

MINUTES

BOARD OF LIBRARY COMMISSIONERS CITY OF LOS ANGELES

October 26, 2023

A Regular Meeting of the Board of Library Commissioners was held at the Central Library starting at 11:17 a.m. on the above-written date.

1. Roll Call:

Present:	President	Valerie Lynne Shaw
	Vice President	Linda Blank
	Commissioner	Kelly Besser

Absent:	Commissioner	Hiram Sims
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Also present: City Librarian John F. Szabo, Assistant City Librarian Susan Broman; Deputy City Attorney Josh M. Temple; Administrative staff and members of the public.

2. Opening Remarks:

- Board President Shaw welcomed everyone and said that she had attended the Career Online High School graduation at the Central Library, which was a very heartwarming event.
- Commissioner Kelly Besser, who is currently the Librarian and Archivist for UCLA Library Special Collections, spoke about her background and stated that she was honored to have been appointed by Mayor Bass and excited to serve on this Commission.

3. Approval of the Minutes: Regular Meetings - September 14, 2023.

It was moved by Vice President Blank and seconded by President Shaw to approve the Minutes of the Regular Meetings held September 14, 2023. The motion passed with 3 Ayes (Besser/Blank/Shaw); Noes: 0. Absent: 1 (Sims).

4. Public Comments on Matters Within the Board's Jurisdiction: (1)

The Board heard one public from a library patron who stated that she had been trying to access information on local government.

5. City Librarian's Comments

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

- **Career Online High School Graduation:** Mr. Sabo stated that Board President Shaw, Foundation President Stacy Lieberman and California State Librarian Greg Lucas joined him in addressing the graduates. He highlighted that husband and wife, Erika Ayala and Martin Rodriguez, served as dual student speakers. Martin spoke about how he promised his autistic son during the pandemic that he would complete his high school education so they could do their homework together. There was also a graduate that had been encouraged by her father, who graduated from COHS in 2018 at age 60.
- **LAPL receives 2023 Los Angeles Equality Award:** Equality California, a statewide LGBTQ+ civil rights organization, selected LAPL and LA County Public Library as co-recipients of the 2023 Community Leadership Award. Mr. Szabo said Commissioner Kelly Besser joined Library staff at the Los Angeles Equality Awards event. He thanked Senior Librarians Edwin Rodarte and Celia Avila De Santiago for leading the LGBTQ+ Committee for several years and the entire staff for their commitment.
- **Andrew Mellon Foundation Grant:** The one million dollar grant will be used to collect oral histories and for digital preservation of archives in LAPL's special collections with three areas of focus: The Black experience in Los Angeles highlighting the Roland Curtis collection, Latinx LGBTQ+ experience in Los Angeles focusing on the Lydia Otero Archive, who was queer activist and historian in the late 70's and 80's, and to tell the stories of the unhoused population focusing on Skid Row and collecting oral histories.
- **LAPL's first Dog Adoption event:** The San Pedro Regional Branch in collaboration with Animal Services held a dog adoption event recently. Jacqueline Hamilton, from the Mayor's Office and Councilmember Mcosker attended the event. Another adoption event will be held at the Vermont Square Branch on October 28, 2023.
- **Citizenship Ceremony:** Last month, Central Library hosted a Citizenship Ceremony in partnership with the U.S. Citizenship and Immigration Services (USCIS) for 64 adults from 33 nations. The event coincided with Constitution Day and Citizenship Day. Claudia Aragon, Director of the Mayor's Office of Immigrant Affairs, delivered the keynote speech, and Deputy Chief of Staff Solomon Rivera from the Mayor's office also attended.
- **Filipino American Heritage Celebration:** The Mid-Valley Regional Branch Library recently welcomed more than 150 people to this event featuring original Tagalog indie rock and familiar Tagalog songs and performances. Families made special crafts and indulged in culinary favorites like lumpia.

6. City Librarian's Reports:**Consent Items**

It was moved by Vice President Blank and seconded by Commissioner Besser to approve the following resolutions. The motion passed unanimously with 3 Ayes (Besser/Blank/Shaw); Noes: 0. Absent: 1 (Sims).

a. Acceptance of gift from the Friends of the Donald Bruce Kaufman Brentwood Branch**LIBRARY RESOLUTION NO. 2023-38 (C-30)**

RESOLVED, That a gift totaling \$3,000 (\$1,500 for adult materials, \$500 for young adult materials, and \$1,000 for children's materials) received from the Friends of the Donald Bruce Kaufman-Brentwood Branch Library for the benefit the Donald Bruce Kaufman-Brentwood Branch Library be accepted and deposited in Trust Fund 831, Account 340; and

FURTHER RESOLVED, That a letter of thanks be sent to the Friends of the Donald Bruce Kaufman-Brentwood Branch Library expressing the grateful appreciation of the Board and staff for the generous gift.

b. Acceptance of gift from the Friends of the Palms-Rancho Park Branch Library**LIBRARY RESOLUTION NO. 2023-39 (C-31)**

RESOLVED, That a gift of \$3,893.10 to be added to the branch materials budget for children's materials to benefit the Palms-Rancho Park Branch Library received from the Friends of the Palms-Rancho Park Branch Library be accepted and deposited in Trust Fund 831, Account 340; and

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

Discussion Items**c. Approval to temporarily extend Contract No. 769 with USBT Property Owner LP (USBT), for the maintenance of Central Library landscape and hardscape areas.**

City Librarian John F. Szabo recommended approval to exercise the option to temporarily extend Contract No. 769 until January 3, 2024, and authorization to transmit a formal notice to USBT to continue the maintenance of the Central Library landscape and hardscape areas, including Maguire Gardens.

It was moved by Vice President Blank and seconded by Commissioner Besser to approve the following resolution. The motion passed unanimously with 3 Ayes (Besser/Blank/Shaw) Noes: 0. Absent: 1 (Sims).

LIBRARY RESOLUTION NO. 2023-40 (C-32)

WHEREAS, on October 4, 2013, the Library and Beringia Central LLC, entered into Contract No. 769 for the maintenance of the Central Library landscape and hardscape areas, including Maguire Gardens;

WHEREAS, on April 23, 2021, the First Amendment to Contract No. 769 was executed to reflect USBT as the new owner of the US Bank Tower;

WHEREAS, the contract was set to expire on August 3, 2023, and Section 4.2(c) allows the Library the option to exercise a temporary extension to postpone the termination date until January 3, 2024;

WHEREAS, on October 12, 2023, the Board of Library Commissioners (Board) approved the exercising of the option to temporarily extend the contract until January 3, 2024, for the maintenance of Central Library landscape and hardscape areas; and

WHEREAS, on October 12, 2023, the Board authorized the City Librarian to transmit a formal notice to USBT regarding the Board approval to exercise the option to temporarily extend Contract No. 769:

THEREFORE, BE IT RESOLVED, that the Board adopts the recommendations and findings of the City Librarian's Board Report and authorizes the exercising of the option to temporarily extend Contract No. 769 until January 3, 2024, and authorizes the City Librarian to transmit a formal notice to USBT.

**d. Approval to release a Request for Proposals (RFP)
for two Library E-Rate Projects to be funded under the
Federal Communications Commission's (FCC) E-Rate Program.**

City Librarian John F. Szabo recommended approval to release of a Request for Proposals for 2 library E-Rate projects to be funded under the Federal Communication Commission's (FCC) E-Rate program, which pays for 85% of the costs of the approved projects.

Discussion

Vice President Blank asked if the actual cost of the projects had been quantified and if 85% was the standard amount paid by the FCC. Alex Mui, Director of Systems, replied that the actual cost would be based on responses received and 85% is the amount of the discount the FCC pays for each approved project. The actual cost for the Library would not be finalized until USAC, who administers the fund for the FCC, approves and notifies the Library about the exact final dollar amount.

Vice President Blank asked if the costs for this RFP were included in the current budget or for the next budget. Mr. Mui replied that this RFP is for the current year budget and has been also budgeted for the next 2024-2025 fiscal year.

Vice President Blank asked if the projects would include all the branches. Mr. Mui said this RFP specifically is for 31 branches that have not been completed, and this project will complete all the recabling for the entire Library system.

Commissioner Besser asked for some background information on the E-Rate program. Mr. Mui stated that a couple years ago the FCC established the E-Rate Program, which is a discount for all IT equipment mainly related to connecting to the Internet and any equipment and maintenance fees for Network connections.

It was moved by Commissioner Besser and seconded by Vice President Blank to approve the following resolution. The motion passed unanimously with 3 Ayes (Besser/Blank/Shaw). Noes: 0. Absent: 1 (Sims).

LIBRARY RESOLUTION NO. 2023-41

WHEREAS, the Federal Communications Commission (FCC) makes funding available to schools and libraries for telecommunication projects through the Universal Service Administrative Company (USAC) under the Category 2 Information Technology Projects Program known as the E-Rate Program (E-Rate);

WHEREAS, Library staff have developed a Request for Proposals (RFP) to solicit proposals from qualified entities to complete the two Library projects described in the RFP. The projects meet the requirements for E-Rate and are eligible for FCC funding;

WHEREAS, the selected entities shall be directly compensated by the FCC for up to 85 percent of the approved project costs. The Library shall pay the remaining balance, including costs which the FCC may not approve but the Library Information Technology (IT) staff believe must be performed for the project to be successfully completed;

WHEREAS, the term of the proposed contracts will be for three years or upon completion of the projects, whichever is shorter. The contracts shall be subject to earlier termination by the Library should E-Rate not be funded by the FCC;

WHEREAS, funds are available in the Library's Contractual Services Account 3040 to compensate the selected contractors for services and materials in accordance with the proposed contracts:

THEREFORE, BE IT RESOLVED, that the Board of Library Commissioners (Board) adopts the recommendations and findings of the City Librarian's Board Report and authorizes the release of the RFP for Library E-Rate Projects; and

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

7. STAFF PRESENTATION: Neighborhood Science and BioBlitz Initiatives

Eva Mitnick, Director of Engagement Learning Division, provided an overview of the programs and services offered by the Engagement and Learning Division, such as cultural programs like MADE LA, Explore LA, Big Read, All STEAM Ahead, etc. She introduced Vivienne Byrd, Librarian III from the Exploration and Creativity Department to present on the Neighborhood Science and Bioblitz Challenge.

Vivienne Byrd provided an overview of LAPL's Full STEAM Ahead Initiative that offers science, technology, engineering, art and math topics ranging from life cycles of insects and habitats, learning physics through balls and ramps to creating 360 videos and photography, dabbling to the world of robotics, building rockets, and much more. LAPL launched in 2016 the Downtown Los Angeles Mini Maker Faire to foster STEAM innovation. The event attracted 500 visitors and 26 exhibitors. LAPL collaborated with the Columbia Memorial Space Center to co-produce the largest LA Maker Faire in April 2023, attracting over 24,000 attendees and showcasing 185 exhibitors.

Ms. Byrd reported that in addition to STEAM programs, LAPL started the Neighborhood Science Initiative in 2018 in partnership with the Pasadena Public Library with the goal of offering science programs with a strong focus on community engagement and to foster sustainable conservation and ensure science programs align with many key elements in next-generation science standards.

Ms. Byrd also spoke about LAPL's BioBlitz Challenge where scientists and community members work together to find and identify as many species as possible in a specific area over a period of time. Participants use the iNaturalist app on their smartphones or tablets to explore their neighborhoods and collect information and share their observations.

Discussion

President Shaw commended Ms. Byrd for the great work she is doing and asked how the Library gets people from areas of the city to participate.

Ms. Byrd replied that Library staff does outreach efforts to LAUSD, Spanish-language communities, and local environmental justice groups.

Commissioner Blank said she was amazed with the work staff does and commented on the importance of working with the schools.

Commissioner Besser stated that these programs are doing important work to dismantle elitism and inaccessibility around science. She said the presentation was so inspirational and that she would participate.

8. Commissioners' Comments and Announcements

- a. Board President Shaw thanked Madeline Pena's group and Lauren Skinner Team for producing the Friends Group events and the Online High School Graduation event last weekend.

b. Next Board Meeting Notice

The next Regular Meeting of the Board is scheduled for Thursday, November 9, 2023, at 11:00 a.m., at this location.

9. **Adjournment:** The meeting was adjourned at 12:23 p.m. in memory of Susan Patron, retired LAPL Children's Librarian, who was a Newbery Medal-winning author for her book, "The Higher Power of Lucky."

ATTEST:

Valerie Lynne Shaw
President

Raquel M. Borden
Board Executive Assistant

Approved: 11/9/2023