MINUTES
BOARD OF LIBRARY COMMISSIONERS
CITY OF LOS ANGELES
March 10, 2016

A Regular Meeting of the Board of Library Commissioners was held at the Pacoima Branch Library, 13605 Van Nuys Boulevard, Pacoima, CA 91331, convening at 11:10 a.m. on the above-written date.

PRESENT: PRESIDENT BICH NGOC CAO
             COMMISSIONER MAI LASSITER
             COMMISSIONER JOSEFA SALINAS
             COMMISSIONER RITA WALTERS

EXCUSED

ABSENT: VICE-PRESIDENT GREGORY BETTINELLI

ALSO PRESENT: John F. Szabo, City Librarian; Arletta Maria Brimsey, Deputy City Attorney, General Counsel; Roy Stone, President, Librarians’ Guild; Henry Gambill, Vice President, Librarians’ Guild, Councilmember Felipe Fuentes, Council District 7; Alain J. Datcher, Program Manager, Los Angeles Neighborhood Initiative (LANI); and Library staff.

Special Guest Speaker

Councilmember Felipe Fuentes welcomed the Board to the Pacoima Branch. He said he and his family are patrons of the Sylmar Branch, but he is exceptionally proud of the libraries in District Seven because they are well-stocked, have excellent personnel and it has LEED certified libraries such as the Lake View Terrace Branch.

Councilmember Fuentes stated that he was a proud supporter of Measure L because it was incredibly important to dedicate a certain percentage of revenue to the Library irrespective of where the City finds itself in the economy. He said the good news is that it works and is being demonstrated with great projects like the TechKiosk, the first in the San Fernando Valley, to give patrons the ability to check out technology. He said technology and services like the Techkiosks are very much needed in his district and he appreciates the investments the Library is making in this community.

Councilmember Fuentes stated that the Mayor Garcetti has declared Van Nuys Boulevard as a one of the City of Los Angeles Great Streets, and Pacoima has more murals in one mile than in any other city in Los Angeles and has been declared this area un “Museo al Aire Libre,” or “Open Air Museum.” He said a new mural is being currently being installed by artist Many Velasquez. He stated that each and every day, this area is becoming more and more pedestrian friendly and more special. He thanked the Board for dedicating their time to one of the City’s most precious assets, which is the Library System.
MINUTES FOR APPROVAL: 1/28/16 Regular Meeting

MOVED by Commissioner Salinas, seconded by Commissioner Walters, and unanimously carried that the Minutes of the Regular Meeting held January 28, 2016, be approved as submitted.

MINUTES FOR APPROVAL: 2/11/16 Regular Meeting

MOVED by Commissioner Salinas, seconded by Commissioner Lassiter, and unanimously carried that the Minutes of the Regular Meeting held February 11, 2016, be approved as submitted.

REMARKS BY THE EAST VALLEY AREA MANAGER AND PACOIMA BRANCH LIBRARY SENIOR LIBRARIAN

East Valley Area Manager

Karen Pickard-Four, Interim East Valley Area Manager, welcomed the Board. She introduced staff from the East Valley Region: Ann Bowman, Acting Senior Librarian, North Hollywood; Laura Contin, Senior Librarian, Pacoima; Teri Markson, Senior Librarian, Panorama City; Guadalupe Canales, Senior Librarian, Sun Valley; Chukwuji Onianwa, Senior Librarian, Sunland-Tujunga; Ardem Tajerian, Acting Senior Librarian, Sylmar; Patricia Rostomian, Senior Librarian, Valley Plaza; Kevin Hasley, Acting Senior Librarian, Van Nuys; and Gloria Dalmatov, Library Assistant.

Ms. Pickard-Four reported that she manages the eleven branch libraries located in the East Valley Region communities, an area of more than 700,000 residents of diverse racial, ethnic, linguistic, and economic backgrounds. It encompasses four council districts (2, 4, 6 and 7) and has two U.S. Green Building Certified LEED library facilities, the platinum certified Lake View Terrace Branch and the gold certified Sun Valley Branch. In addition to the daily circulation and reference services, all branches are actively involved in promoting system-wide initiatives with citizenship corners, Student Zones, STEAM programming, Storytimes, Teen councils, computer classes, and an active social media presence. She also highlighted the following partnerships and unique programs:

- Volunteer Income Tax Assistance (VITA) and AARP are providing tax assistance at the Pacoima, Sylmar, Panorama City, and Van Nuys branches. To date, over 1,000 people have been helped with their taxes.

- The Lake View Terrace Branch partnered with the Office of Finance to allow businesses to renew their Business Licenses at the library two days a week for a total of almost 70 renewed licenses.

- The Van Nuys Branch, located in the government center, has been in partnership with the LA Law Library for the past five years providing print resources and legal databases, as well as hosting a Law Librarian every Friday and a monthly class.
In 2014, the Panorama City Branch launched an innovative project called, “LA Plays.” The branch team created 110 play kits, each containing a toy, a related book and a bilingual activity card that can be borrowed for one week. To date, circulation has reached over 1,500 check outs. Panorama City’s children’s librarian along with the outreach librarian have partnered with the local WIC program to bring bilingual story times and play kits to the center. LA Plays is so successful that before the end of this fiscal year, the program will expand to branches in other regions.

In January, the East Valley Region began a homebound pilot program to serve the seniors that cannot easily visit the area libraries. By partnering with senior centers and their meal delivery program, they help seniors get library cards and check out print and audio books and other materials.

The Sunland-Tujunga Branch Library will be hosting a speaker program with Lt. Col. Robert Friend, member of the Tuskegee Airmen 332nd Fighter Group during WWII. The event is will be held on Friday, March 11, at 3 p.m. Ms. Pickard-Four invited everyone to attend.

Ms. Pickard-Four stated that with the dedication and commitment on the part of the staff to offer relevant and significant programming to its patrons, libraries here really are the hubs of the community.

Senior Branch Librarian

Laura Contin, Senior Librarian, welcomed the Board to the Pacoima Branch Library and provided background information about the Branch, community demographics and spoke about the many programs and services that are offered to the community.

Ms. Contin introduced her staff members: Meredith McGowan, Children’s Librarian; Marcia Melkonia, Young Adult Librarian; Rachel Rose, Adult Librarian; James Smith and Alex, Clerks. She highlighted that the Pacoima Branch was the first branch library selected to serve lunch in the summer, along with the Central Library.

Ms. Contin reported that the branch staff work together to bring programs that are enjoyed by everyone and also partners with other organizations to offer programs for the benefit of the community: among them are Meet Each Need with Dignity (MEND), Youth Policy Institute (YPI), Coalition for Humane Immigrant Rights of Los Angeles (CHIRLA), Work Source, Tia Chucha’s Centro Cultural, which was founded by Los Angeles Poet Laureate Luis Rodriguez. The branch also partners with the Los Angeles Opportunities Industrialization Center (OIC) to give patrons the opportunity to learn about computers and qualify to get a computer for only $150 dollars. Recently, the branch has been having an influx of parolees due to a County Probation Office that opened half a block away from the branch. They come to the library for help to re-establish themselves into the community.
Ms. Contin also reported that the STEAM program has been so successful that Children’s Librarian Meredith McGowan started a Science Club that meets every month at the request of a middle school student who felt that they needed to have a Science Club at the branch. She said the young man who started it was able to attend a prestigious middle school on a scholarship. The branch has one Cybernaut to help patrons with computers and teaches them the basics; a Student Zone with a Homework Aide that a Literacy Center with a literacy coordinator. Young Adult Librarian Marcia Melkonian has High School volunteers who tutor other students in Mathematics and English. The word of mouth that has spread from her volunteers and has brought teens from as far as Granada Hills to volunteer.

Ms. Contin concluded her presentation by noting that the newest addition to the branch is the Tech Kiosk, which will give patrons the ability to use laptops and iPads in the library for two hours each day. She said staff is grateful to have the opportunity to serve the community.

PUBLIC COMMENTS ON MATTERS WITHIN THE BOARD’S JURISDICTION:

(1) Roy Stone, President, Librarian’s Guild, discussed his concerns about the delay in librarian promotions. He believes it affects public services and affects staff financially. He stated that the Guild had met with Management to facilitate the promotion process.

(2) Henry Gambill, Vice President, Librarian's Guild, also spoke about the delay in hiring. He believes it costs staff up to $5,000 in salary wages. At a recent meeting with Management, a timeline was developed, but already they were off the schedule.

Commissioner Walters asked the City Librarian about the procedure once applications are turned in and how it is handled.

City Librarian John F. Szabo replied that the process is handled by the City's Personnel Department as well as by the Library's Personnel Office. He said that Administration had an excellent meeting with the Guild and they had agreed to a timeline that was distributed to all library staff. He said there was a seven-day delay, for which he takes full responsibility, but that it has not delayed the overall timeline for hiring principal and senior librarians. A division librarian appointment was recently announced. He looks forward to working with the Union and keeping them informed. He said he is eager to fill these positions.

Commissioner Walters inquired about more details regarding the promotion process.

Deputy City Attorney Arletta Maria Brimsey interjected and advised that this matter could not be discussed further because it was not on the agenda. She said the Board could agendize this matter for a future meeting to provide staff and the public with proper notice.
Commissioner Walters asked the City Librarian to schedule this item for discussion for the next Board Meeting. Commissioner Lassiter asked that a calendar or timeline be also provided.

CITY LIBRARIAN’S COMMENTS AND ANNOUNCEMENTS

City Librarian John F. Szabo reported the following:

1. **Organization Industrialization Center (OIC) Program**: 30 branch libraries participate in this program offering workshops for low income families to buy discount computers and the Library is able to highlight online resources the Library offers.

2. **Teen Tech Week**: a great program to highlight Teen Tech Week was presented at the Central Library in partnership Amy Wakeland, the First Lady of Los Angeles. Mallory Lefland, Engineer at the Jet Propulsion Laboratory (JPL), brought Rov-E, the Mars Rover prototype for the Mars 2020 mission and talked about careers in Science and in Aerospace Engineering. Approximately 200 students attended, most of them girls from four different schools interested in the Science, Technology, Engineering and Math programs. A big theme of the day was gender equity.

3. **New LAUSD Superintendent Michelle King** was welcomed with a reception at City Hall that he and Commissioner Walters attended. Mr. Szabo reported that LAPL’s relationship with LAUSD has strengthened greatly in the last couple of months. He said Susan Broman and Eva Mitnick have been working with LAUSD to get a card in the hands of every child in the LAUSD. A pilot program is being developed to give a library card to every incoming first grader. He anticipates having an MOU ready for Board approval in the near future.

4. The Central Library hosted an *L.A. Times* event called, “The Road Ahead,” a public program about the transportation issues in the L.A. area. Mayor Garcetti, U.S. Transportation Secretary Anthony Fox and METRO CEO Phil Washington were in attendance.

5. **LAPL Misses You Amnesty Campaign**: The City Librarian thanked the commissioners and the staff for their support. He said it was an incredible success because over 64,000 items were returned; 13,700 patron library cards were unblocked; and over 7,200 new library cards were issued during that two-week period. He noted that a book was returned that was 66 years overdue.

6. **The Source - Homeless Services**: Since December, the Library has been hosting a coalition of agencies called the Source, which include L.A. Homeless Services Authority, L.A. County Department of Mental Health, Department of Public and Social Services, and the Department of Health Services, and the non-profits assisting the homeless. Soon, it will include the DMV to provide ID cards and the VA. Mr. Szabo stated that it has been very successful handing out vouchers, referrals, and helping people find housing.
7. **State of Deception: The Power of Nazi Propaganda” Exhibition:** is an artifact and interactive display from the United States Holocaust Memorial Museum that is on display at the Central Library starting today through August.

8. **Brooke Sheets,** Children’s Librarian at Central Library, was selected to attend the 2016 California Leadership Institute. Mr. Szabo congratulated Ms. Sheets for being one of the 32 selected statewide. He said each participant has a special project and Ms. Sheets’ project is to create a Makerspace style program for people with developmental learning and physical disabilities and their caretakers.

9. **Budget Update:** The proposed budget continues to move forward. Library staff has met with the CAO’s Office to answer questions. The budget remains intact. The Mayor’s Budget will be released in mid-to-late April.

10. **Porter Ranch Issue:** Mr. Szabo thanked all valley libraries serving the Porter Ranch residents during this time. He also mentioned that the Library has been asked by the Mayor’s Office to house at the Benjamin Franklin in Boyle Heights an information station about the Exide battery issue and staff from the Mayor’s Office will be there to provide information.

    Commissioner Salinas asked for the list of the 30 branch libraries offering the OIC Program.

    Commissioner Salinas asked if there was a cost associated with implementing the library card program with LAUSD and if there was a line item funding that program.

    Mr. Szabo replied that there was funding. He said that the Library will create a specially designed student success card and estimate the initial pilot cost $60-100,000, plus promotion and postage. Currently, they are working with LAUSD to get the data transferred from the District. He said funding has also been included in the next year’s budget for FY 2016-17. Commissioner Salinas asked if they could see that information.

**CITY LIBRARIAN’S REPORTS:**

City Librarian John F. Szabo recommended approval of the Consent Calendar.

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

**Acceptance of Gifts**

**LIBRARY RESOLUTION NO. 2016-10**

RESOLVED, That the gift of one Optoma projector and accessories, valued at $2,056.00, received from the Friends of the Sylmar Branch Library to be utilized by the Sylmar Branch Library for programming be accepted; and
Library Resolution
No. 2016-10

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

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LIBRARY RESOLUTION NO. 2016-11 (C-8)

RESOLVED, That the Board of Library Commissioners accept the gift of $1,750 from F32 Productions, WELLA, to the Los Angeles Public Library; and

FURTHER RESOLVED, That the gift be deposited in Library Trust Fund 831, Account No. 285 – Youth Education; and

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

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LIBRARY RESOLUTION NO. 2016-12 (C-9)

RESOLVED, That the gift of $1,100 from Mr. David Tulanian for the benefit of the Ascot Branch be accepted; and

FURTHER RESOLVED, That the funds be deposited in Library Trust Fund 831, Account No. 327 – Ascot Branch; and

FURTHER RESOLVED, That a thank you letter be sent to Mr. Tulanian expressing the grateful appreciation of the Board of Library Commissioners and staff for the generous gift.

APPROVAL TO AWARD CONTRACT TO GENSLER
FOR ARCHITECTURAL DESIGN CONSULTING SERVICES
FOR DIGITAL MEDIA LABS AT CENTRAL LIBRARY AND
PIO PICO-KOREATOWN BRANCH LIBRARY

City Librarian John F. Szabo recommended approval to award a contract to GENSLER to design digital media labs at the Central Library and Pio Pico-Koreatown Branch Library. He said Gensler has tremendous experience in designing similar digital spaces.

Commissioner Lassiter asked how the libraries were selected for digital labs. Mr. Szabo replied that the Central Library has space and has a very large children and teen population. The Pio Pico- Koreatown is a two-story facility that has space on the second floor.
and it is one of the most heavily used libraries. Both locations have potential for future partnerships with organizations like LA Makerspace.

President Cao inquire about LA Makerspace. Mr. Szabo stated that LA Makerspace has the draft MOU right now and the Library is waiting to hear back from them.

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

**LIBRARY RESOLUTION NO. 2016-13 (C-10)**

RESOLVED, That the Board of Library Commissioners award a contract to Gensler to provide service as Architect Design Consultant for Digital Media Labs at Central Library and Pio Pico-Koreatown Branch; 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 President of the Board of Library Commissioners is authorized to execute the contract.

**RECOMMENDATION TO APPROVE THE SAN PEDRO REGIONAL BRANCH LIBRARY AS A “VISION POSTER” BEAUTIFICATION AND ENHANCEMENT SITE**

City Librarian John F. Szabo recommend approval of the project by the Nonprofit LANI, which involves re-landscaping, painting and artwork at San Pedro Regional Branch Library. LANI received a grant of $10,000 from the Harbor Community Benefit Foundation to do this project. Ms. Szabo said the project is being done in partnership with the Mayor’s Office for the Great Streets Initiative.

Commissioner Walters asked the Board Secretary, who is a San Pedro resident what she thought about the proposed project. The Board Secretary stated that she drives by the branch every day and it is in great need of re-landscaping. She said the proposed project will make it more welcoming for patrons and the landscaping will have drought tolerant plants.

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

**LIBRARY RESOLUTION NO. 2016-14**

RESOLVED, The Board of Library Commissioners approve the selection of the San Pedro Regional Branch Library as the streetscape enhancement site of “Vision Poster” to enhance a vital community gathering place and local resource; and

FURTHER RESOLVED, That the attached proposed designs and plans as designed by RRM Design Group and A-Star Signs be approved.
VARIOUS COMMUNICATIONS: None.

COMMISSIONERS’ COMMENTS & REVIEW OF MATTERS PENDING: None.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:05 p.m.

ATTEST: _________________

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Bich Ngoc Cao                   Raquel M. Borden
President                      Board Executive Assistant

Approved: April 14, 2016