MINUTES
BOARD OF LIBRARY COMMISSIONERS
CITY OF LOS ANGELES

July 11, 2013

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 11:03 a.m. on the above-written date.

PRESENT: PRESIDENT MARSHA HIRANO-NAKANISHI
COMMISSIONER ADAM NATHANSON
COMMISSIONER EDUARDO TINOCO
COMMISSIONER RITA WALTERS

EXCUSED
ABSENT: VICE PRESIDENT PAULA MADISON

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

MINUTES FOR APPROVAL – 6/13/13 Regular Meeting

MOVED by Commissioner Walters, seconded by Commissioner Nathanson, and unanimously carried that the Minutes of the Regular Meetings held June 13, 2013, be approved as submitted.

MINUTES FOR APPROVAL – 6/27/13 Regular Meeting

MOVED by Commissioner Tinoco, seconded by Commissioner Walters, and unanimously carried that the Minutes of the Regular Meetings held June 27, 2013 be approved as submitted.

PUBLIC COMMENTS ON MATTERS WITHIN THE BOARD’S JURISDICTION:

Brian Estwick, Patron, spoke about security issues at the Central Library. He stated that he has been coming to the Central Library for more than 12 years and he has noticed that the security situation is regressed; particularly, in the way security is dispersed, not to fault security staff but to the limited security resources available. He cited an incident he had witnessed in the computer room. He stated that there are certain areas in the Library that are extremely vulnerable, particularly the computer room where there are constant problems because of the 15 minutes computers that anybody can use, including some unstable persons; therefore, security should be assigned there all the time.
Mr. Estwick stated that he would also like to see security at each entrance of the Library at all times. He indicated that efficiency in security could be accomplished by maximizing the resources available to minimize incidents. But also spending more on security in particular key areas would in the long run save money because it would help prevent high value incidents.

The Board President thanked Mr. Estwick for his comments and referred the matter to the City Librarian.

**CITY LIBRARIAN’S COMMENTS AND ANNOUNCEMENTS**

City Librarian John F. Szabo reported on the following events and programs:

**“Songs in the Key of L.A.”**

“Songs in the Key of L.A.” Exhibit, a collaboration between the Library Foundation of Los Angeles and LAPL and curated by USC Professor Josh Kun, is on display in the Central Library’s First Floor Galleries. The exhibit opened on July 1 and highlights the Library’s sheet music collection featuring illustrated sheet music covers and offers a view of the powerful role music has played in defining the image of Los Angeles and Southern California.

On July 18, the ALOUD Program will present Josh Kun, USC Professor, who led the project to explore LAPL’s music sheet collection, and author of the book, “Songs in the Key of Los Angeles.” Kun will talk about the sheet music in the context of the history of Los Angeles. He invited the Board to attend.

**Yes Do I Marvel: Black Iconic Poets of the 20th Century**

The ALOUD program will present on July 11 a segment of a national series from the National Poetry Society of America, in which three poets will be celebrating the lives and poetry of major 20th century figures James Weldon Johnson, Countee Cullen, and Gwendolyn Brooks.

**Summer Reading Program Update**

Mr. Szabo reported that staff has done an amazing job in their creativity and interpretation of the theme, “Summer is so Delicious.” He highlighted the following: Teen’Scape has held 35 programs over the summer and this week they will be holding a “Teen Iron Chef” competition. The Brentwood Branch Library had a “Chocolate Challenge” before showing the film, “Charlie and the Chocolate Factory”; the Hyde Park presented a “Shake and Freeze” program. At Porter Ranch, they held a Summer Solstice program organized by the Teen Council.
Mr. Szabo provide the following information on the ALA Conference held in Chicago that was attended by 26,000 people:

- LAPL received the Urban Library Council’s 2013 Top Innovator Award in Civic and Community Engagement for being the pilot library in the nation to present a Citizenship Initiative Program in partnership with the United States Citizenship and Immigration Service (USCIS).

- He participated in a Citizenship Initiative Panel Discussion held at the conference where he spoke about what LAPL is doing with the initiative and immigrant integration. He mentioned that two federal agencies, the Institute of Museum and Library Services (IMLS) and USCIS signed a partnership agreement with the goal to replicate LAPL’s Citizenship Initiative Program around the nation. Also, as immigration reform is being considered in Washington, D.C., several libraries are discussing the role they will play on immigration because of their entrusted relationship with the communities. He reported that cities such as Miami Dade, Los Angeles, Phoenix, El Paso, and Brooklyn Public Library are doing a great job on immigration integration.

- LAPL was well represented at the ALA Conference by the following staff:

  Eva Mitnick, Principal Librarian, Coordinator of Children’s Services, conducted a workshop on “Outcomes+Outreach, The California Summer Reading Outcomes Initiative,” and preschool programming.

  Dora Ho, Young Adult Librarian III, serves on the Executive Board of the American Library Association (ALA).

  Madeline Bryant, Sr. Librarian, Children’s Literature Department, is a Councilor-At-Large for the American Library Association (ALA), a 75,000-member organization.

Commissioner Nathanson asked the City Librarian how he would plan to expand on the successful programs to other branches and if those programs would be outlined as part of the strategic plan.

Mr. Szabo responded that the Children’s Services Coordinator determines which programs can be replicated, taking several factors into consideration such as outputs, attendance, outcomes, and sharing of best practices. Also, he noted that it was very important not to try to prescribe all programs from the Central Library because some of the great programs come from the talented librarians that know their communities and do programs targeted for their specific communities.
CITY LIBRARIAN’S REPORTS:

RECOMMENDATION TO ACCEPT LSTA GRANT FOR “FULL STEAM AHEAD” PROJECT
(Continued from 6/27/13 Board Meeting)

City Librarian Szabo reported that in response to questions from the Board at the June 27 Board Meeting, a more comprehensive Board Report has been submitted for their consideration and approval of a grant from the Library Services and Technology Act (LSTA) for $77,000. He recommended the Board approve acceptance of the grant because it would allow the Library to implement the “Full STEAM Ahead” project for after-school youth programming that he believes will have a great impact on the participants.

Board Discussion

Commissioner Walters stated that she would like to receive a copy of the program schedule when it is developed because she would like to attend some of them. Commissioner Tinoco stated he would like to attend some of the programs also.

Board President Hirano-Nakanishi commented that the project sounds very exciting, including the partnerships with the various institutions.

Commissioner Nathanson asked for a report at conclusion of the program. Commissioner Walters congratulated staff for the selection of the libraries where the program would be presented and she asked for a longitudinal evaluation, if funding allows it.

It was MOVED by Commissioner Nathanson, and seconded by Commissioner Walters, and unanimously carried that the following resolution be adopted:

LIBRARY RESOLUTION NO. 2013-29 (C-23)

WHEREAS, The “Full STEAM Ahead” Project will provide after-school youth programming intended to encourage youths ages 8 to 13 to develop interest, skills, and knowledge in the subjects of science, technology, engineering, art, and math; and

WHEREAS, The “Full STEAM Ahead” Project will be implemented at the Central Library and the following 12 branch libraries that serve some of the lowest median income neighborhoods and that have not had access to this type of instructional programming; they are: Hyde Park, Canoga Park, Pacoima, Panorama City, Watts, Mark Twain, San Pedro, Junipero Serra, Pico Union, Felipe de Neve, R. L. Stevenson, and Malabar; and
Library Resolution
No. 2013-29 (C-23)

WHEREAS, The grant funds are for a one-year period, ending June 30, 2014:

RESOLVED, That the Board of Library Commissioners approve acceptance of the Library Services and Technology Act (LSTA) grant award in the amount of $77,000 for the creation of the “Full STEAM Ahead” Project; and

FURTHER RESOLVED, That the Library Foundation of Los Angeles serve as the fiscal agent for this project.

RECOMMENDATION TO ADOPT LIBRARY DEPARTMENT PERSONNEL RESOLUTION FOR FISCAL YEAR 2013-2014

City Librarian John F. Szabo reported that the Library Department has 997 authorized positions in its Personnel Resolution, including the 32 new positions associated with the restoration of Sunday hours approved in the Budget for Fiscal Year 2013-14.

Board Discussion

Commissioner Nathanson asked if the number of positions would be enough to allow for the opening of Sunday hours by January 2014. The City Librarian stated that Library will request an unfreeze of the positions needed to restore Sunday service hours.

In response to Commissioner Nathanson’s question on how the Library deals with computer spaces within the Library and if there are positions designated for managing those areas, the City Librarian replied that there are not specific positions directly tied to the management of those computer spaces; however, at the Central Library there is staff designated for the computer room, but at the branch libraries the Senior Librarians are responsible for the management/oversight of those areas, and in special areas within the libraries such as the children’s area, the Children’s Librarian oversees their usage.

Michael Bolokowicz, Director, Human Resources, reported that the Library Department employs staff in classifications of systems analysts and systems programmers that are assigned to the Information Technology Section that oversees computer Internet connectivity, programs, and maintenance and repair of computer equipment for the entire Library system.

It was MOVED by Commissioner Tinoco, and seconded by Commissioner Walters, and unanimously carried that the Library Department Personnel Resolution for Fiscal Year 2013-14 be adopted:
LIBRARY RESOLUTION NO. 2013-30 (C-24)


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 2013-2014; 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 2013-2014 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, 2013, 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 2013-2014 Library Personnel Resolution.

2. Memoranda of Understanding (MOU) 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 MOU’s 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)

RECOMMENDATION TO APPROVE REVISION OF THE LIBRARY RULES OF CONDUCT

City Librarian John F. Szabo recommended adoption of the revised Rules of Conduct. He noted that the updates provide more comprehensive guidelines to ensure a safe and welcoming environment as well as enforcement guidelines to take appropriate action when the need arises. He pointed out that the revised policy gives staff the ability to ask a person not to return to the Library for a defined period of time when that person does not obey the rules after being told to stop or correct a certain behavior.
Mr. Szabo stated that the Rules of Conduct is a significant tool to have a safe environment for staff and patrons. Further, the Rules of Conduct assist in making sure that rules are implemented in a consistent and fair manner across the Library system. He noted the Librarian’s Guild has been involved in the process of the updates made to the proposed Rules of Conduct. Others that participated in the review included LAPD’s Security Services Division and the City Attorney’s Office. Also, staff reviewed the rules of other libraries across the country. He stated that it was important to point out that the Library is an institution for everyone but it also needs to make sure that anyone that comes to the Library is able to use it and enjoy it.

Board Discussion

Commissioner Nathanson stated the Rules of Conduct are very clear, concise and easy to understand and applauded everyone who worked on revising them. Then, he asked if the Library had a security safety plan in addition to the Rules of Conduct and if so, should they be reviewed as well.

The City Librarian replied that Library staff has regular meetings with LAPD regarding security and safety at the Library.

Kyle Millager, Business Manager, added that as of July 1, 2012, the Los Angeles Police Department (LAPD) took over the security of Library facilities and the Library works very closely with the LAPD’s Security Services Division in dealing with safety and security issues.

Alison Platt, Deputy City Attorney, Labor Relations Division and Workplace Violence and Threat Management Division, stated that her unit addresses employee concerns about safety in the work place. She mentioned that her office has conducted periodic staff training and outreach, and employees can always call her office with questions on how to deal with particular dangerous situations. She noted that the revisions to the Rules of Conduct include consequences for those breaking the rules, which are necessary, especially for repeat offenders. She noted that the rules are mostly designed to deal with people who don’t reach that immediate dangerous threat involving LAPD. She pointed out that the Rules of Conduct give staff some control to deal with daily occurrences where patrons are repeatedly or passively dangerous, disruptive to the operations of the Library and to the enjoyment of the patrons.

Commissioner Walters asked what the age parameters were for children being left unattended. Kyle Millager responded that children age 13 and under who are in the Library alone are considered unattended. She said that if a child is not picked up by the time the Library closes, staff will stay with them for a set period of time and then they will call LAPD if a parent cannot be contacted.

Commissioner Tinoco asked if there is an escalation process in the Rules of Conduct such as a verbal notice, then written, and then expulsion for dealing with someone who is a nuisance at a branch, and if that expulsion would also be applicable at other branch libraries.
The City Librarian replied that the judgment of staff is very important in dealing with problems and with the new policy they can ask a patron to leave for a defined period of time instead of just for the day, and that person should not go to another branch, so the rules apply system-wide.

Alison Platt, Deputy City Attorney, stated that if staff is dealing with someone who is repeatedly being told to stop a certain behavior or who are chronic offenders of the Rules of Conduct of the Library may be given a written notice of trespassing and ask them to leave or be subject to arrest; however, the weakness in that procedure is that the person can return the next day because there is no time period on it. The revised policy is designed to give staff the ability to expel someone for a set period of time, which is something not available with the current trespassing statute. She also stated that expulsion should apply at all libraries.

Further discussion was held on related issues including security, unattended packages, etc.

**Public Comments**

The Board heard comments in support of adopting the revised Rules of Conduct from the following speakers:

Roy Stone, President, Librarians’ Guild  
Henry Gambill, Executive Vice President, Librarian’s Guild  
Verdel Flores, Chair of Health and Safety Committee, Librarian’s Guild  
Dolores Spears, AFSCME 36 and Local 2626  
Sheryn Morris, Member, Librarian’s Guild  
Glen Creason, Member, Librarian’s Guild  
Theresa Webster, Chair of Membership, Librarian’s Guild  
Helen Mochedlover, Retired Principal Librarian (letter)  
James Sherod, Sr. Librarian (letter)  

The Board President thanked the speakers for their comments and input because they are ones dealing with the public daily and experiencing difficult situations while also making sure that patrons come to the Library to read, learn, and have a positive experience.

Commissioner Walters requested information on the incident mentioned by the patron during the Public Comments within any confidential parameters allowed.

Commissioner Tinoco thanked the City Librarian for bringing an updated Rules of Conduct that will assist staff, especially those who work on the front lines.

**BOARD ACTION**

It was MOVED by Commissioner Nathanson, seconded by Commissioner Walters, and unanimously carried that the revised Rules of Conduct, Board Policy Section 1:382, be adopted.
VARIOUS COMMUNICATIONS: None.

COMMISSIONERS’ COMMENTS & REVIEW OF MATTERS PENDING: None.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 12:08 p.m.

ATTEST: ____________________

_________________________________      _____________________________
Marsha Hirano-Nakanishi                                                   Raquel M. Borden
President                                                             Board Executive Assistant

Date to be approved: July 25, 2013