MINUTES
BOARD OF LIBRARY COMMISSIONERS
CITY OF LOS ANGELES
February 26, 2015

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 11:10 a.m. on the above-written date.

PRESENT:  PRESIDENT  JOSEFA SALINAS
           VICE PRESIDENT  BICH NGOC CAO
           COMMISSIONER  GREGORY BETTINELLI

EXCUSED
ABSENT:  COMMISSIONER  MAI LASSITER
         COMMISSIONER  RITA WALTERS

ALSO PRESENT:  John F. Szabo, City Librarian; Kris Morita, Assistant General Manager; Basia Jankowski, Deputy City Attorney, General Counsel; Elaine Owens-Sanchez, Management Analyst, CAO’s Office; Roy Stone, President, Librarians’ Guild, Councilman LaBonge, Council District 4; and staff.

MINUTES FOR APPROVAL:  1/8/15 Regular Meeting

MOVED by Commissioner Bettinelli, seconded by Vice President Cao, and unanimously carried that the Minutes of the Regular Meeting held January 8, 2015, be approved as submitted.

MINUTES FOR APPROVAL:  1/22/15 Special Meeting

MOVED by Vice President Cao, seconded by Commissioner Bettinelli, and unanimously carried that the Minutes of the Special Meeting held January 22, 2015, be approved as submitted.

MINUTES FOR APPROVAL:  1/22/15 Regular Meeting

MOVED by Vice President Cao, seconded by Commissioner Bettinelli, and unanimously carried that the Minutes of the Regular Meeting held January 22, 2015, be approved as submitted.
PUBLIC COMMENTS ON MATTERS
WITHIN THE BOARD’S JURISDICTION:  (Taken Out of Order)

Donation of books and maps from CD 4

Board President Salinas and City Librarian John F. Szabo welcomed Councilmember Tom LaBonge, Council District 4, and his guests Mr. and Mrs. Arnold Schwartzman.

Councilman LaBonge introduced the author of Griffith Observatory: A Celebration of its Architectural Splendor - Photographed by Arnold Schwartzman. He said he had asked Mr. Schwartzman to produce a book about the Griffith Observatory because it is one of the iconic places in Los Angeles. He spoke of Mr. Schwartzman’s background as the Director of Design for the 1984 Los Angeles Olympic Games, longtime Graphics Designer for the Annual Academy Awards and author of several books, including art deco.

Mr. Arnold Schwartzman stated this year is the 80th anniversary of the Griffith Observatory and he loves its art deco architecture and architecture, and pointed that some of the photographs in the book came from the LAPL’s Photo Collection archives.

Councilman LaBonge and Mr. Schwartzman presented the Board and City Librarian with a copy of the book and stated that they had donated copies for each LAPL library location, so patrons from all over the city can have access to the history of the Griffith Observatory.

Mr. Arnold Schwartzman stated that his connection to the Library was his donation to the LAPL of a documentary about the story of the 1932 Los Angeles Olympic Games that he had produced during his tenure as the graphics director for the 1984 Los Angeles Olympic Games. Furthermore, after the Library fire, he and his wife Isolde volunteered in the shelving of books.

Councilman LaBonge also donated several maps for the Library’s Map Collection. He thanked Assistant General Manager Kris Morita for her dedication to the Library.

The Board and City Librarian thanked the Councilman LaBonge for his donations. Mr. Szabo stated that the Councilman has always been a great supporter of the Library and has frequently donated maps and photographs to the Library.
CITY LIBRARIAN’S COMMENTS
AND ANNOUNCEMENTS

LAPL Named Finalist for IMLS Medal

The Los Angeles Public Library (LAPL) is among 30 finalists (15 libraries and 15 museums) for the 2015 National Medal awarded by the Institute of Museum and Library Services (IMLS). The award celebrates institutions that demonstrate extraordinary and innovative approaches to public service that make a difference in the lives of individuals, families and communities. This is the second consecutive year LAPL has received this recognition. March 13 is the “Share Your Story” day for the LAPL. On that date, patrons can go to the IMLS Facebook page to share their LAPL story.

Events and Programs Celebrating African American History Month

The Library offered more than 60 special programs including African American Genealogy programs, Created Equal Series programs on civil rights, African American Poetry, Tuskegee Airmen display in the Valley.

The Library is also featuring the “African-American Military Portraits from the American Civil War” Photo Exhibit that is being presented by the Library in partnership with the California African American Museum through April 4th. Over 4,500 people have visited this exhibit at the Central Library’s Getty Gallery. He thanked Jené Brown, Eloisa Sarao, Giovanna Mannino, Peter Persic, and his PR staff for coordinating this exhibit.

Events Celebrating Chinese New Year:

The Library offered many wonderful programs in celebration of Chinese New Year such as puppet shows, arts and crafts activities, musical performances, and cooking programs.

Immigration: “Step Forward L.A.” Program

On February 12, Mayor Garcetti held a press conference with Secretary of Homeland Security Jeh Johnson at the Central Library to announce the City’s support of informing LA residents about the extension of DACA (Deferred Action for Childhood Arrivals) and DAPA (Deferred Action for Parents of Americans). Mr. Szabo said the Library is already an important institution that provides information on citizenship and naturalization working with United States Citizenship and Immigration Services (USCIS) and local non-profit organizations and is also part of the Mayor’s “Step Forward L.A.” program, which encourages individuals to get information about the process.

City Librarian Speaks at L.A. County Mayors’ Meeting

Mayor Garcetti invited the City Librarian to speak at the L.A. County Mayors Meeting to talk about what the LAPL is doing on citizenship, DACA, and AB 60 Driver’s License information, with the idea that other cities may also adopt these programs.
Covered California

Enrollment assistance for Covered California was provided at 13 library locations during the enrollment period. Mayor Garcetti is very proud of the Library’s work on helping people get access to health care.

Income Tax Preparation Assistance

Mr. Szabo reported that income tax preparation assistance is being provided at many of the LAPL libraries in partnership with AARP and VITA (Volunteer Income Tax Assistance) and Cal State University Northridge volunteers.

CITY LIBRARIAN’S REPORTS:

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

Recommendation to Accept Gifts

LIBRARY RESOLUTION NO. 2015-6 (C-6)

RESOLVED, that the following donations totaling $10,000 received from the Hollywood Hills West Neighborhood Council to the Will and Ariel Durant Branch Library be accepted; and

FURTHER RESOLVED, That the donation be deposited in Trust Fund 831, Account 311, Will and Ariel Branch Library; and

FURTHER RESOLVED, That a letter of appreciation be sent to the Hollywood Hills West Neighborhood Council expressing the grateful appreciation of the Board of Library Commissioners and staff for their generous donation.

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LIBRARY RESOLUTION NO. 2015-7

RESOLVED, that the gift of a display cabinet, valued at $3,601.90, received from the Atwater Village Neighborhood Council and Council District 13th to the Atwater Village Branch Library be accepted; and

FURTHER RESOLVED, That a letter of appreciation be sent to the Atwater Village Neighborhood Council and to Councilmember Mitch O’Farrell, Council District 13th, expressing the grateful appreciation of the Board of Library Commissioners and staff for their generous donation.

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Recommendation to Approve the Acceptance of
Gluck Endowment Funds from the Library Foundation

LIBRARY RESOLUTION NO. 2015-9 (C-8)

WHEREAS, the Library Foundation of Los Angeles administers the
Maxwell H. and Muriel S. Gluck Endowment that was established in 2010 and on
an annual basis the Library Foundation of Los Angeles transfers earnings to the Los
Angeles Public Library; and

WHEREAS, pursuant to the guidelines of the endowment and contractual
agreement requirements, the Library Foundation is transferring earnings for Fiscal
Year 2014-15:

RESOLVED, that the Board of Library Commissioners approve the receipt
of $10,000 from the Library Foundation of Los Angeles (LFLA) to be deposited into
Library Trust Fund Number 831, Account No. 285, Youth Services.

Recommendation to Approve Transfer of
Funds within the Library’s Budget Fund 300

LIBRARY RESOLUTION NO. 2015-10 (C-9)

WHEREAS, at the end of Fiscal Year (FY) 2013-14, approximately
$2,640,000 in salary savings reverted to the Library’s Unreserved and Undesignated
Fund Balance (UUFB). The salary savings resulted from unfilled vacant positions
during FY 2013-14; and

WHEREAS, it is recommended that the reverted salary savings be
reappropriated to various accounts within the Library’s Fiscal Year 2014-2015
Budget:

RESOLVED, that the Board of Library Commissioners approve the
appropriation of $2,640,000 from the Library’s UUFB Account 2539, within Fund
300, Department 44, to the accounts listed below:

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1010 – Salaries, General</td>
<td>52,000</td>
</tr>
<tr>
<td>1070 – Salaries, As-Needed</td>
<td>300,000</td>
</tr>
<tr>
<td>1090 – Salaries, Overtime</td>
<td>25,000</td>
</tr>
<tr>
<td>3040 – Contractual Services</td>
<td>790,000</td>
</tr>
<tr>
<td>9010 – Library Materials</td>
<td>320,000</td>
</tr>
<tr>
<td>9510 – Various Special Library</td>
<td>1,153,000</td>
</tr>
</tbody>
</table>

TOTAL: $2,640,000
Library Resolution
No. 2015-10 (C-9)

FURTHER RESOLVED, that the Board of Library Commissioners approve the transfer of $850,000 from the Library’s Fund 300, Dept. 44, Account 9510 to Fund 100, Dept. 54, Account 00L087.

RECOMMENDATION TO APPROVE NAMING
OF THE MEETING ROOM AT THE WOODLAND HILLS
BRANCH LIBRARY IN HONOR OF MARIE BOUGETZ

Ms. Szabo stated in accordance with Board Policy 1:312, Recognition in Branch Facilities, the Library solicited responses from the public for three months and received a total of 67 responses; all of them supporting the dedication of the meeting room at the Woodland Hills Branch Library in honor of Marie Bougetz.

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

LIBRARY RESOLUTION NO. 2015-11 (C-9)

WHEREAS, On September 11, 2014 the Board of Library Commissioners approved the initiation to consider naming the meeting room at the Woodland Hills Branch Library in honor of Marie Bougetz in response to a request received from Councilmember Bob Blumenfield; and

WHEREAS, Marie Bougetz, who died January 5, 2014, served as a reference librarian at the Woodland Hills Branch Library for 30 years. Ms. Bougetz was a great favorite of the patrons of the Woodland Hills Branch, especially the children who appreciated her courtesy and helpfulness. She was a great influence on a generation of LAPL librarians for her excellent customer service and her professionalism; and

WHEREAS, In accordance with Board Policy, the Library solicited responses from the public for three months and received a total of 67 responses; all supporting the naming of the meeting room at the Woodland Hills Branch after Marie Bougetz. Responders consistently wrote of Ms. Bougetz dedication to the Woodland Hills community, her work with the homebound and her welcoming demeanor:

RESOLVED, that the Board of Library Commissioners name the meeting room at the Woodland Hills Branch Library after Marie Bougetz.

PRESENTATION: IDEAS@LAPL
STAFF MINI-GRANT PROGRAM

City Librarian John F. Szabo introduced Jené Brown, who is the coordinator of the Staff-Mini Grant Program, titled “IDEAS@LAPL.”
Presentation

Jené D. Brown, Strategic Projects & Partnerships/Friends Liaison Manager, provided an overview of “IDEAS@LAPL,” a staff mini-grant program developed in partnership with the Library Foundation of Los Angeles to empower staff at all levels and encourage innovation of library services. The program is funded by the Library Foundation of Los Angeles and it consists of awarding mini-grants every six months, in amounts of up to $5,000 per project. Staff completes a simple mini-grant application and the task force selects finalists and forwards their recommendations to the City Librarian, who then makes the final selections.

Ms. Brown stated that the program which began in 2013, is a concept that City Librarian John F. Szabo brought from the Atlanta-Fulton Public Library. She said staff are provided with sample applications, FAQs, guidelines, and grant writing workshops and resources. Members of the IDEAS Team are available to answer questions or give guidance on proposed ideas. She said the most accomplished ideas are those that are aligned with the Library’s mission and those that support key initiatives.

Ms. Brown highlighted some of the awarded projects such as iPads for Kids to support early literacy with technology (Palms-Rancho Park Branch); Teen Cooking Project encourages healthy eating life style and taught by a professional chef (Valley Plaza Branch), Mobile Technology Petting Zoo to increase knowledge on the use of mobile e-media (Central Library), LAPL Plays is a circulating collection of books and play kits to increase early literacy skills through developmental play (Panorama City Branch), LAPL Book Bike is as an outreach tool with its own Twitter account, and it gives away donated books during book bike visits (San Pedro Regional Branch).

Ms. Brown indicated that the staff at other library locations have expressed interest in having a book bike for community outreach. She said some projects are replicable and scalable in a large library system like LAPL, some are not. She noted that funding capacity and need will drive whether projects are replicated in other areas of the city. For example, some Friends groups have covered additional project costs beyond grant funding, one of them are the teen cooking classes. She stated that project coordinators will continue featuring their projects at staff information meetings, share their project ideas at library conferences, create tools for staff to replicate desired projects, foster sharing and collaboration among staff.

Ms. Brown concluded by stating that the IDEAS Team is looking forward to reviewing the next set of applications, which are due March 16.

City Librarian John F. Szabo stated that the IDEAS@LAPL program empowers employees at all levels. He thanked the Library Foundation of Los Angeles for funding the program and staff involved in the IDEAS Team who make the selection.

Board President Salinas thanked Ms. Brown for her excellent presentation.
VARIOUS COMMUNICATIONS: None.

COMMISSIONERS’ COMMENTS & REVIEW OF MATTERS PENDING: None.

ADJOURNMENT
There being no further business, the meeting was adjourned at 12:02 p.m.

ATTEST: ________________

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Josefa Salinas                         Raquel M. Borden
President                              Board Executive Assistant

Approved: March 17, 2015