Friends of the Northridge Library for the Northridge Branch Library be accepted; and

FURTHER RESOLVED, That a letter of thanks be sent to the Friends of the Northridge Library, expressing the grateful appreciation of the Board and staff for the generous gift.

Discussion Item(s)**b. Approval of a Request for Proposals (RFP)
For Audiovisual Consultant Services**

City Librarian John F. Szabo recommended approval to issue a Request for Proposals (RFP) to select a qualified Audiovisual Consultant to provide professional and technical services at Central Library as well as at branch libraries. He noted that the RFP issued last year was not successful due to the pandemic, necessitating the reissuing of the RFP.

Discussion

Commissioner Franzen asked for the job description. Mr. Szabo stated that the RFP goes into detail about what the expectations are for the role.

Commissioner Edmonds asked about the outreach process, since the city has a very complicated RFP process, and how much room does the Library have to adjust these RFP's.

Mr. Szabo replied that the Library follows the City's procurement process and there are efforts built in to ensure that the procurement reaches broad audiences. He said there is not much wiggle room about changing the city's procurement process. The Library goes above and beyond to make sure that these opportunities reach a broad and diverse audience of potential responders and businesses, and that includes advertising in publications reaching industry groups and also being helpful in explaining the process.

Commissioner Edmonds asked if the Library would be open to doing informal sessions where people can drop in to learn about the process in general prior to the pre-qualifying mandatory meeting.

Commissioner Franzen said she supports Commissioner Edmonds request and for it to be advertised to first time RFP applicants.

Mr. Szabo stated that there are some forthcoming changes from the city about the process that are going to be helpful and should simplify the process.

It was moved by Commissioner Salinas and seconded by Commissioner Franzen to approve the following resolution. The motion passed with 4 Ayes (Cao, Eidmann, Franzen & Salinas). Noes: 0. Absent during voting: 1 (Edmonds).

LIBRARY RESOLUTION NO. 2021-23

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 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.

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

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. Approval of a Request for Proposals (RFP)
for Special Event Coordinator Services

City Librarian John F. Szabo recommended approval to issue a Request for Proposals (RFP) to select a qualified Special Events Coordinator to provide professional and technical consulting services to develop, organize and manage a wide range of events for the Library and for private events at library facilities.

It was moved by Commissioner Salinas and seconded by Commissioner Franzen to approve the following resolution. The motion passed with 4 Ayes (Cao, Eidmann, Franzen & Salinas). Noes: 0. Absent during voting: 1 (Edmonds).

LIBRARY RESOLUTION NO. 2021-24

WHEREAS, The Los Angeles Public Library (LAPL) desires to issue a Request for Proposals (RFP) to select a qualified Special Events Coordinator—an individual or company to provide professional and technical consulting services to develop, organize and manage a wide range of events from the initial contracting to hands-on execution of the events; and

WHEREAS, These events range from intimate receptions to large-scale special events in Central Library and branch library facilities; and

WHEREAS, The Central Library and branch libraries have meeting rooms and other facilities available for public and private use; and

WHEREAS, The term of the agreement with the Special Events Coordinator would be three years:

THEREFORE RESOLVED, That the Board of Library Commissioners authorizes the City Librarian, or designee, to release the Request for Proposals (RFP) for a Special Events Coordinator and to advertise and distribute the RFP to potential proposers; and

FURTHER RESOLVED, That the Board of Library Commissioners determines, in accordance with Los Angeles City Charter Section 1022, that it is more economical that the services be performed by an independent contractor than by City employees; 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. Oral Update from the Ad Hoc Committee on Re-imagining Safety & Security

Board President Cao reported that at last week's meeting the committee discussed progress on hiring Library Experience Ambassadors and social workers. The Committee also discussed Bridge to Jobs, a program that may help bring in staff. She asked City Librarian John F. Szabo to provide more information.

City Librarian John F. Szabo reported that the Library Experience Office has been making progress on several items and they have been working with a consultant on developing a Request for Proposal (RFP) for a variety of services that will be brought forward for Board approval this fall. Staff continues working with the City's Personnel Department on specific duties for the social worker positions leading up to the civil service test for social workers.

Mr. Szabo stated that the Bridge to Jobs Program relates to the Library Experience Ambassador positions. He stated that this city program is similar to the Targeted Local Hiring Program, which brings individuals into entry-level, training positions and ultimately into permanent positions. The Bridge to Jobs program has qualifying elements such as requiring GED or High School Diploma, whereas the Local Targeted Hiring does not, but both target the same population, which is homeless, formerly homeless, formerly incarcerated on probation or parole, former gang members, foster youth, veteran residents, transgender individuals with disabilities and older workers.

Mr. Szabo stated that the Library Experience Ambassador position fits well with the Bridge to Jobs program and with the goal to bring people in who have lived experiences. He pointed out that Karen Pickard-Four, lead in the Library Experience Office, has been working on this with Michael Bolokowicz, Personnel Director, as well as taking the necessary steps to bring both social workers and library experience ambassadors onboard. The Library has been collaborating with Urban Alchemy, a nonprofit organization that is also part of the CIRCLE Initiative in the city's efforts in working with individuals in crisis. CIRCLE is an acronym that stands for crisis and incident response through community led engagement, and is working with homeless services providers, mental health professionals.

Board President Cao thanked Mr. Szabo for the information and stated that she is really excited that the Library is moving as quickly as it can to get these members into the Library

8. Appointment of representative to the Board of Directors for the Library Foundation of Los Angeles

Board President Cao announced that effective today she would be replacing Former Commissioner Mai Lassiter on the Board of Directors of the Library Foundation of Los Angeles. Commissioner Lassiter resigned from the Board of Library Commissioners in February 2021. Filling of this position is in accordance with the Library Foundation of Los Angeles' Bylaws Article III, Section 3.03 (b) that states that "The Los Angeles Library Commission shall designate two Los Angeles Public Library Commissioners, each of whom shall be a Director of the corporation."

9. Commissioners' Comments and Announcements:

- The next Regular Meeting of the Board is scheduled for Thursday, September 9, 2021, at 11:00 a.m. via Teleconference.

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

ATTEST:

Bích Ngọc Cao
President

Raquel M. Borden
Board Executive Assistant

Approved: 9/23/21