

# MINUTES

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

**June 11, 2015**

A Regular Meeting of the Board of Library Commissioners was held at the Hyde Park-Miriam Matthews Branch Library, 2205 West Florence Avenue, Los Angeles, CA 90043, convening at 11:10 a.m. on the above-written date.

**PRESENT:**   PRESIDENT                       JOSEFA SALINAS  
                  VICE PRESIDENT                BICH NGOC CAO  
                  COMMISSIONER                    RITA WALTERS

**EXCUSED**

**ABSENT:**   COMMISSIONER                GREGORY BETTINELLI  
                  COMMISSIONER                    MAI LASSITER

**ALSO PRESENT:** Kris Morita, Assistant General Manager; Basia Jankowski, Deputy City Attorney; Honorable Bernard C. Parks, Councilmember, Eighth District; Angela Lee, President of the Friends of the Hyde Park-Miriam Matthews Branch Library and members and members Terri Brown, Linda Ricks, Bertha Wellington, and Marie Bryant; and Library staff.

By unanimous consent the approval of the Minutes was moved out order and reconsidered after Exhibit F. Consent Calendar Exhibit A was called Special and considered upon arrival of Councilmember Parks.

CITY LIBRARIAN'S REPORTS: (Exhibits B through D)

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

Acceptance of Grants

LIBRARY RESOLUTION NO. 2015-26 (C-21)

RESOLVED, That the Board of Library Commissioners approve the acceptance of funds in the amount of \$7,601.57 from the Pacific Library Partnership for the Veterans Resource Center at the Mid-Valley Regional Branch Library; and

FURTHER RESOLVED, That the funds be deposited into Library Trust Fund 831, Account 310.

LIBRARY RESOLUTION NO. 2015-27 (C-22)

RESOLVED, That the Board of Library Commissioners approve the acceptance of a Talk Story Grant in the amount of \$600 from the Asian Pacific Librarians Association (APALA) and the American Indian Library Association (AILA) for the Palms-Rancho Park Branch Library; and

FURTHER RESOLVED, That the funds be deposited into Library Trust Fund 831, Account 313.

Recommendation to Approve  
General Manager's Expense Account

LIBRARY RESOLUTION NO. 2015-28 (C-23)

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, 2015 through June 30, 2016; and

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

CITY LIBRARIAN'S COMMENTS  
AND ANNOUNCEMENTSSummer Lunch Program

This week, eleven libraries have started serving summer lunch to youths in low income communities. They include Central Library, Exposition Park-Dr. Mary McLeod Bethune Regional, Lincoln Heights, Mark Twain, Pacoima, Canoga Park, Panorama City, Pico Union, San Pedro, Vernon and Watts. The partners include the California State Library and the L.A. Regional Food Bank. Last year, we served 10,000 lunches and hope to serve more this year.

Donation of Books from China

Approximately two weeks ago, the Library received 300 Chinese titles from Nishan Press, a Chinese publisher from Shandong, China. The publisher presented the books to the Library during a special donation ceremony at the Central Library. Congresswoman Judy Chu, the first Chinese American to be a U.S. Representative, was in attendance.

Today, City Librarian John F. Szabo is with Mayor Garcetti participating in another donation ceremony where Mayor Chen of Guangzhou, China, is giving the Library 540 Chinese books about the history and culture of that city. The books came in beautiful, custom-made book cases and will be housed in the International Languages Department of the Central Library.

Hyde Park-Miriam Matthews Branch receives TechKiosk

A new TechKiosk has been installed at the Hyde Park-Miriam Matthews Branch Library, similar to the one located at the Central Library next to the Computer Center. The TechKiosk is a dispensary of tablets and laptops. (President Salinas stated she has heard from the public that they are very excited to have the Tech Kiosk and it is a wonderful addition to the Library).

REMARKS BY THE WESTERN AREA MANAGER  
AND THE HYDE PARK-MIRIAM MATTHEWS  
BRANCH SENIOR LIBRARIANWestern Area Manager

Adam Mendelsohn, Western Area Manager, welcomed the Board back to the Western Area and to the Hyde Park-Miriam Matthews Branch. He introduced Acting Senior Librarian Teni Bedrosian.

Senior Branch Librarian

Teni Bedrosian, Acting Senior Librarian, stated that it was a pleasure to host the Board of Library Commissioners meeting. She introduced staff members present: Samantha Murray, Messenger Clerk; Dominique Dorsey, Clerk Typist; and Roman Antonio, Adult Librarian; Ms. Dolores, volunteer. She also named staff members not present. She also introduced members of the Friends' group that were present.

Ms. Bedrosian stated that the Friends group sponsors programs for the Library and hold quarterly book sales to raise funds to assist with purchase of much needed materials and supplies.

Ms. Bedrosian provided a brief history of the branch, which was built in 2004 as part of the 1998 Bond Construction Project, and named after Miriam Matthews, the city's first African American librarian.

Ms. Bedrosian spoke about the myriad of programs and services provided at the branch, which serves six elementary schools, two middle schools and two high schools. She said that in order to help the many families within these communities that lack internet and computer access in their homes, the library provides adult computer and OIC Boot Camp workshops, which has resulted in over 60 patrons now being able to purchase an affordable laptop to bridge the digital divide. The bi-monthly computer workshops and continuous Friday afternoon walk-ins with an available Cybernaut have proven to be in high demand given the influx of technology-based inquiries.

Ms. Bedrosian also highlighted two special programs that staff is very proud to offer in the area of mentorship, "Welcome to Manhood" and "Hey Lil Sis." These two programs target at-risk youth in the community and both groups function as a support group and offer workshops for young African Americans in area of etiquette training, money management, and life skills.

Ms. Bedrosian stated that staff and the community are very excited about being the very first LAPL branch to offer a brand new TechKiosk that will allow the library cardholder to check out iPads and laptops.

RECESSED AT 11:25 A.M. AND RECONVENED AT 11:40 A.M.

(Media coverage of Councilman Parks' visit and presentation of a check to the Library was held in the main lobby during the recess.)

Recommendation to Accept Funds

From the Eighth Council District: (Exhibit A called Special)

Assistant General Manager Kris Morita welcomed Councilmember Bernard C. Parks, Eighth District, to the Hyde Park-Miriam Matthews Branch Library. She remarked that for the past 12 years Councilmember Parks has been a strong advocate for library services in his District and throughout the City. He authored and advocated Measure L and its passage in 2011, which has enabled the Library to restore service hours, provide enhanced programs and resources, and free services to City residents.

Ms. Morita reported that Councilmember Parks has generously provided funds for additional programing in each of the five branch libraries in the Eighth Council District, which include Angeles Mesa, Exposition Park Dr. Mary McCloud Bethune Regional, Hyde Park-Miriam Matthews, John Muir and Mark Twain.

### **Special Guest Speaker**

Councilmember Bernard Parks extended a special greeting to Commissioner Rita Walters and thanked all the Commissioners for the work they do on behalf of the Library. He also thanked the Board for coming out for the Commission meeting because so often Commissions meet in downtown and the community does not even have the opportunity of seeing how city business is being conducted.

Councilmember Parks stated that what the Library does for the communities is immeasurable and priceless because there is absolutely a need whether dealing with poverty, foster children, and a variety of other issues. The Library give kids in these neighborhoods a window to the future in seeing things they never perceived they could be involved in. He stated that the five libraries in his district are either brand new or recently refurbished and they are a community center in the neighborhoods.

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Board President Josefa Salinas said that the Board members love coming out to the branch libraries and reassured Councilman Parks that this Commission is committed to the Library, many of the Board members are new but they have Commissioner Walters to give them advice and direction.

Commissioner Walters thanked Councilman Parks for pushing to recognize the excellent work that Miriam Matthews did and the outstanding person that she was. She said it is a message to the community that without her certain things would not have happened in the Los Angeles Public Library system and for the children as well as the adults to understand the struggle that she had in order to achieve what she achieved and that her legacy lives on. She remarked that she wanted information about Miriam Matthews more prominently displayed and asked Ms. Morita to follow up on that.

Councilman Parks and Commissioner Walters also had a brief discussion on Jackie Tatum who was the first African American General Manager of Recreation and Parks. She thanked the councilman for recognizing the libraries and for recognizing her dear friend Jackie Tatum, whose birthday was today. She wished him an enjoyable retirement.

Councilman Parks stated that as a small token from the Eighth District as he leaves office, he transferred funds to the Library for the libraries in his district.

THEREAFTER, it was MOVED by Vice President Cao, seconded by Commissioner Walters, and unanimously carried that the following resolution be adopted:

Recommendation to Accept Funds

LIBRARY RESOLUTION NO. 2015-25 (C-20)

RESOLVED, That the Board of Library Commissioners accept the transfer of funds in the amount of \$30,000 from Council District 8 for the following branch libraries in District 8th; and

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

<u>Amount</u>	<u>Account</u>
\$6,000	Account No. 315 - Angeles Mesa Branch Library
\$6,000	Account No. 316 - Exposition Park-Dr. Mary McLeod Bethune Regional Branch
\$6,000	Account No. 317 - Hyde Park-Miriam Matthews Branch
\$6,000	Account No. 318 - John Muir Branch Library
\$6,000	Account No. 319 - Mark Twain Branch Library

FURTHER RESOLVED, That a letter of thanks be sent to Councilmember Parks, Council District 8th, expressing the grateful appreciation of the Board and staff.

**PUBLIC COMMENTS ON MATTERS**

WITHIN THE BOARD'S JURISDICTION: None.

**RECOMMENDATION TO ADOPT THE LIBRARY DEPARTMENT  
PERSONNEL RESOLUTION FOR FISCAL YEAR 2015-2016**

Assistant General Manager Kris Morita stated that in accordance with the City Charter the Library Department is required at the beginning of each fiscal year to prepare for the Board the Personnel Resolution establishing for that fiscal year the personnel authority for that Department. The resolution is the authority that enables the Department to have administrative authority to hire all required staff for the aforementioned year. Positions listed in the attached Personnel Resolution also includes the 47 new positions approved in the Budget.

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

**LIBRARY RESOLUTION NO. 2015-29 (C-24)**

**RESOLUTION FIXING PERSONNEL IN THE LIBRARY DEPARTMENT OF THE  
CITY OF LOS ANGELES FOR THE FISCAL YEAR 2015-2016.**

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 2015-2016; 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 2015-2016 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, 2015, 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 2015-2016 Library Personnel Resolution.
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)*

**RECOMMENDATION TO ADOPT THE LIBRARY  
DEPARTMENT BUDGET FOR FISCAL YEAR 2015-2016**

Assistant General Manager Kris Morita stated that at the end of May the Mayor and City Council approved the 2015-2016 Budget. As required by City Charter, the Library Commission must formally approve the adopted budget. She noted that this budget represents a 5.7% increase from last year's budget. The total budget is \$153,942,777 and of this amount 39% is designated to reimburse the General Fund for direct and indirect costs. The budget for library materials has increased from \$10.4 million to \$11.4 million. Funds are allocated to continue to bridge the digital divide including digital learning spaces to provide residents with learning opportunities in the area of technology and content creation; provides more self-checkout terminals, TechKiosks, and replacement of aging technology. The budget also includes an additional 47 positions for public and support services and provides \$4.3 million for capital improvements at the branches and Central Library.

**Discussion**

Commissioner Walters asked if under Measure L the Library would be able to continue the budget at this level. Mrs. Morita replied that it would be able to continue at this level as long as property taxes continue to be strong.

Robert Morales, Senior Management Analyst II, Business Office, added that one of the keys is not to have long term infrastructure responsibilities and also have discretion with the Council Stabilization Fund, which will be part of the next budget process, so there would be rainy day funds.

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

**LIBRARY RESOLUTION NO. 2015-30 (C-25)**

RESOLVED, That the Board of Library Commissioners hereby adopts and certifies the Library Department Budget for Fiscal Year 2015/2016 in the amount of \$153,942,777, as approved by the Mayor and City Council.

**MINUTES FOR APPROVAL: Regular Meeting – 4/23/15**

Board President Salinas stated that since this new Board came on, they have always emphasized the use of the internet. She said she pushes all the time for things being on YouTube and being available at all the libraries, to make sure that patrons who cannot attend library events can actually see what goes on at other libraries or get the benefit of a speaker or a class that is taught at another library.

The Board President said that Board meetings are public meetings and she would like them to be accessible online so people do not have to wait weeks or longer to read what happens in the meetings. She stated that it doesn't necessarily have to be streamed live, but if they could tape it and make sure that it is up online. She said that it would be a good way to get information to people at all the libraries and it would be done in a much quicker fashion than waiting to see something written.

Board President Salinas said that she knows that city council and many other commission meetings are online and she would like the Board and staff to discuss at the June 25 Board meeting the issue of audio and video recording of the Board Meeting for online posting.

Thereafter, it was MOVED by Commissioner Walters, seconded by Vice President Cao and unanimously carried that the Minutes of the Regular Meeting held April 23, 2015 be approved.

VARIOUS COMMUNICATIONS: None.

COMMISSIONERS' COMMENTS &  
REVIEW OF MATTERS PENDING:

Review of Matters Pending

President Salinas stated that after a brief discussion at the April 23 Board Meeting, Mr. Szabo said that he would report back on the possibility of an amnesty program for delinquent Library accounts. She asked the Board Secretary to add that item to the Matters Pending list as a report and discussion to be scheduled for the agenda on the second meeting in August.

ADJOURNMENT

The Board President thanked everyone for the amazing work they do. There being no further business, the meeting was adjourned at 11:54 a.m.

ATTEST: \_\_\_\_\_

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Josefa Salinas  
President

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Raquel M. Borden  
Board Executive Assistant

Approved: August 27, 2015