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; Dov Lesel, Deputy City Attorney; Roy Stone, President, Librarians’ Guild; Richard Stockton, President and Chief Executive Office, OUE; Leia Jensen, General Property Manager, Hines; and staff.

MINUTES FOR APPROVAL: Regular Meeting – 7/25/13

MOVED by Commissioner Walters, seconded by Commissioner Nathanson, and unanimously carried that the Minutes of the Regular Meeting held July 25, 2013 be approved as submitted

PUBLIC COMMENTS ON MATTERS WITHIN THE BOARD’S JURISDICTION: None.

CITY LIBRARIAN’S COMMENTS AND ANNOUNCEMENTS

Summer Meals Program

The Summer Meals Program presented from June 10 - August 2 has concluded with great success. Staff and volunteers at the Central Library and at the Pacoima Branch served a total of 2,741 free hot lunches to children and teens.

Mr. Szabo stated that the Library is already looking forward to next year to expand the program to more locations. He commented that the Children’s Librarian reported that a number of teens as well as a young homeless couple received their one balanced meal of the day here at Central Library. At the Pacoima Branch, several families told the branch manager that they hope this program continues next year because it was so important to them.
Mr. Szabo thanked the L.A. Food Bank for providing the meals, the David and Lucile Packard Foundation for providing funding for books and other materials for the program, and Library staff and volunteers for all their hard work to make the program such a success.

**Los Angeles Opportunities Industrialization Center**

Mr. Szabo stated that the Los Angeles Public Library has partnered with L.A. Opportunities Industrialization Center (OIC), an organization that provides refurbished, almost new computers to low-income families. OIC requires recipients to attend a boot camp on how to use the computers and access the Internet. The training will be provided by LAPL and will be conducted in both English and Spanish at the following branch libraries: Baldwin Hills, Vernon, Angeles Mesa and Watts.

**E-Books**

Mr. Szabo reported that e-books are extremely popular on LAPL’s website. Last year, the Library circulated 1.7 million e-books. He stated that there was an international gathering of libraries where over 500 librarians attended to discuss e-books. In the conference opening, a speaker used LAPL as an exemplary model of how a public library makes e-books available to the public and showed how the LAPL’s Overdrive website is available in English, Spanish and Chinese.

Mr. Szabo stated that as additional languages become available in e-book format, the Library acquires them. For example, last week Korean books became available through Overdrive and now they have been added to the LAPL collection.

**LAPL to host fellow from the Cultural Exchange International (CEI) Program**

The LAPL, in collaboration with the City’s Department of Cultural Affairs (DCA), will be hosting artist Sally Lockey from the United Kingdom for a two-week period, from September 14 – 28. The Cultural Affairs’ CEI program awards fellowships to hosts artists from other countries to provide international cultural engagement to the residents of Los Angeles.

Sally Lockey, a contemporary digital artist, will be conducting public programs and staff training on the use of *The Memory Box*, which is an innovative I-Pad application that enables users to create and share life stories by compiling short audio recordings as well as digitized photographs. Mr. Szabo said that this is an area that is a major growth area in terms of libraries being a place where people can share and preserve their families’ personal history. She will also be presenting a program on her work at the Taper Auditorium on Saturday, September 28.
Photo Friends

The Photo Friends Group supports the LAPL’s Photo Collection and presents some great public programs. Recently, they brought together several former Herald Examiner photographers to talk about their work and their photos that are now in the Photo Collection. The Photo Friends have also digitized their videotaped programs and have made them available online on the LAPL website.

Affordable Care Act

The Los Angeles Public Library staff will be receiving training on the Affordable Care Act. Mr. Szabo anticipates Library staff receiving many inquiries from the public; therefore, LAPL is working with a number of partners, applying for grants, and working with the Mayor’s Office to have a “Health Information Portal” on the LAPL website where people can find accurate information, and be referred to non-profits and other organizations for assistance. Further, he said that the Library is also looking into the possibility of having certified enrollment counselors in the libraries to help people navigate the enrollment process that starts October. He stated that the partnerships are proving invaluable.

Operation Gratitude at Valley Plaza Branch

Mr. Szabo highlighted the “Operation Gratitude” program held at the Valley Plaza Branch Library. He said this very successful teen program got teens together to make bracelets, knitting scarves, and write letters of appreciation to soldiers overseas.

100th Anniversary of Vermont Square Library

The celebration of the 100th anniversary of the Vermont Square Library will take place this Saturday, August 24, 11:30 a.m. Mr. Szabo invited everyone to attend this historical event.

Dialogue on Public Libraries

Mr. Szabo reported that he had participated in the Aspen Institute Leadership Forum to discuss a new vision for public libraries going forward. He said 25 leaders from around the country attended, including four heads of public libraries (New York, Brooklyn, LAPL, and Denver), as well as leaders from the private sector and non-profit organizations. He stated that this wonderful dialogue will be continuing and he looks forward to reporting back to the Board.

Citizenship Initiative News

Mr. Szabo stated that the Mayor of Nashville, who was in attendance at the Aspen Institute Leadership Forum, gave a tremendous endorsement of the LAPL’s Citizenship Initiative program. Later, they talked about Nashville being very interested in duplicating the program. Mr. Szabo also reported that Chicago continues to roll out its Citizenship Initiative program very successfully.
Board President Hirano-Nakanishi stated that she had visited one of the Summer Reading Lunch Programs and reported that it was a wonderful program. She suggested using volunteers to serve the food so the librarians can engage with children and families. She said that high school students could volunteer to do the serving and get community service credit and a free lunch. Also, look into the possibility of the Library Foundation paying for interns to assist with the program.

CITY LIBRARIAN’S REPORTS:

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

Recommendation to Accept Gifts

LIBRARY RESOLUTION NO. 2013-34

RESOLVED, That the following gifts be accepted:

- $5,042.50 From the Culinary Historians of Southern California to the Science, Technology & Patents Department of the Central Library (Value of culinary books)

- $1,633.36 From the Friends of the Sunland-Tujunga Branch Library to the Sunland-Tujunga Branch Library (Value of two (2) paperback display spinners)

- $1,150.00 From the Edendale Friends Society (ELFS) to the Edendale Branch Library (Cost of reupholstery of five (5) wood-framed lounge chairs)

FURTHER RESOLVED, That a letter of appreciation be sent to the donors expressing the grateful appreciation of the Board of Library Commissioners and staff for their generous support.

APPROVAL OF TRANSFER OF FUNDS FROM THE LIBRARY FOUNDATION OF L.A. TO THE LIBRARY DEPARTMENT, FUND 300, LIBRARY MATERIALS

The City Librarian recommended approval of the transfer of funds from the Library Foundation of Los Angeles to the Library Department. He stated that annually, the Library Foundation transfers funds from the Muriel Pollia Foundation Fund and the Righteous Persons Foundation Fund to purchase materials to enhance the collections specified in each of those funds.
**Board Discussion**

The Board President asked the City Librarian if there was a complete listing of the endowments that are held by the Library Foundation from which LAPL draws funds. The City Librarian stated he would provide the list.

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

**LIBRARY RESOLUTION NO. 2013-35 (C-27)**

RESOLVED, that $6,500 be transferred from the Library Foundation of Los Angeles and deposited in the FY 2013-14 Library Department Budget, Fund 300, Account 9010, Library Materials:

- $3,000 from the Muriel Pollia Foundation fund to maintain and develop the Asian Religion and Philosophy Collection of the Central Library;
- $3,500 from the Righteous Persons Foundation Fund to maintain and develop the Judaism Collection of the Social Science/Philosophy/Religion Department of the Central Library; and

FURTHER RESOLVED, that these funds will be used in accordance with the guidelines specified by the Muriel Pollia and Righteous Persons Foundations.

**ACCEPTANCE OF CALIFORNIA LIBRARY LITERACY SERVICES (CLLS) BASELINE GRANT FOR ADULT LITERACY SERVICES**

The City Librarian recommended acceptance of the California Library Literacy Services baseline grant in the amount of $10,000. He stated that the Library Department and the Library Foundation of Los Angeles provide matching funds to become eligible for this grant.

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

**LIBRARY RESOLUTION NO. 2013-36 (C-28)**

WHEREAS, On July 18, 2013, the California State Library announced that the Los Angeles Public Library Adult Literacy Services Program application was accepted and was eligible for a baseline $10,000 grant; and

WHEREAS, The Los Angeles Public Library and the Library Foundation of Los Angeles provide matching funds to become eligible for the grant; and

WHEREAS, The funds must be accepted by the Board of Library Commissioners to activate this grant award:
Library Resolution  
No. 2013-36 (C-28) Cont.

RESOLVED, That the Board of Library Commissioners accepts the California Library Literacy Services (CLLS) baseline grant in the amount of $10,000 for the Los Angeles Public Library’s Adult Literacy Services for Fiscal Year 2013/2014.

FURTHER RESOLVED, That the funds be deposited in Trust Fund 419, Account 297.

ACCEPTANCE OF NATIONAL ENDOWMENT FOR THE HUMANITIES (NEH) AND GILDER LEHRMAN INSTITUTE OF AMERICAN HISTORY “CREATED EQUAL GRANT”

The City Librarian recommended acceptance of the grant from the National Endowment for the Humanities & Gilder Lehrman Institute of American History, titled “Created Equal” Grant. He stated that the Library applied for the grant, which was created to bring attention to the 150th Anniversary of the Emancipation Proclamation, and other anniversaries related to civil rights. The grant funds will be used to provide film showings on *The Abolitionists*, *Slavery by Another Name*, *The Loving Story* and *Freedom Riders*, and scholar led discussions around those four civil rights films at 20 library locations including the Central Library.

Mr. Szabo noted that Library programs and activities on these topics would not be limited to programs funded by this grant. He also mentioned that he and four other staff members had visited the California African American Museum to dialogue about other partnering opportunities associated with these anniversaries.

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

**LIBRARY RESOLUTION NO. 2013-37 (C-29)**

WHEREAS, in May 2013, the Los Angeles Public Library applied for the National Endowment for the Humanities (NEH) and Gilder Lehrman Institute of American History “Created Equal” Grant to provide programming on civil rights and bring attention to the 150th Anniversary of the Emancipation Proclamation; and

WHEREAS, The funds must be accepted by the Board of Library Commissioners to activate this grant:

RESOLVED, That the Board of Library Commissioners accepts the National Endowment for the Humanities and the Gilder Lehrman Institute of American History “Created Equal” Grant in the amount of $24,000 for the period of September 2013 – August 2016; and

FURTHER RESOLVED, that the funds be deposited in Trust Fund 831, Account 299.
APPROVAL OF AGREEMENT WITH ANTIOCH UNIVERSITY LOS ANGELES FOR A FEDERAL WORK STUDY OFF-CAMPUS PROGRAM AT LAPL

The City Librarian recommended approval of a proposed agreement with Antioch University and the Library Department. He stated that approval of the agreement will greatly benefit the Adult Literacy Program at the Library and it will provide training and experience to Antioch University students who participate in the work study off-campus program.

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

LIBRARY RESOLUTION NO. 2013-38 (C-30)

WHEREAS, The Los Angeles Public Library (LAPL) and the Antioch University Los Angeles propose a mutually beneficial program in which Antioch students in the Master’s Degree in Education program who are enrolled in the work-study program would gain tutoring experience by working in the Adult Literacy Program at LAPL; and

WHEREAS, Antioch University students would supplement the Adult Literacy program at LAPL that relies on volunteer tutors to teach adults how to read; and Antioch University would meet the community service provisions required to obtain Federal Work Study funds; and

WHEREAS, The students would be paid by Antioch University to work 20 hours/week in branch libraries located near Culver City, where the University is located. Baldwin Hills and Robertson Branch libraries have been selected as the initial pilot sites:

RESOLVED, That the Board of Library Commissioners approve the Federal Work Study Off-Campus Agreement with Antioch University to provide work study students at the Los Angeles Public Library (LAPL); and

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

FURTHER RESOLVED, That the Board President be authorized to execute the agreement upon receipt of the required approvals.
RECOMMENDATION TO APPPROVE AGREEMENT WITH  
WITH BERINGIA CENTRAL, LLC FOR MAINTENANCE OF  
CENTRAL LIBRARY LANDSCAPE, HARDSCAPE, AND COURTYARDS

City Librarian John F. Szabo provided background information and spoke about all the components of the contract. He explained that the Library Department makes the payments to Beringia Central LLC, and as its predecessor did, Beringia hires multiple vendors to do maintenance work such as tree trimming, daily janitorial services, pest and rodent control, maintenance of the waterfalls and other water features, metal works, marble, decorative rock granite, sidewalk planters, pathways and sidewalk, lighting fixtures, benches, graffiti control, lighting and camera equipment, etc. required to maintain the landscape and hardscape of the gardens.

Mr. Szabo recommended approval of the agreement, which would also require Mayor and City Council approval.

**Board Discussion**

Commissioner Nathanson inquired about the bidding process for the vendors hired by Beringia and asked if the Library gets involved in the selection and pricing process.

Richard Stockton, President and Chief Executive Officer of OUE, the parent company of Beringia Central, LLC, responded that Beringia selects the vendors and ensures to minimize the cost while providing the best possible service for maintaining the gardens. He introduced Leia Jensen, General Property Manager, who would provide specifics to the Commissioner’s question.

Leia Jensen, General Property Manager, Hines, stated that an extensive RFP process is conducted when looking for services. Recently, in 2012, a metal maintenance RFP resulted in a change of vendors and additional cost savings. Approximately 2 or 3 years ago, they selected a new landscaping vendor. She also mentioned that Beringia follows the City’s guidelines and requirements such as the living wage ordinance so there are certain vendors that they cannot receive from, but they try to find the best service at the lowest cost.

In response to a question from Board President Hirano-Nakanishi, Mr. Szabo answered that the amount that the Library would pay for each of the next three years is less than the amount that was paid in 2010.

Commissioner Walters commented that one of the fountains in the pools going down the steps to the Flower Street has not been working for some time and asked if it was possible to have it restored. Mr. Szabo replied that they would absolutely look into that.

Commissioner Tinoco stated that he would support the contract because many different services are needed for the maintenance of the gardens but the Library would deal with one entity in terms of payments.
After further discussion, it was MOVED by Commissioner Tinoco, and seconded by Commissioner Nathanson, and unanimously carried that the following resolution be adopted:

**LIBRARY RESOLUTION NO. 2013-39 (C-31)**

WHEREAS, to help finance the Central Library renovation and expansion in 1985, the City sold to Maguire Thomas Partners (MTP) the parking lot located adjacent to the Central Library, where MTP constructed an underground parking structure and a 2.5 acre above-ground park; and

WHEREAS, At the time of the sale, the City negotiated a perpetual landscaping agreement with MPT, subject to the following conditions: MTP owns the West Lawn (now named Maguire Gardens); the Library has open easement rights to the gardens to enable public use; landscape and hardscape is maintained by MTP; and maintenance costs are paid by both Library and MTP. The first landscaping agreement was executed in October 1993; and

WHEREAS, As of June 2013, Beringia Central, LLC became the property owner; therefore, a new contract is being proposed with a term of three years plus seven one-year renewal options commencing on October 4, 2013. The proposed monthly rate for the first three years would be frozen and comparable to the rate paid five years ago. Thereafter, the rate would be raised 1.5% annually. Funds are available in the Library’s Contractual Services Account:

RESOLVED, That the Board of Library Commissioners approve the Central Library Landscape and Hardscape Areas Maintenance Agreement between the City and Beringia Central, LLC for the maintenance of the Maguire Gardens, Central Library landscape, hardscape and courtyards; and

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

FURTHER RESOLVED, That the Board President be authorized to execute the Agreement upon receipt of the required approvals.

**ORAL PRESENTATION: CALIFORNIA STATE LIBRARY EUREKA PROGRAM, “HELPING THE HELPERS”**

City Librarian John F. Szabo introduced Emily Fate, East Valley Area Manager, and Senior Librarian Kelly Tyler, Senior Librarian at the Van Nuys Branch Library. He stated that Senior Librarian Kelly Tyler developed the “Helping the Helpers: Facilitating Nonprofit Conversation” project after participating in the Eureka! Leadership Program. He said that the Eureka program helps build leaders and gives them the opportunity to develop innovative projects and implement them locally. Ms. Tyler was a Eureka Fellow in 2012.
**Presentation**

Emily Fate, East Valley Area Manager, reported that the Eureka Leadership Program is offered by the California State Library to librarians that have between three to ten years of professional library experience and who exhibit leadership potential. She said that over the past three years, Los Angeles Public Library has sent three librarians known as “Fellows” to the Eureka Institute.

Ms. Fate stated that Senior Librarian Kelly Tyler applied for a grant award for her project “Helping the Helpers: Facilitating Nonprofit Conversation” and was awarded the grant on March 2013. She introduced Ms. Tyler who would discuss the project.

Kelly Tyler, Senior Librarian, Van Nuys Branch Library, stated that she wanted to work on a project that would have a large impact and that was innovative and interesting as well as have the potential to reposition the Library as central and vital to the community. During her project research, she found several recent publications on the disparity between service needs in poor communities and the lack of resources available to them. She also found that Los Angeles County has more nonprofit organizations than any other county and more than most states. Also, they have doubled in size since 1995. She thought that since the Library has been in some of these communities for more than 100 years and being already a trusted institution, it could also become community builder and create the space to bring nonprofit organizations together.

Ms. Tyler explained that “Helping the Helpers: Facilitating Nonprofit Conversation” project focused on building partnerships between the Library and nonprofits in seven library locations across the city in order to reach out to the poorest areas or areas with the highest needs. She partnered internally with Branch Managers David Hagopian at the Encino-Tarzana Branch, Rachel Bindman at Venice Branch, Zakiyya Akram from Baldwin Hills Branch, Martha Sherod at Vermont Square Branch, Ana Campos at Vernon Branch, and Lupie Leyva at R.L. Stevenson Branch. They received training from Cal Humanities on how to convene groups and facilitate discussions aimed at building a strong network. They also reached out to over 100 nonprofits to participate in the program.

Ms. Tyler discussed in detailed the planning and implementation of the project, the outcomes and recommendations for future support of the program so that continues to grow after the close of the grant cycle. She reported that the program included 14 conversations and 3 training sessions. She said the feedback received from the participants and staff was very positive and provided some examples.

Ms. Tyler concluded her presentation by reporting that the $5,000 grant for the project was matched by the Library and it will end in August. The funds went to release time for staff; to bring in training, for referral and advocacy from community leaders. She said that she developed partnerships with the Valley Nonprofit Resource and the Center for Nonprofit Management, were essential during the grant writing process.
**Board Discussion**

Commissioners Commissioner Tinoco congratulated Ms. Tyler for the program. Commissioner Nathanson applauded Ms. Tyler for the great job she did with the program and asked about the funding needed to continue with the program. The Board President stated that it was a great professional development for staff and the project fits into the kinds of programs they would like to see and asked what the plans were for the program.

Ms. Tyler responded that the next step at the closing of the grant would be to determine how to proceed and which locations should be added. She stated that a lot of the training could be done through CAL Humanities and that some the nonprofits and staff suggested to involve more organizations; to explore opportunities for larger scale collaborative projects that are community based; to provide room for organizations to continue to meet for discussion and spaces for their information literature.

Mr. Szabo stated that the Library is a great place for convening of nonprofits and for developing relationships as well as it provides civic engagement and professional development for staff.

**VARIOUS COMMUNICATIONS:** None.

**COMMISSIONERS’ COMMENTS & REVIEW OF MATTERS PENDING:**

Vice President Madison appointed to the Board of Police Commissioners

Board President Hirano-Nakanishi announced that the Mayor had appointed Vice President Paula Madison to the Board of Police Commissioners.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 12:20 p.m.

**ATTEST:** ________________  _______________________

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

Date to be approved: September 26, 2013