

# MINUTES

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

**October 22, 2015**

A Regular Meeting of the Board of Library Commissioners was held at the Central Library, 630 West 5<sup>th</sup> Street, Los Angeles, CA 90071, convening at 11:03 a.m. on the above-written date.

<b>PRESENT:</b>	PRESIDENT	BICH NGOC CAO
	VICE-PRESIDENT	GREGORY BETTINELLI
	COMMISSIONER	MAI LASSITER
	COMMISSIONER	RITA WALTERS

### **EXCUSED**

<b>ABSENT:</b>	COMMISSIONER	JOSEFA SALINAS
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**ALSO PRESENT:** Kris Morita, Assistant General Manager; Arletta Maria Brimsey, Deputy City Attorney, General Counsel; Henry Gambill, Vice President, Librarians' Guild; and staff.

### MINUTES FOR APPROVAL: Regular Meeting – 9/24/15

MOVED by Vice President Bettinelli, seconded by Commissioner Walters, and unanimously carried that the Minutes of the Regular Meeting held September 24, 2015 be approved as submitted.

### **PUBLIC COMMENTS ON MATTERS**

WITHIN THE BOARD'S JURISDICTION: None.

### **CITY LIBRARIAN'S COMMENTS**

#### AND ANNOUNCEMENTS

Assistant General Manager Kris Morita reported the following:

#### Children's Librarian Ednita Kelly received Mayor's Civic Innovation Award

Last Sunday, at the kick-off of the CicLAvia event, Mayor Garcetti presented the 6<sup>th</sup> Mayor's Civic Innovation Award to Children's Librarian Ednita Kelly for her idea of the Book Bike. She uses the Book Bike to promote library services and has issued over 100 new library cards using her tablet at community events.

#### 100th Anniversary of Vernon-Leon H. Washington Jr. Memorial Branch Library

On September 30<sup>th</sup>, the Vernon-Leon H. Washington Jr. Memorial Branch Library celebrated its 100th Anniversary. It was a huge success with 191 people attending.

Jefferson Branch Library will celebrate its 100<sup>th</sup> Anniversary

On November 10, the Jefferson Branch will be celebrating its 100<sup>th</sup> Anniversary. Ms. Morita invited everyone to attend.

Financial Workshops

The Library is partnering with Consumer Credit Counseling Service of San Francisco and the Consumer Financial Protection Bureau to offer free financial workshops at 13 branch libraries during the month of November and December. Topics will include college financing, first time home buying, retirement planning, and identity theft solutions.

Unveiling of New Delivery Trucks Promoting Library Services

On Wednesday, October 21, 2015, Councilmember Mitch O'Farrell, City Librarian John F. Szabo and Library Board President Bich Ngoc Cao joined second-grade students from Sandra Cisneros Learning Academy and LAPL staff to launch three new delivery trucks on their first day of service. The colorful images on the trucks promote the Library's many free services and programs. Ms. Morita thanked Commissioner Lassiter for her idea of using the delivery trucks to advertise the Library as they travel around the city transporting library materials.

CITY LIBRARIAN'S REPORTS:Acceptance of Gift

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

LIBRARY RESOLUTION NO. 2015-52 (C-42)

RESOLVED, That the gift of \$1,200 received from ABC Studios "Castle" for the Central Library be accepted and deposited in Trust Fund 831, Account No. 312; and

FURTHER RESOLVED, That a letter of thanks be sent to the donor expressing the grateful appreciation of the Board of Library Commissioners and staff for this generous gift.

RECOMMENDED APPROVAL OF CONTRACT  
FOR THE AFTER-HOURS USE OF THE  
WOODLAND HILLS BRANCH PARKING LOT

Assistant General Manager Kris Morita recommended approval of the proposed Agreement between the Library Department and Makhani, Inc. for the after-hours use of the Woodland Hills Branch Library parking lot. She said that since 2006, the Library has had successful contracts for the use of this parking facility by Makhani, Inc., owner of the Villa Piacere Restaurant located across the street from the Woodland Hills Branch.

Ms. Morita stated that the monthly revenue is used for the maintenance of the parking lot and the facility and may also be used for materials for the Woodland Branch Library.

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

LIBRARY RESOLUTION NO. 2015-53 (C-43)

WHEREAS, On July 26, 2006, the Board of Library Commissioners approved a pilot agreement with Makhani, Inc., owner of Villa Piacere Restaurant, for the after-hours use of the parking lot at the Woodland Hills Branch Library for a one-year period. Subsequent agreements were approved on 2007, 2009, and 2012:

RESOLVED, That the Board of Library Commissioners approve a successor agreement with Makhani, Inc. for the after-hours use of the parking lot at the Woodland Hills Branch Library for one (1) year commencing October 23, 2015, with an option for two (2) additional years; and

FURTHER RESOLVED that the City Attorney and City Librarian be authorized to make technical changes to the Agreement prior to execution.

APPROVAL OF REQUEST FOR PROPOSALS (RFP)  
FOR VENDOR TO PROVIDE FOOD AND BEVERAGE  
SERVICES AT THE CENTRAL LIBRARY

Assistant General Manager Kris Morita recommended the Board approve the release of a Request for Proposals (RFP) for Vendor to Provide Food and Beverages Services at the Central Library. She said the Library is seeking proposals from qualified and experienced food service operators to conceptualize, design, and completely install a food and beverage service operation to be open seven days a week. The term of the agreement would be for ten (10) years with the option of two (2) five (5)-year extensions. The current vendor's contract expires in February 2016.

Discussion

Vice President Bettinelli inquired about the current rent revenue or percentage of revenue to the Library from the existing leases. Robert Morales, Sr. Management Analyst, Business Office, provided the monthly and yearly figures. He said the Library also receives rent from the subcontractor.

Vice President Bettinelli stated that from his perspective 8,000 square feet of space could be used more interactively and more creatively; and he would like staff to look at the many possibilities to maximizing the use of the space by the vendors and the Library as part of the process.

Board President Cao asked whether the current food options were considered healthy under the new city policy. Eloisa Sarao, Assistant Business Manager, replied that since the current vendor was awarded the contract before the food policy was established, it meets the requirement by including the calories count and the signage on which foods are good for the heart. She said that with the new RFP, vendors will be required to provide information where the food is coming from and that the source of food is sustainable. The city's current healthy food policy will also be attached to the RFP.

Commissioner Lassiter asked who would oversee the entire process. Robert Morales, Sr. Management Analyst, Business Office, replied that he had been assigned to oversee the process. He said a panel consisting of him, Assistant Business Manager Eloisa Sarao and representatives from the departments of Recreation and Parks and Airport concessions would be assisting with the review of the proposals.

Commissioner Lassiter inquired as to whether there would be evaluation of the creative part of the process. Ms. Eloisa Sarao stated that the panel could include the Public Relations Office in the evaluation for the marketing part of the proposal.

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

LIBRARY RESOLUTION NO. 2015-54 (C-44)

RESOLVED, That the Board of Library Commissioners approve the issuance of a Request for Proposals (RFP) for a Vendor to Provide Food and Beverage Services in the Central Library to be advertised and distributed to potential proposers; and

FURTHER RESOLVED, That the Board of Library Commissioners determine, in accordance with Charter Section 1022, that it is more economical that these services be performed by an independent contractor; and

FURTHER RESOLVED, That proposals be submitted no later than 1:00 p.m. on Friday, January 29, 2016, to the office of the Board of Library Commissioners, 630 West Fifth Street, Los Angeles, CA 90071.

APPROVAL OF NEW DESIGN PLAN FOR  
THE REMODEL OF THE LIBRARY STORE

Assistant General Manager Kris Morita reported that the Library Store had been in operation since the Library reopened in 1993 and the Library Foundation of Los Angeles is now requesting approval to remodel the Library Store to reconfigure and increase its size by an additional 394 square feet.

### **Public Comment**

Henry Gambill, Vice President, Librarians' Guild, spoke about size of the training room being affected by the renovation of the Library Store and the relocation of the Info Now staff into the Business and Economics Department.

Mr. Gambill asked the Board to consider delaying approval of the remodel until an impact study is conducted. He said the Guild also had questions on how much would it cost and who is paying for it. He remarked that the Library Foundation is asking for more and more space in the Central Library and is always receiving it, and that there should be some accountability on the part of the Foundation about the current use of space.

Mr. Gambill indicated that while the Library Store will be ADA compliant, it would not do anything to meet ADA compliance in the training room where staff, including new hires, spend up to six hours. He said that the training room should get bigger, not smaller. He noted that the Guild is currently in negotiations with Administration regarding the merging of staff and how it will affect their working conditions.

### **Discussion**

Board President Cao asked Foundation staff to speak about the renovation project and timeline.

Teresa Morrison, Chief Financial Officer, Library Foundation of Los Angeles, stated that the Library Foundation was looking to renovate the Library Store in January for about three weeks. She said that there had been an ADA study on the Store because patrons using wheelchairs cannot access it. She reported that the Library Foundation will pay for the remodel with non-restricted philanthropy dollars and they will reconfigure the training room so it stays comfortable.

Vice President Bettinelli inquired about total square footage of office space at the Central Library. Assistant General Manager Kris Morita replied that she did not have those numbers available.

Vice President Bettinelli stated that they could go after the meeting to look at the space in question, but to him, it seemed very solvable with all the real state space available in the building, and that the issue was something more than the use of space. Ms. Morita stated that Administration is currently in negotiations with the unions.

President Cao and Commissioner Lassiter asked about the frequency the training room was used. Ms. Morita replied that it is probably used about twice a week for two to six hours a day.

Vice President Bettinelli asked if increasing the size of the store would increase revenue as well. Ms. Morrison replied that the Library Foundation expects more sales as a result of the renovation.

Thereafter, it was MOVED by Commissioner Walters, seconded by Vice President Bettinelli and carried by a vote of 3-1 to adopt the following resolution:

AYES: Cao, Bettinelli, Walters  
NOES: Lassiter  
ABSENT: Salinas

#### LIBRARY RESOLUTION NO. 2015-55

WHEREAS, The Library Foundation of Los Angeles presented a new design plan for the remodel of the Library Store and has requested an increase in the square footage of the Library Store from approximately 770 feet to approximately 1,164 feet (a 394 square footage increase). The new design will move the southeast wall six (6) feet.

WHEREAS, the a new design plan for the remodel of the Library Store would bring the store into full ADA compliance, in accordance with the LAPL lease agreement with the Store; and will create an environment to better feature merchandise and physically accommodate all customers, providing a more experience and resulting in increased sales and more funding for the Library Programs:

RESOLVED, That the Board of Library Commissioners approve the Library Foundation of Los Angeles remodel of the Library Store.

#### PRESENTATION: SUSTAINABILITY INITIATIVE

Eloisa Sarao, Assistant Business Manager and the Library's designated Chief Sustainability Officer, said that one of her responsibilities is to make sure that the Library is meeting its goals on the Mayor's Sustainability Plan, one of his most important initiatives. She provided an overview of the Library's work on this initiative as a source of information and resources on sustainability and how it is leading by example. She highlighted the following accomplishments:

Libraries Serving as Sustainability Centers: Libraries are able to provide Angelenos with information and resources to encourage "green" behavior and are in a unique position to walk the talk on how some of these sustainability measures can be incorporated by patrons on a smaller scale. The Library is a true trendsetter, at the forefront of innovation, and sustainability is no different: For example, the Library is a leader among city departments with five libraries LEED (Leadership in Energy & Environmental Design) certified by the United

States Green Building Council. Those libraries are: Harbor Gateway is LEED certified; Sun Valley and Exposition Park have achieved LEED Gold; Silver Lake and Lake View Terrace are both LEED Platinum certified– the very highest ranking possible. The Lake View Terrace Branch was the first LEED Library in the State of California (1996).

Solar Panels: Installed on the five LEED branches and at Ascot and Hyde Park. To-date the library was able to return 414,402 kilowatts back to the LADWP grid.

Electric Vehicle Charging Stations: Installed at five branch libraries more than 15 years ago: Lake View Terrace, Encino-Tarzana, Sun Valley, Valley Plaza and Studio City. Last year, in partnership with LADWP, Airport and LADOT, the Library applied for a California Energy Commission Grant and the city departments were awarded a total of \$500,000 for installation of 12 electric charging units at six more branches: Chatsworth, Exposition Park, Mid Valley, Northridge, Pio Pico-Koreatown, and Silver Lake. As part of this program, charging stations at the existing five branches will be upgraded to accommodate new models of electric vehicles.

Energy and Water Conservation: The LA Better Buildings Challenge (LABBC) is an innovative utility-funded initiative to support public and private sectors in executing cost-effective building performance upgrades to achieve 20% energy and water savings by 2020. The Central Library serves as a shining example of how a historic landmark can reduce its energy usage and remain intact as a showcase facility. The renovated Central Library consumed about seven million kilowatt-hours (kWh) per year, or roughly equal to annual electricity use of 600 homes. Due to its aging equipment and roof, in 2011 the U.S. Department of Energy grant funded the installation of a whole new “cool roof”, saving 879,000 Killowatt-hours annually, a 13% savings; and new motors for the three cooling towers, which improved efficiency by 20-30% and saves 800,000 gallons of water a year. The 83,000 square foot roof includes 6-8” of insulation that saves \$32,000 per year.

Ms. Sarao reported that the Library also supports the Mayor’s goal of 20% water reduction per capita by 2017, by reducing landscape watering from three to two days and using low-flow toilets/faucets at libraries. In January 2014, Library service hours were increased yet, it was able to reduce water consumption by 18% from FY 2014 to FY 2015.

Ms. Sarao also spoke about the resources available to patrons on sustainability:

Energy Use Meters: Patrons can check out for three weeks devices to monitor and manage power consumption and energy costs at home by plugging the appliances and electronic devices to the monitor and review the usage and cost over time. As October 13, 2015, 628 monitors have been checked out. When the monitors are returned, patrons receive incentives provided by LADWP, including shower timers, faucet aerators and light bulbs.

“Save the Drop” Campaign: The Mayor’s Fund LA, who manages the Save the Drop and Capture the Drop campaigns, has relied heavily on the Library’s PR staff for social media publicity to share their messages. Save the Drop water conservation tip cards and bookmarks have also been distributed throughout the 73 library locations.

A Waterwise Demonstration Garden at the West Valley Regional Branch library is used for programs about water conservation efforts and as a means of encouraging residents to remove their turf and add drought-resistant landscaping at their own homes. The project is a partnership with Council District 3, LADWP, Recreation and Parks and General Services. Drought-resistant landscaping will be installed at 8-10 more branches by June 2016.

Urban Gardens: As one of the sustainability initiatives assigned to the Library by Mayor Garcetti, six (6) branches are starting an urban garden (Eagle Rock, John Muir, Lake View Terrace, North Hollywood, Vermont Square and Wilshire). As part of this initiative, the Library has been offering urban gardening classes and water conservation programs in partnership with community organizations and local master gardeners.

Ms. Sarao stated that another initiative from Mayor Garcetti identifies libraries among city facilities tasked with distributing emergency preparedness and action plans to residents. Recent hot weather has shown the importance of libraries serving as cooling centers. For other possible disasters facing Los Angeles, libraries will serve as gathering sites and to access resources as needed.

VARIOUS COMMUNICATIONS: None.

COMMISSIONERS’ COMMENTS &  
REVIEW OF MATTERS PENDING:

Administrative Clerk Examination

Board President Cao stated that the issue of the lack of staff was brought up at the last Board Meeting and the Board was informed that the City’s Personnel Department would be offering a new exam for Administrative Clerk (formerly Clerk Typist). She said that when she looked at the city’s website, she found out that the exam is not open to the general public, only to current city employees. She questioned the decision to offer the exam only to city employees and asked how that decision would affect the Library.

Michael Bolokowicz, Director, Human Resources, replied that it was the City’s Personnel Department who had made the decision of not opening the exam to the public, which will impact the Library’s ability to hire part-time intermittent employees. He said his office is currently meeting with the union representing those employees to come to some resolution and have the ability to hire some part-time employees.

Board President Cao asked if the exam would be open to the public in the near future. Mr. Bolokowicz answered that given the way the bulletin was written, it didn't appear that it will be open to the public.

President Cao referred to a report from the CAO's Office that stated that 50 percent of the Library staff is eligible for retirement. She asked how that would impact the Library. Mr. Bolokowicz responded that, historically, not all of the employees eligible to retire do retire. Every year, the Library receives a report from the CAO with the number of employees eligible for retirement and the Library tries to fill those positions as staff retires. Currently, his office is working on a succession plan to train staff to step into new roles as senior staff retires.

Vice President Bettinelli asked if the Library would have benefited if the exam had been open to the public. Mr. Bolokowicz replied that this classification serves all city departments and most of them hire to fill full time positions; however, the Library relies heavily on part-time, intermittent, as-needed employees.

Vice President Bettinelli asked if there were other departments such as Recreation and Parks that were in the same as position as the Library in needing part time employees. Mr. Bolokowicz stated that Recreation and Parks hires part time for positions proprietary to that department, such as recreation assistants.

Commissioner Walters asked if an exam could be provided according to the needs of the Library. Mr. Bolokowicz stated that the Library is unique in its needs in being the only or one of the few departments that hires part-time intermittent; therefore, it is partnering with the union to come up with some alternatives.

Commissioner Walters asked what was preventing the Library from hiring full time employees.

Deputy City Attorney Maria Arletta Brimsey stated that this issue could not be discussed since it was not on the agenda. She recommended that it be scheduled for a future meeting so the public can have proper notice.

Commissioner Walters stated that she didn't want the public not be served because the City cannot meet the Library's needs, and requested that this discussion be scheduled on the agenda.

#### BOARD DIRECTIVE

Board President Cao directed staff to agendize the issue of staff hiring relative to the Administrative Clerk exam for discussion at the next meeting.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:00 p.m.

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

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Bich Ngoc Cao  
President

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Raquel M. Borden  
Board Executive Assistant

Approved: November 12, 2015