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 11:00 a.m. on the above-written date.

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

EXCUSED

ABSENT:    COMMISSIONER        JOSEFA SALINAS

ALSO PRESENT:  Kris Morita, Assistant General Manager; Dov Lesel, Assistant City Attorney, General Counsel; and staff.

MINUTES FOR APPROVAL: Regular Meeting – 7/28/16

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

BOARD ACTION:

Board President Cao asked for a motion to change the order of business to consider the Consent Calendar (Exhibits A-E) after approval of the Minutes. The motion was moved by Commissioner Walters, seconded by Commissioner Lassiter and unanimously carried.

CITY LIBRARIAN’S REPORTS: (Taken out of order)

City Librarian John F. Szabo reviewed the Consent Calendar and recommended its approval.

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

LIBRARY RESOLUTION NO. 2016-37 (C-32)

RESOLVED, that the following donations to the “Hot Off The Press” Bestseller Program be accepted from the following Friends of the Library groups:

- $3,000 From the Friends of the Kaufman-Brentwood Branch Library to the Donald Bruce Kaufman – Brentwood Branch Library
- $3,000 From the Friends of Westwood Library to the Westwood Branch Library

FURTHER RESOLVED, that a letter of thanks be sent to the Friends groups expressing the grateful appreciation of the Board of Library Commissioners and staff for their generous support.

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Approved Acceptance of California Library Literacy Services Grant for the Adult Literacy Services for Fiscal Year 2016-17

LIBRARY RESOLUTION NO. 2016-38 (C-33)

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 2016/17; and

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

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Approved Transfer of UUFB Funds to the Library Budget Reserved Fund within Fund 300

LIBRARY RESOLUTION NO. 2016-39 (C-34)

WHEREAS, on September 24, 2015, the Board of Library Commissioners approved the establishment of the Library Budget Reserve Fund to set aside savings during period of economic growth which can be drawn upon to stabilize revenue during economic downturns, address unforeseen circumstances in a timely manner, and provide necessary capital improvements; and

WHEREAS, the Library Budget Reserve Fund is to be funded by a portion of the previous fiscal year’s uncommitted balance; and
Library Resolution  
No. 2016-39 (C-34) Cont.

WHEREAS, Library staff recommends an appropriation in the amount of $2,000,000 from the Unreserved and Undesignated Fund Balance (UUFB) to the Library Budget Reserve Fund:

THEREFORE, RESOLVED, That the Board of Library Commissioners hereby approves an appropriation of $2,000,000 from UUF, Fund 300, Department 44, Account 239, to the Library Budget Reserve Fund, Department 44, Fund 58N.

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Approved Re-appropriation of UUFB Funds into various accounts within Fund 300

LIBRARY RESOLUTION NO. 2016-40 (C-35)

WHEREAS, Funds in the amount of $5,070,000 reverted to the Library’s Unreserved and Undesignated Fund Balance (UUFB) at the end of Fiscal Year 2015-16. The surplus resulted from projects that were delayed and services which could not be completed; and

WHEREAS, Staff requested the re-appropriation of $3,070,000 from the UUFB to various accounts within the Library’s Fiscal Year 2016-17 Budget:

THEREFORE, RESOLVED, That the Board of Library Commissioners hereby approves a re-appropriation of $3,070,000 from the Unreserved and Undesignated Fund Balance, Fund 300, Department 44, Account 239, to the accounts listed below in Fund 300, Department 44:

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>From: Fund 300; UUFB, Account 2539</td>
<td>$ 3,070,000</td>
</tr>
<tr>
<td>To: 3040 – Contractual Services</td>
<td>2,945,000</td>
</tr>
<tr>
<td>9510 – Various Special</td>
<td>125,000</td>
</tr>
<tr>
<td>TOTAL:</td>
<td>$ 3,070,000</td>
</tr>
</tbody>
</table>

Approved revision to Memorandum of Agreement (MOA) with the Department of Recreation and Parks for the use of a portion of the Chinatown Branch Library property

City Librarian John F. Szabo reported that since that Board approved the MOA with the Department of Recreation and Parks (RAP) on January 28, 2016, to enable RAP to build a park on an unused section of the Chinatown Branch property, RAP has requested the
following two revisions, which have been reviewed by the city attorneys involved in the discussions:

1) Remove the phrase “or controlled” from Section 1 of the MOA. RAP explained that would be unable to operate, maintain, provide security, or fund park improvements without some ability to control park hours and access to the premises. Library ownership and the Library’s ability to use the premises will remain a condition of the MOA.

2) Remove sentence from Page 4, Section 4.A.10 of the MOA that deals with the clearing of the property title because another city department, not RAP, deals with that process.

Assistant City Attorney Dov Lesel stated that to be consistent with the revisions made to the MOA regarding the title of the Teed Street property, the following revisions should be made to the related documents:

- Delete Paragraph 6 of Board Resolution No. 2016-4 (C-3) approved on January 28, 2016, referencing various actions with respect to the title of the Teed Street property;

- Revise the Board Report and Library Resolution 2016-41 (C-36), both dated August 11, 2016, to include the above recommendation.

Commissioner Walters stated that she plans to visit the site of the project within the next two weeks.

Commissioner Lassiter inquired in regard to security and maintenance responsibility once the park is completed. Mr. Szabo replied that the Department of Recreation and Parks would be responsible for all aspects of the park’s maintenance and security.

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

LIBRARY RESOLUTION NO. 2016-41 (C-36)

WHEREAS, on January 28, 2016, the Board of Library Commissioners approved a proposed Memorandum of Agreement (MOA) with the Department of Recreation and Parks (RAP) for use of the northern portion of the Chinatown Branch Library (Library Resolution No. 2016-4(C-3)) to construct and install improvements thereon and to jointly use such property with the Library for recreational and Library purposes; and

WHEREAS, RAP has requested revisions to the previously approved but not executed MOA and Resolution Number 2016-4 (C-3) Paragraph 6 to remove references of various actions with respect to the title of the Teed Street property and to clarify RAP responsibilities:
Library Resolution
2016-41 (C-36) Cont.

THEREFORE, RESOLVED, That the Board of Library Commissioners hereby approves the Department of Recreation and Parks proposed revisions to Section 1 and Section 4.A.10 of the MOA approved on January 28, 2016, for use of the northern portion of the Chinatown Branch Library by RAP for joint recreational and Library purposes, subject to the terms and conditions of the MOA as revised. The revised MOA and Resolution has been approved by the Board of Library Commissioners. A copy of the revised MOA and Resolution is on file in the Board Office.

PUBLIC COMMENTS ON MATTERS WITHIN THE BOARD’S JURISDICTION

There were no requests received for Public Comments.

CITY LIBRARIAN’S COMMENTS AND ANNOUNCEMENTS

City Librarian John F. Szabo reported the following:

Indigenous Literature Conference: was hosted at the Central Library last weekend. This event, spearheaded by Senior Librarian Madeleine Ildefonso, was the first indigenous literature conference organized by a number of partners with a total of 170 in attendance. There were two panel of indigenous writers from North and South America who read and discussed for four hours, and translation services were provided.

Mayor’s “Save the Drop” Campaign: A new exhibit related to the Mayor’s Save the Drop campaign was installed on Lower Level 2 in the Central Library. “The Save the Drop” campaign commissioned artist Scoli Acosta to create an art installation focused on capturing rain water.

Summer Lunch and the Summer Reading Program: Over 15,600 meals were served to children in 14 libraries. That is a 30% increase over last year. The Summer Reading Program had 33,098 children and teens as well as 3,871 adults participating in the program this year for the first time.

Arroyo Seco Branch Library program featured L.A. Dodgers Manager Dave Roberts: The L.A. Dodger’s Foundation is having L.A. Dodgers players and coaches come to our libraries to read during Storytime. They have provided 100 tickets as gift incentives for participants in the Summer Reading Program. L.A. Dodgers Manager Dave Roberts, his wife and family read to the children at the Arroyo Seco Branch. The City Librarian thanked Imani Harris from the Library Foundation of Los Angeles for leading this effort with Library staff.

North Hollywood Library: 92 children and their parents attended the "Kids Dance Party and Jump Rope Tricks" event held at the branch.
Pacoima Library: The branch hosted a “Fire Safety with L.A. City Fire Department” program with 81 attendees.

Chinatown Library: hosted "Rock and Roll Circus Ready, Set, Go with Christopher Yates." 81 children and parents attended.

Vernon Library: hosted a "Blue Submarine" program where 71 children and their parents learned about the lifestyles of starfish and other slimy, squishy tide pool animals.

The first "Ray Bradbury Read" event: to commemorate the late-author's 96th birthday will be held in the Central Library’s Maguire Gardens on August 22 at noon. This program, created and organized by author Steven Paul Leiva, will include readings by fans and actors including Joe Mantegna and Seamus Dever. Mr. Szabo stated that he and Councilmember Jose Huizar will also participate. This event is free and open to the public.

VARIOUS COMMUNICATIONS: None.

COMMISSIONERS’ COMMENTS & REVIEW OF MATTERS PENDING:

Status of Marketing Plan

Board President Cao asked Director of Public Relations and Marketing Peter Persic to provide the Board with an update on the progress of the marketing plan.

Mr. Persic reported that Consultant Hershey Cause Communications has completed the first phase of the marketing plan, which was background and research. They have done the SWOT (strengths, weaknesses, opportunities & threats) analysis, environmental scan, communications audit, and interviews with a variety of stakeholders. They are in the middle of phase two, which is writing and designing the plan. They are identifying key target audiences, developing marketing objectives, detailing strategies, and tactics that will form the basis of the plan. A final plan will be presented to the Board for review by the end of September or October.

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:20 a.m.

ATTEST: ____________________

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Bich Ngoc Cao Raquel M. Borden
President Board Executive Assistant

To be approved: September 29, 2016