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 11:01 a.m. on the above-written date.

PRESENT:  VICE PRESIDENT  BICH NGOC CAO  
COMMISSIONER  GREGORY BETTINELLI  
COMMISSIONER  MAI LASSITER  
COMMISSIONER  RITA WALTERS  

EXCUSED  
ABSENT:  PRESIDENT  JOSEFA SALINAS  

ALSO PRESENT:  Kris Morita, Assistant General Manager; Arletta Maria Brimsey, Deputy City Attorney, General Counsel; Roy Stone, President, Librarians’ Guild; and staff.

MINUTES FOR APPROVAL: Regular Meeting – 5/14/15  

MOVED by Commissioner Bettinelli, seconded by Commissioner Lassiter and unanimously carried that the Minutes of the Regular Meeting held May 14, 2015 be approved as submitted.

MINUTES FOR APPROVAL: Regular Meeting – 6/11/15  

MOVED by Commissioner Walters, seconded by Commissioner Bettinelli and unanimously carried that the Minutes of the Regular Meeting held June 11, 2015 be approved as submitted.

MINUTES FOR APPROVAL: Regular Meeting – 6/25/15  

MOVED by Commissioner Bettinelli, seconded by Commissioner Lassiter and unanimously carried that the Minutes of the Regular Meeting held June 25, 2015 be approved as submitted.

PUBLIC COMMENTS ON MATTERS WITHIN THE BOARD’S JURISDICTION:  None.
Assistant General Manager Kris Morita reported the following:

**Programs and Services**

- In mid-July, Mayor Garcetti attended the launching of the new Job and Career Center in the Business and Economics Department of the Central Library. The Library has partnered with the Economic and Workforce Development Department and Pacific Asian Consortium Employment (PACE), who staffs the Job Center to offer assistance with one-on-one job search consultations by trained staff. As of July 10, the center has received 150 inquiries about the services and 214 people have received one-on-one job search assistance. The center supplements the Library’s Job Hunting website.

- The Summer Lunch Program was very successful with a 19% increase over last year. Over 12,002 lunches were served during eight weeks at eleven branch libraries in low income communities. The participants who signed up for the program also received a library card and participated in the Summer Reading program.

- In July a new series of Citizenship Classes started that run from July through October at nine branch library locations.

- HealthNet is conducting Health Utilization Workshops at the branches in the Northeast Region that teaches new enrollees in the Affordable Care Act how to use their benefits.

- Healthy Fridays: representatives from the L.A. County’s Department of Social Services are on site at 18 LAPL locations to sign people up for Medi-Cal, Cal Fresh and Covered California.

- From October-December, the Library will be hosting L.A. County Department of Health Services’ Flu Clinics at eight library locations.

- Neighborhood Housing Services will provide first time home buyers workshops at the Hyde Park, Angeles Mesa, Sunland-Tujunga, Van Nuys and West Valley branches.

- The Library has received a third State Library LSTA grant to fund a new Veteran Resource Center at the Van Nuys Branch Library, which will become the eleventh Veterans’ Resource Center in the Library system.

**California Librarians Black Caucus honored Senior Librarian Jené D. Brown**

Jené Brown, Senior Librarian, Strategic Projects & Partnerships/Friends Liaison, was congratulated for receiving The Joyce Madkins Sumbi Emerging Leaders Award presented by The California Librarians Black Caucus on August 1, 2015. The award is granted to a librarian who provides inspiration and leadership in promoting exemplary library services to individuals of all ages and ethnicities.
City Council Resolution presented to LAPL for IMLS Medal Award

Last Friday, the Los Angeles City Council presented the Library with a City Council Resolution congratulating the Library for winning the IMLS Medal. Asst. General Manager Kris Morita thanked all the staff for providing exceptional service every day.

Ms. Morita announced the following staff appointments:

Director of Central Library Services - Eva Mitnick
Ms. Mitnick is a twenty-year employee with LAPL and she is currently the Director of Children’s Services. She will start her new position on Sept. 6.

Director of Emerging Technologies and Collections - Susan Broman
Ms. Broman is currently the Adult and Digital Services Administrator for the County of Los Angeles Public Library, where she has served for 20 years in various positions. She starts on September 20.

Business Manager - Madeleine Rackley
Ms. Rackley has worked for the city for over 30 years in various departments. For the last 15 years, she has worked as a Senior Administrative Analyst II in the Office of the City Administrative Officer (CAO). She brings to the Library a wealth of knowledge and experience in the areas of budget, finance, contracts, and systems administration. She will join the Library on September 20.

Principal Accountant - Monique Atkinson
Ms. Atkinson has been a Senior Accountant since 2003, and has worked for LAPD and most recently the Los Angeles World Airports (LAWA). She started on August 24.

***

Commissioner Lassiter asked who was coming in for the services being offered in the Job and Career Center. Joyce Cooper, Acting Principal Librarian, Business and Economics Department, replied that up to now, they are patrons who have been using the computers and were being assisted by librarians with resume writing. She said that having the Job and Career Center helps centralize those services. She said Johnathan Davis, who staffs the center, books them for one hour appointments to walk them through the process and get them ready for job interviews.

Commissioner Lassiter also asked about publicity and referrals from the Veterans and Adult Literacy Center to the Job and Career Center. Ms. Cooper stated the center had received publicity from the Spanish Language media when it opened and some people that came in reported that was how they found out about the center. She said that signs have been placed throughout the building, and that the Veterans Resource Centers and Adult Literacy Center could refer patrons as well.
CITY LIBRARIAN’S REPORTS:

Assistant General Manager Kris Morita provided an overview of the Consent Calendar and recommended approval. Vice President Cao asked for a motion to approve Exhibits A and B and to consider Exhibits C, D and E Special.

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

Recommendation to Accept Gift

LIBRARY RESOLUTION NO. 2015-38 (C-31)

RESOLVED, that the gift of $7,135.23 received from the Baldwin Hills Library, for the benefit of the Baldwin Hills Branch Library be accepted; and

FURTHER RESOLVED, that this gift of $7,135.23 be deposited to Trust Fund 831, Account Code 321, Baldwin Hills Branch Library.

FURTHER RESOLVED, that a letter of thanks be sent to the Friends of the Baldwin Hills Library, expressing the grateful appreciation of the Board and staff for the generous gift.

Acceptance of California Library Literacy Services (CLLS) Baseline Grant for Adult Literacy Services for Fiscal Year 2015-16

LIBRARY RESOLUTION NO. 2015-39 (C-32)

RESOLVED, that the Board of Library Commissioners accepts the California Library Literacy Services (CLLS) baseline grant of $18,000 for the Los Angeles Public Library’s Adult Literacy Services for Fiscal Year 2015/16; and

FURTHER RESOLVED, that the funds be deposited in Trust Fund 419, Account 322.

RECOMMENDED APPROVAL TO AWARD CONTRACTS FOR ACQUISITION OF LIBRARY MATERIALS AND SERVICES

Assistant General Manager Kris Morita recommended awarding contracts to Baker & Taylor, Ingram Library Services, Inc., and Midwest Tapes, LLC. These vendors would provide library materials and services to the Los Angeles Public Library. She stated that by awarding multiple contracts with no minimums or guarantees as to the dollar amount or quantities purchased, allows the Library maximum flexibility in purchasing power.
Board Discussion

Commissioner Bettinelli asked if the Library had received enough responses as it had hoped for. Peggy Murphy, Principal Librarian, Collection Services, replied that staff was very comfortable with the number of responses received.

Commissioners Bettinelli and Walters had questions on competitiveness. Ms. Murphy stated that vendors were very close in their bidding, within 1%. She said the Library as a customer is at the top and very close with New York and Chicago Public Libraries in terms of purchasing.

Thereafter, it was MOVED by Commissioner Bettinelli, seconded by Commissioner Lassiter and unanimously, and unanimously carried to award a contract to Baker & Taylor for acquisition of Library Materials and services;

It was MOVED by Commissioner Bettinelli, seconded by Commissioner Lassiter and unanimously, and unanimously carried to award a contract to Ingram Library Services, Inc. for acquisition of Library Materials and services;

It was MOVED by Commissioner Bettinelli, seconded by Commissioner Lassiter and unanimously, and unanimously carried to award a contract to Midwest Tape, LLC for acquisition of Library Materials and services:

LIBRARY RESOLUTION NO. 2015-40 (C-33)

WHEREAS, On April 23, 2015, the Board of Library Commissioners approved the issuance of a Request for Proposals (RFP) for a wide range of vendor services for cost effective and timely provision of books and non-book materials for adults, young adults and children; and

WHEREAS, Baker & Taylor, Ingram Library Services, Inc., and Midwest Tapes, LLC submitted their proposals by the deadline of June 24, 2015. These three firms were evaluated on their proposed fees, overall service and processing, and relevant experience and qualifications:

RESOLVED, That the Board of Library Commissioners award Baker & Taylor, Ingram Library Services, Inc., and Midwest Tapes, LLC contracts to provide materials and services to the Los Angeles Public Library; and

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

FURTHER RESOLVED, That the President of the Board of Library Commissioners is authorized to execute the contracts.
APPROVAL OF AN AMNESTY PROGRAM
FOR LAPL PATRONS WITH OVERDUE FINES

Assistant General Manager Kris Morita stated that staff is recommending a week of amnesty for all Los Angeles Public Library patrons with overdue fines who return those overdue items during that week. This will allow those patrons to use the library card again. Ms. Morita reported that several libraries across the country have offered such programs, they include New York Public Library, Chicago Public Library, Los Angeles County, Santa Monica and Orange County library systems, and all of them were happy with the results.

Ms. Morita stated that staff is proposing to offer the week of amnesty from November 15 through November 21. The main goals are to recover overdue materials, increase library users and generate public goodwill for the Library. She said that for a fine to be forgiven, a patron must return the overdue item in person or in the book drop.

Ms. Morita noted that staff training will be provided before the program begins. She reported that the Mayor’s staff supports this initiative.

Public Comments

Roy Stone, President, Librarians’ Guild, said the Guild has mixed views about the amnesty program. He said that even though it will be widely publicized, somebody will miss the deadline and could show up the week after wanting the same consideration. He said he would like to see the Libraries being more flexible all the time.

Mr. Stone stated that he was glad to hear about training and the Guild wants to be closely involved in how the training and how the process will work.

Discussion

Commissioner Lassiter asked Mr. Stone if the Guild had some specific points or key ideas on what librarians would want to see and what kind of training they want.

Commissioner Bettinelli asked Mr. Stone if librarians have leeway on waive fees. Mr. Stone replied that it depends on the reason, but there is a very short list of what is authorized between the Controller’s Office and the Department. He would like to see more flexibility for librarians.

Assistant General Manager Kris Morita stated that policy on fines and fees has evolved over time. She said branch managers have discretion to work with the patrons to solve account issues. She stated that the policies will be better defined and reviewed with staff during the training for the amnesty program.
Commissioner Bettinelli stated that the Library uses the fees as a disincentive for keeping materials out but the Controller’s Office looks at it as a source of revenue. After success of this program, he indicated he would expect that the Library would offer some flexibility.

Ms. Morita stated that Steve Fritz, Circulation Manager, would be writing the procedures for the Amnesty Week program and conducting the training.

Vice President Cao asked if those patrons with overdue fines would be notified of the amnesty program. Mr. Fritz replied that staff can look into providing the notification about Amnesty Program through the Library’s automated notification system.

Commissioner Lassiter asked how soon patrons would have their library cards reinstated. Mr. Fritz said that fines can be erased upon return of the materials and get the fees below the blocking threshold that is $5 dollars, which is when the library card is blocked.

Commissioner Bettinelli asked about the total of outstanding fines, how much content is overdue, and how big is the Library’s collection. Ms. Morita replied that it is $2.8 million in outstanding fees; there are 123,131 items overdue; and the Library has 6.7 million books in the collection, of which 1.8% is overdue.

Commissioner Lassiter asked if the Library had offered an amnesty program before. Ms. Morita replied that the last amnesty program may have been offered in 1965. Commissioner Bettinelli stated that it was 50 years ago since the last amnesty was offered and that it was wonderful that the Library would be offering it again. He spoke about the use of social media to share the pictures and stories that will generate during the program, like LAPD does with the guns they collect during its gun-buy-back program.

Commissioner Lassiter stated that the time frame of a week for the program was a short time period. Commissioner Bettinelli stated that a short window of time would get people and media excited about it and then it could be extended for another week, but he doesn’t think it would be a good idea to offer it for a whole month. Commissioner Walters stated that Thanksgiving season is a big season and the attention is directed to something else than the Library and recommended moving it after the holiday season.

Ms. Morita stated that the program could be offered at a different time or for the first two weeks in November, but time would be needed to train staff before the program begins. She said the last two weeks in January could be another option. She recommended the Board approve the concept of Amnesty Week with the dates to be determined later.

Vice President Cao stated that Board President Salinas, who was absent today, had requested that an outreach plan for informing the public about this program be presented at the next meeting, which would be on Sept. 10th. Commissioners Walters and Lassiter stated that the time frame for the outreach plan was too short and recommended that an outline be presented instead.
Vice President Cao asked for a motion to approve the concept of amnesty week program with the dates to be determined later.

Thereafter, it was MOVED by Commissioner Bettinelli, seconded by Commissioner Lassiter and unanimously, and unanimously carried that the following resolution be adopted:

**LIBRARY RESOLUTION NO. 2015-41 (C-34)**

RESOLVED, that the Board of Library commissioners approve an amnesty program for Los Angeles Public Library patrons with overdue fines who return those items during that time period that it will be offered.

**APPROVAL OF DEDICATION OF THE ASCOT BRANCH LIBRARY IN RECOGNITION OF WANDA COLEMAN**

Assistant General Manager Kris Morita 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 50 responses; all of them supporting the dedication of the Ascot Branch Library in honor of Wanda Coleman.

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

**LIBRARY RESOLUTION NO. 2015-42**

WHEREAS, On March 26, 2015, the Board of Library Commissioners approved to initiate the process to consider dedicating the Ascot Branch Library in honor of Wanda Coleman, who was a poet and often called the “unofficial Poet Laureate of Los Angeles and “the LA Blueswoman”; and

WHEREAS, In accordance with Board Policy 1:312, the Library solicited responses from the public for three months. The Board received a total of 50 e-mail responses during that period, all in support of the dedication:

RESOLVED, that the Board of Library Commissioners dedicate the Ascot Branch Library in recognition of the poet and lifetime Los Angeles resident Wanda Coleman.

**VARIED COMMUNICATIONS:**

Vice President Cao acknowledged receipt of a letter dated August 5, 2015, from the Friends of the San Pedro Branch Library requesting the dedication of the San Pedro Branch Community Room in honor of Phil Scott. She referred the request to staff for placement on the agenda.
COMMISSIONERS’ COMMENTS & REVIEW OF MATTERS PENDING:

Status update of Budget and Library Facilities Projects

Commissioner Bettinelli asked about the status of facility projects planned in the last fiscal year such as the replacement of the elevators, escalators in the Central Library. Were these projects accomplished? He said he was glad the exterior of this building will be cleaned this year. He stated that it was important to understand where the Library is with the targets set at the beginning of the year in terms of staffing, hours of operation, and facilities. He noted that Administration already does a great job providing the Board with updates on the success of the programs.

Asst. General Manager Kris Morita stated that a status report could be provided.

Status of Marketing Plan RFP

Vice President Cao inquired about the status of the Marketing RFP and when it would be placed on the agenda. Ms. Kris Morita replied that they anticipate having it on the agenda in September.

Election of Officers

Vice President Cao notified the Board that the Election of Officers will be held at the September 10th Board Meeting, if all members are present.

Location Change for September 10th Board Meeting

Vice President Cao notified that the Board Meeting for September 10 would be moved from Westwood Branch to the Silver Lake Branch.

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:45 a.m.

ATTEST: ________________  ____________________________

_________________________  ____________________________
Bich Ngoc Cao             Raquel M. Borden
Vice President            Board Executive Assistant

Approved: September 10, 2015