MINUTES
BOARD OF LIBRARY COMMISSIONERS
CITY OF LOS ANGELES

June 19, 2014

A Regular Meeting of the Board of Library Commissioners was held at the Central Library, 630 West 5th Street, Los Angeles, CA 90071, convening at 10:15 a.m. on the above-written date.

PRESENT:  PRESIDENT                      JOSEFA SALINAS
       VICE PRESIDENT                       BICH NGOC CAO
       COMMISSIONER                        MAI LASSITER

EXCUSED
ABSENT:   COMMISSIONER                    GREGORY BETTINELLI
       COMMISSIONER                        RITA WALTERS

ALSO PRESENT: John F. Szabo, City Librarian; Kris Morita, Assistant General Manager; Basia Jankowski, Deputy City Attorney; Henry Gambill, Executive Vice President, Librarians’ Guild; and staff.

MINUTES FOR APPROVAL: Regular Meeting – 4/24/14

MOVED by Vice President Cao, seconded by Commissioner Lassiter and unanimously carried that the Minutes of the Regular Meeting held April 24, 2014 be approved as submitted.

MINUTES FOR APPROVAL: Regular Meeting – 5/8/14

MOVED by Vice President Cao, seconded by Commissioner Lassiter and unanimously carried that the Minutes of the Regular Meeting held May 8, 2014 be approved as submitted.

PUBLIC COMMENTS ON MATTERS
WITHIN THE BOARD’S JURISDICTION:

Adam Long, patron, voiced concerns about the system for checking out e-books. Board President Salinas asked Mr. Long for more details about the problem. Mr. Long described his problems related to the checking out of e-books through the Axis360.

Vice President Cao commented that there are multiple ways to checkout electronic media, but she uses the Overdrive system to check out through her iPhone and iPad. Assistant General Manager Kris Morita offered Mr. Long assistance in figuring out the problem.
The Board President and City Librarian John Szabo thanked Mr. Long for coming today to express his concerns and said they will look into this matter.

CITY LIBRARIAN’S COMMENTS
AND ANNOUNCEMENTS

Mr. Szabo highlighted the following various events/programs:

Fairfax Branch Library Dedicated to Grace Friedman

On June 9, a wonderful program was held at the Fairfax Branch Library for the unveiling of a plaque dedicating the Fairfax Branch Library in honor of Grace Friedman, who served as President of the Friends of the Fairfax Library for more than 30 years. She also volunteered in the citywide “Save the Books” campaign, which raised funds to replace destroyed books by the Central Library fire in 1986, and to support the renovation and expansion of the Central Library.

Mr. Szabo stated that speakers at the event included Councilmembers Tom LaBonge, Bob Blumenfield, and Paul Koretz; Commissioner Rita Walters; Friends of Fairfax Library President Shirley Thompson.

Pan-Asian Citizenship Event

On May 31, the Library held a Pan-Asian Citizenship Workshop in partnership with Asian Americans for Advancing Justice. Mr. Szabo said that he, along with Mayor Garcetti, where there to welcome participants. Attorneys, paralegals and volunteers from various organizations were here to assist. 120 people attended and 90 completed their N-400 forms. Mr. Szabo stated that he looks forward to doing more events like this and that up to now 11,000 people have taken the first step to citizenship through the Library’s Citizenship program.

Mr. Szabo also reported that the non-profit organization Grant Makers Concerned with Immigration and Refugees had asked him to speak at a convening in Nashville about the Citizenship Initiative in Los Angeles.

Mayor’s Chief of Innovation and Technology

The Library’s digital presence was recognized by the Mayor’s new Chief of Innovation and Technology Peter Marx due to the fact that half of the City’s Internet traffic is to LAPL. Mr. Szabo stated that this recognition would place the Library at the center of the City’s digital strategy moving forward and it will benefit the Library in developing more strategies for connecting with the community.

Photo Friends Received Council Recognition

The Library’s Photo Friends were presented with a City Council Resolution during a City Council Meeting held in Van Nuys a couple of week ago. The resolution recognizes their efforts in fundraising for the digitization of the Valley Times collection. The collection contains about 65,000 images of the history of the San
Fernando Valley from 1940 to 1970’s and also acknowledges the great work the photo librarians are doing in digitizing the collections to make them accessible to the public.

Great Streets Project

The Library is participating in the Mayor’s “Great Streets” project for which the Mayor Garcetti has selected the first 15 streets to be improved. The Northridge Branch Library participated in event for the Reseda Boulevard “Great Streets” project in Councilmember Englander’s district.

Eye Clinic at Libraries

On June 4, the Library began a new health-related initiative in partnership with UCLA’s Jules Stein Eye Institute to provide eye exams to children and adults in low-income communities at some libraries over the summer. The Jules Stein Eye Institute is providing its mobile clinic at the branch libraries’ parking lots and pop up clinics in the branches’ community rooms at the Baldwin Hills, Exposition Park-Dr. Mary McLeod Bethune Regional, San Pedro Regional, and at the Alma Reeves Wood-Watts branch libraries. In the first week, 44 adults and 23 children received eye exams. Mr. Szabo stated that people who may come for the eye exam might also end up participating in other library programs.

Veterans Initiative

Ten libraries are working on the Veterans Initiative with AmeriCorps. The Lake View Terrace Branch held an event to inform veterans about the various services available to them. Staff members from Congressman Toni Cárdenas and Councilmember Felipe Fuentes were in attendance as well as staff from the San Fernando Valley Community Health Center participated in event. A Veterans Resource Directory was also provided.

Volunteer Program

Mr. Szabo stated that Library has a very robust volunteer program with over 5,500 volunteers, but Library staff also has special days of service so companies/businesses send a group of employees to the Library on a specific day to volunteer doing a variety of tasks. Recently, over 70 Deloitte employees came to the Central Library for “Impact Day” to volunteer by conducting resume preparation workshops, digitizing photographs, and with other projects.

Huggable Paws Program

The Memorial Branch Library partnered with the City’s Animal Services Department to present the “Huggable Paws Ambassador Program,” which was attended by 89 children and 40 adults. This program brings huggable shelter ambassadors to help young people feel more comfortable around animals.
LAPL Booth at MacArthur Park

The Library is participating in the Levitt Pavilion Los Angeles summer concert series in MacArthur Park. The Library has a booth at the concerts to sign up people for library cards and promote the summer reading program.

Caribbean American Heritage Month

A number of libraries are celebrating Caribbean American Heritage Month. The Wilmington Branch Library hosted a steel drum program last week.

Union Station Exhibit

The exhibit, “No Further West: The Story of Los Angeles Union Station,” in the Central Library’s Getty Gallery has been very popular. Over 9,400 people have visited the exhibit since it opened on May 2. Mr. Szabo stated that the model train exhibits each weekend are fantastic and they have attracted a lot of train enthusiasts to the exhibit.

Youth Poet Laureate Amanda Gorman

The LAPL has participated in the L.A. Youth Poet Laureate Program, in partnership with Urban Word, Pen Center USA, and L.A. County Commission on Human Relations. There were 150 youth were nominated for Youth Poet Laureate, 12 finalists were selected to read poems this past Saturday at the Central Library where 16 year old Amanda Gorman was selected as the Inaugural L.A. Youth Poet Laureate.

The Library Department is also working with the Department of Cultural Affairs on L.A.’s next Poet Laureate, who would be selected by the Mayor. The Library is looking forward to playing a bigger role by engaging the next Poet Laureate in more LAPL programs.

Summer of Learning

On May 13, Mayor Garcetti held a press conference at the Exposition Park-Dr. Mary McLeod Bethune Regional Branch Library to announce the “Summer of Learning” program. Board President Josefia Salinas was present at the event where the Mayor announced the variety of programs that will be offered and where teens can earn digital badges for reading books, volunteering, and participating in STEAM workshops.

Summer Lunch Program

The Summer Lunch program is being provided at ten branch libraries this year, in partnership with the Library Association and the Food Bank, recognizing that young people don’t get proper nutrition during the summer. Mr. Szabo stated that 1,302 meals were served on the first week of the program. He said he hopes to expand the
program next summer and thanked Director of Children Services Eva Mitnick and the branch librarians at those ten libraries for embracing the program.

Father’s Day programs

Many libraries had Father’s Day programs including the Pico Pico-Koreatown Branch where 55 kids and teens made and decorated gifts and made special Father’s Day coupons for their dads.

Branch Anniversaries

- Playa Vista Branch celebrated its 10th Anniversary on May 4.
- Little Tokyo Branch was part of the 130th Birthday Celebration of the Little Tokyo Community on May 24.
- Van Nuys Branch Library participated in the celebration of the 50th Anniversary of the Van Nuys Civic Center last week.

Board President Salinas asked a few questions regarding the Julius Stein Eye Clinic in terms of the number of people served, whether the service was available to everyone or only to Library cardholders and promotion efforts. Mr. Szabo replied that the service is being provided in low-income areas and it is being done by appointment. He said that attendance is very robust since the clinic and branch libraries in the areas being served are promoting it.

Board President Salinas asked how the Library reaches out to companies for the volunteer program. Mr. Szabo answered that outreach is done in a variety of ways. Volunteer Coordinator Candice Mack reaches out to companies, works with local volunteer organizations, and coordinates with staff to gather projects for a single day that are rewarding for the volunteers.

Commissioner Lassiter said that LAUSD has a very good volunteer system in place and their volunteer coordinator could provide some advice.

In regard to the Summer Reading Program, Commissioner Lassiter asked if there were rewards tied to the digital badges, because it would be a good incentive to give movie tickets for the $1 days or gift certificates from other companies to reward the readers.

Commissioner Lassiter asked if the information on the new Youth Poet Laureate was on the website and if the Library could provide some stipend so she can go to some of the summer reading groups to do poetry through the library system. Mr. Szabo said the information is already on the website and that engaging the poet laureate is what they have envisioned.
CITY LIBRARIAN’S REPORTS:

Recommendation to Accept Gift

It was MOVED by Vice President Cao, seconded by Commissioner Lassiter and unanimously carried that the following resolutions be adopted:

LIBRARY RESOLUTION NO. 2014-17 (C-16)

RESOLVED, That a gift of $10,000 from Patricia F. Kulha Trustee, Patricia F. Kulha Trust, for donation to the John C. Fremont Branch Library be accepted; and

FURTHER RESOLVED, That a letter of appreciation be sent to the Trustee of the Patricia F. Kulha Trust expressing the grateful appreciation of the Board of Library Commissioners and staff for the generous gift.

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LIBRARY RESOLUTION NO. 2014-18 (C-17)

RESOLVED, That the following donations to the “Hot Off The Press” Bestseller Program be accepted from the following Friends of the Library groups:

- $6,000 From the Friends of the Kaufman Brentwood Branch Library to the Donald Bruce Kaufman-Brentwood Branch Library
- $6,000 From the Friends of the Mid-Valley Regional Branch Library to the Mid-Valley Regional Branch Library
- $3,250 From the Friends of Westwood Library to the Westwood Branch Library
- $3,000 From the Friends of Fairfax Library to the Fairfax Branch Library
- $3,000 From the Friends of the Atwater Village Branch Library to the Atwater Village Branch Library
- $3,000 From the Friends of the Mar Vista Library to the Mar Vista Branch Library

FURTHER RESOLVED, That a letter of appreciation be sent to the friends expressing the grateful appreciation of the Board of Library Commissioners and staff for their generous support.
Acceptance of Funds from Council District 6
To Library Trust Fund 831 for the Sun Valley
Branch and Van Nuys Branch Libraries

City Librarian John F. Szabo recommended acceptance of the transfer of funds from Council District 6 to the Library Department. He stated it had been discussed with the Council Office that the funds would be used to purchase preloaded Nook readers with children book titles for a pilot program at the Sun Valley and Van Nuys branch libraries, which are located in Council District 6. Ms. Szabo stated that Councilwoman Nury Martinez is very involved in her district and also very supportive of the Library.

It was MOVED by Vice President Cao, seconded by Commissioner Lassiter and unanimously carried that the following resolution be adopted:

**LIBRARY RESOLUTION NO. 2014-19 (C-18)**

WHEREAS, Council District 6 appropriated $2,000 (Council File #14-0384) from Council District 6, Fund 200-28, to the Los Angeles Public Library, Trust Fund 831, to supplement technology upgrades for children’s education in the Sun Valley and Van Nuys Branch Libraries:

RESOLVED, That the Board of Library Commissioners accept the transfer of funds in the amount of $2,000 from Council District 6 to be utilized equally in portions for the Sun Valley and Van Nuys Branch Libraries; and

FURTHER RESOLVED, That the funds be deposited into the following accounts in Trust Fund 831, as indicated below:

<table>
<thead>
<tr>
<th>Amount</th>
<th>To Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,000</td>
<td>Account No. 298, Sun Valley Branch Library</td>
</tr>
<tr>
<td>$1,000</td>
<td>Account No. 305, Van Nuys Branch Library</td>
</tr>
</tbody>
</table>

FURTHER RESOLVED, That a letter of thanks be sent to Councilmember Nury Martinez, Council District 6, expressing the grateful appreciation of the board and staff.

Acceptance of Mitigation Fees from La Brea Gateway
Project Development to be deposited in Library Trust Fund 831
For the John C. Fremont and Will and Ariel Durant Branch Libraries

City Librarian John F. Szabo recommended acceptance of Library Development Impact Mitigations Fees from a project development that was planned several years ago when the fees were in place. He said it was his understanding that these fees are not longer charged due to the economic downturn.

It was MOVED by Vice President Cao, seconded by Commissioner Lassiter and unanimously carried that the following resolution be adopted:
LIBRARY RESOLUTION NO. 2014-20 (C-19)

WHEREAS, The La Brea Gateway Investors, L.P. will construct a mixed-use development at the northwest intersection of La Brea and Willoughby Avenue that will include approximately 219 multi-family residences; and

WHEREAS, The Los Angeles City Planning Department requires the developer to pay a Library Development Impact Mitigation Fee of $200 per capita based upon the projected residential population:

RESOLVED, That the Board of Library Commissioners accept the amount of $57,400 for payment of a Library Development Impact Mitigation Fee, as conditioned per City Planning Case No. CPC-2005-6163-GPA-ZC-ZV-SPR, Condition No. 77, for the La Brea Gateway Investors, L.P.’s residential development project located at 915 N. La Brea Avenue, Los Angeles, CA 90038; and

FURTHER RESOLVED, That the funds be deposited into Library Trust Fund 831, Account 306, for the purpose of acquiring materials for the John C. Fremont Branch and the Will and Ariel Durant Branch libraries; and

FURTHER RESOLVED, That a letter be sent to Michael LoGrande, Director of Planning, with a copy to La Brea Gateway Investors, L.P. acknowledging the receipt of mitigation fees and stating that City Planning Case No. CPC-2005-6163-GPA-ZC-ZV-SPR, Condition No. 77, for property located at 915 N. La Brea Avenue, Los Angeles, CA 90038, has been satisfied.

Approval of General Manager’s Expense Account for Fiscal Year 2014-15

It was MOVED by Vice President Cao, seconded by Commissioner Lassiter and unanimously carried that the following resolution be adopted:

LIBRARY RESOLUTION NO. 2014-21 (C-20)

RESOLVED, That the Board of Library Commissioners hereby authorizes the City Librarian or designee to receive an advance or be reimbursed for miscellaneous business-related expenditures such as business meals, taxi fares, parking fees, etc., in an amount not to exceed $3,500 for the period of July 1, 2014 through June 30, 2015; and

FURTHER RESOLVED, That said amount be encumbered in the Office and Administrative Expense Account No. 6010, Library Fund No. 300.

Adoption of Library Personnel Resolution for Fiscal Year 2014-15

City Librarian John F. Szabo stated that the Personnel Resolution establishes the positions the Library can fill in Fiscal Year (FY) 2014-15. The Budget for FY 2014-15 includes authority and funding for a total of 1,014 positions, including 51 new positions.
Mr. Szabo stated that the Library has already submitted a request to the Managed Hiring Committee to request that the positions approved in the budget and in the personnel resolution be approved and expedited so they can be filled for the next fiscal year beginning July 1.

**Board Discussion**

Commissioner Lassiter asked if the positions in Schedule A relating to public relations and marketing were all filled. Michael Bolokowicz, Personnel Director, replied that the Development and Marketing Director is Peter Persic, the two Public Relations Specialists positions are filled as well, but the Public Information Director position is currently vacant and it will be filled from an eligible list. The exam for Public Information Director will be open for filling this Friday.

Board President Salinas asked how many new positions would be filled from the outside and how many from inside. Mr. Bolokowicz responded that Librarians, Clerk Typists and Messenger Clerks are new positions the Library would hire for in Fiscal Year 2014-15. Librarian and clerk typist positions would be filled from an eligible list of candidates who have taken the exam and passed the exam, but the messenger clerk positions would be filled from through local hiring in the communities around the branch libraries.

Board President Salinas said she would be happy to make public announcement for positions that are available.

It was MOVED by Vice President Cao, seconded by Commissioner Lassiter and unanimously carried that the following resolution be adopted:

**LIBRARY RESOLUTION NO. 2014-22 (C-21)**

**RESOLUTION FIXING PERSONNEL IN THE LIBRARY DEPARTMENT OF THE CITY OF LOS ANGELES FOR THE FISCAL YEAR 2014-2015.**

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 2014-2015; 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 2014-2015 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, 2014, 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 2014-2015 Library Personnel Resolution.
Library Resolution
No. 2014-22 (C-21)

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.

(Permanent Records will include the complete Personnel Resolution)

RECOMMENDED APPROVAL OF LIBRARY FOUNDATION OF LOS ANGELES LIBRARY STORE LEASE AGREEMENT
(Continued from April 24 and May 8, 2014)

City Librarian John F. Szabo reported that information requested at the May 8 Board Meeting in relation to the overhead expenses of the Library Store had been provided via e-mail. He recommended that the three-year agreement for the Library Store Lease be approved. He emphasized that the Library benefits greatly from the Library Store being in the Central Library and it is an award-winning store.

It was MOVED by Vice President Cao, seconded by Commissioner Lassiter and unanimously carried that the following resolution be adopted:

LIBRARY RESOLUTION NO. 2014-23 (C-22)

WHEREAS, The Library Store was created in 1987 as part of the Save the Books fundraising campaign; and in July 1993, the Library Foundation of Los Angeles assumed the day-to-day operation of the store; and

WHEREAS, The proposed three-year Lease Agreement provides for the Library Foundation of Los Angeles to continue to lease space at the Central Library for the operation of the Library Store:

RESOLVED, That the Board of Library Commissioners approve the Lease Agreement between the City and the Library Foundation of Los Angeles for Use of Floor Space in the Central Library for the Library Store; and

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

FURTHER RESOLVED, That the Board President is authorized to execute this Agreement, subject to the receipt of the required approvals.
ADOPTION OF THE LIBRARY DEPARTMENT
BUDGET FOR FISCAL YEAR 2014-15

City Librarian Szabo reported that this is the formal adoption of the Library’s FY 2014-2015 budget for a total of $143,751,339, which has been approved by the City Council and signed by the Mayor. Mr. Szabo provided a general overview of the budget and stated that adoption of this budget is important for the implementation of the budget and make funds available to the Library.

Board Discussion

Vice President Cao asked if any changes had been made by City Council to the Mayor’s proposed budget. Mr. Szabo stated City Council approved the Mayor’s Proposed Budget for the Library without making any changes to it.

It was MOVED by Vice President Cao, seconded by Commissioner Lassiter and unanimously carried that the following resolution be adopted:

LIBRARY RESOLUTION NO. 2014-24 (C-23)

RESOLVED, That the Board of Library Commissioners hereby adopts and certifies the attached Library Department Budget for Fiscal Year 2014/2015 in the amount of $143,751,339, as approved by the Mayor and City Council.

VARIOUS COMMUNICATIONS: None.

COMMISSIONERS’ COMMENTS &
REVIEW OF MATTERS PENDING:

Strategic Plan and Marketing Plan Presentation Status

Vice President Cao inquired about the status of the Strategic Plan. The City Librarian stated that a graphically designed draft was ready to be submitted to the Mayor’s Office for review. He hopes it will be ready to be presented at the second Board meeting when all members are attendance. He stated it would be submitted well in advance to the Board for review. Subsequent to that, it will be the Marketing Plan.

Commission Lassiter inquired about the time frame for the Marketing Plan presentation. Mr. Szabo said he hopes to have it ready by September and the timing is related to the Strategic Plan.

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:17 a.m.

ATTEST: __________________________

Josefa Salinas                                      Raquel M. Borden
President                                          Board Executive Assistant