

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

**Regular Meeting**  
**October 8, 2020**

A Regular Meeting of the Board of Library Commissioners was held via teleconference at 11:03 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> (joined in at 11:29 a.m.)
	Commissioner	<b>Josefa Salinas</b>

**Absent:** None

**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:** Commissioner Franzen opened the meeting with excerpts of lyrics songs from songwriter Patty Griffin and lyrics to a song written by Gene Scheer sung by an opera singer at Ruth Bader Ginsburg's funeral.

**3. APPROVAL OF MINUTES:** Regular Meeting – August 27, 2020: APPROVED

It was moved by Commissioner Salinas and seconded by Commissioner Franzen to approve the Minutes of the Regular Meeting held on August 27, 2020. The motion passed with 4 Ayes (Cao, Eidmann, Franzen & Salinas). 0 Noes. 1 Absent: Lassiter.

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

The Board heard seven comments on Item 8, one comment on Item 5 and three general public comments.

**5. PUBLIC COMMENT ON BROWN ACT REVIEW:** Heard during All Agenda Items Comment Period.

**6. CITY LIBRARIAN'S COMMENTS AND ANNOUNCEMENTS:** City Librarian John F. Szabo reported the following:

- **Fire at Palisades Branch Library this morning.** The Los Angeles City Fire Department extinguished the fire and there were no injuries, but there was some damage to the roof and water damage to interior of the building and collections in the area where the fire occurred.

- **All e-cards have been transitioned to regular library cards** so that E-Card holders can now access the Library to Go services to check out physical materials.
- **The Translation Team is helping promote the Library's non-English languages collections** by providing information on getting a library card and searching the catalog in six languages, Japanese, Russian, Korean, Chinese, Armenian and Persian, on the website. They created instructional videos and promotional new book flyers to facilitate user discovery of those collections.
- **Virtual LA Libros Fest:** More than 12,000 people participated in this completely virtual event, which was also closed captioned. LAPL presented this event in partnership with LA Librería and REFORMA, as well as the L.A. *Times* and LACMA.
- **LAPL's Valley Times Project Completed:** The Valley Times project is a nearly eight-year effort to organize and digitize this image archive that the Library received in 1981 as part of the Security Pacific National Bank donation. The Photo and Digitization & Special Collections staff completed the project with financial assistance from the Photo Friends who raised more than \$230,000 in donations and grants to fund this project. The project received recently the Los Angeles Conservancy Preservation Award and the California State Governor's Award.
- **Forbes Article on Take the Lead:** The LAPL's success in promoting leadership among all staff members was recently highlighted in *Forbes*, garnering national recognition for the Library's Take the Lead Initiative through an interview with Julie Lamba, FUSE Fellow, who developed Take the Lead with library administrators and an evolving team of staff members.
- **Sports-themed battle of book spine poetry:** Inspired by the Lakers championship series, the current online rivalry is with the Miami-Dade Public Library System. Check out LAPL's Instagram to follow the book spine poetry battle.

## 7. CITY LIBRARIAN'S REPORTS:

### Discussion Item(s)

- a. **Approval of appropriation of funds from the Unreserved and Undesignated Fund Balance (UUFB) for the City's Human Resources Payroll Project (HRPP):**  
APPROVED

City Librarian John F. Szabo recommended approval to transfer \$209,780 from the Library's Unreserved and Undesignated Fund Balance (UUFB) to pay for the Library's cost of the development of the city's Human Resources Payroll Project (HRPP) in Fiscal Year 2020-21 to replace the city's current payroll system.

There were no requests for public comment for this item.

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

LIBRARY RESOLUTION NO. 2020-34 (C-20)

WHEREAS, The City's current payroll system, PaySR, is more than 20 years old and is difficult to maintain, and the City executed a contract in April 2020 to develop a new human resources and payroll system called the Human Resources Payroll Project (HRPP) which is scheduled to go live in December 2021; and

WHEREAS, The majority of the funding for the HRPP is being paid by the City's General Fund. The balance of the funding is from departmental special funds based on the number of employees in those departments. The Library is included as one of the special fund departments; and

WHEREAS, Library staff requested an appropriation in the amount of \$209,780 from the Unreserved and Undesignated Fund Balance (UUFB) to pay for the Library's cost of the development of the HRPP in the 2020-21 fiscal year:

THEREFORE, RESOLVED, That the Board of Library Commissioners hereby approves an appropriation of \$209,780 from the Unreserved and Undesignated Fund Balance, Fund 300, Department 44, Account 2539, to Fund 300, Department 44, Account 9510 to a line item titled ITA/Human Resources Payroll Project:

From:	Account Fund 300, UUFB, Account 2539	Amount \$ 209,780
To:	Fund 300, Account 9510 – ITA/Human Resources Payroll Project	\$209,780

FURTHER RESOLVED, That the Board hereby authorizes the City Librarian and City Attorney to make technical corrections as deemed necessary.

**8. ORAL UPDATE FROM THE AD HOC COMMITTEE ON RE-ENVISIONING SECURITY**

Vice President Eidmann, who co-chairs the Ad Hoc Committee on Re-envisioning Security with Board President Cao, provided an oral report the committee meeting and provided the following dates and items that will be scheduled for discussion at Regular Board meetings:

- October 22 – Staff presentation on current plans to develop alternatives and repurposing of the \$2 million that were moved from this year's traditional security budget.
- October 22 – Discussion on preliminary 2021-22 security budget.
- November 12 – Discussion/approval of the Budget for Fiscal Year 2021-22.
- November 12 - Draft of the Multi-Year Plan will be provided with the agenda for discussion.

Vice President Eidmann reported that the Library is exploring the creation of a Library Experience Office to consolidate all matters related to security, safety, and creating a welcoming environment. She noted that mental health and other services for patrons would also fall under this office. Ambassadors or customer service staff trained in de-escalation would be deployed for security incidents that do not involve serious criminal activity. They would work for LAPL, not LAPD or contract security. They would, at a minimum, take the place of contract security and unarmed security that LAPD provides. She stated that the positions hired for these services would be reflective of the community and with a long-term career path with the Library.

### **Discussion**

The Board discussed the need for staff and public input on what makes them feel safe at their library and whether sending a request for input via email to library cardholders was a way to gather information that could be broken down by community and user groups (mothers with children, seniors, etc.), since communities are very diverse and it is not a one size fits all approach. They underscored the importance of gathering information as a crucial part to understanding how to assess, adjust and make decisions.

Vice President Eidmann replied that soliciting input from patrons in each of the community libraries is also part of the Multi-Year Plan and the committee expects to see a process laid out as part of it.

Assistant City Librarian Susan Broman stated that as part of the Multi-Year Plan, they will gather public input as the plans will be tailored to meet the needs of each community. This is something the Safety and Security Project team is working on right now.

The Board had questions about the idea of library experience specialists and whether they would be assigned at each of the 73 libraries and how it would work.

Vice President Eidmann said the committee had discussed the creation of a library experience office, one component of which would be a group of individuals who would be trained in de-escalation and customer service. The staff is still working out the job description, classification, and recruitment to ensure the positions are reflective of the communities.

The Board also asked about the next steps and challenges the project might face internally.

Vice President Eidmann stated that there are still many questions to be worked out, but it is a meaningful start to alternative approaches to build something sustainable for the future. She noted that they might be starting implementation at some of the branches, but it would take time to implement due to the hiring process, and other factors. She said everything is contingent on having the libraries open and the new staff interacting with the public.

**9. COMMISSIONERS COMMENTS AND ANNOUNCEMENTS:**

Next Meeting: The next Regular Meeting of the Board is scheduled for Thursday, October 22, 2020, at 11:00 a.m. via teleconference.

**10. ADJOURNMENT:** The Meeting was adjourned at 12:08 p.m.

ATTEST:

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**Bích Ngọc Cao**  
President

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**Raquel M. Borden**  
Board Executive Assistant