MINUTES

BOARD OF LIBRARY COMMISSIONERS
CITY OF LOS ANGELES

October 13, 2016

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

EXCUSED

ABSENT:  NONE

ALSO PRESENT:  Kris Morita, Assistant General Manager; Arletta Maria Brimsey, Deputy City Attorney, General Counsel; Elaine Owens-Sanchez, Sr. Management Analyst, CAO’s Office; and staff.

WELCOMED NEW COMMISSIONER

Board President Cao, on behalf of the Board and staff, welcomed Commissioner Kathryn Eidmann as the new member of the Board of Library Commissioners.

Commissioner Kathryn Eidmann spoke of her professional background. She said that as an attorney with Public Counsel, the nation’s largest pro bono law firm, she brings impact litigation to advance economic justice and civil rights. Prior to being assigned to the Library Commission, she served on the Commission for Community and Family Services advising the City of Los Angeles on issues of poverty and the needs of children, youth, and their families.

Commissioner Eidmann pointed out that she is a frequent library user and stated that she was excited to be serving in an institution that provides educational, economic and social programming and that she is looking forward to using her background to further increase outreach and access to these important services that promote equity.

MINUTES FOR APPROVAL: Regular Meetings – 9/29/16

It was MOVED by Commissioner Walters, seconded by Commissioner Lassiter, and unanimously carried (4/4) that the Minutes of the Regular Meeting held on September 29, 2016 be approved as submitted.
CITY LIBRARIAN’S COMMENTS
AND ANNOUNCEMENTS

Assistant General Manager Kris Morita reported the following:

- **Urban Libraries Council (ULC):** City Librarian John Szabo and Director Eva Mitnick attended the ULC’s Annual Conference in Kansas City where ULC recognized the most impactful library programs and special innovations. The LAPL won the Honorable Mention Award and Health Safety Sustainability Award category for the successful homeless engagement program, “The Source.” Ms. Morita commended Alicia Moguel, Associate Director of Lifelong Learning, and her staff for creating this program.

- **Indie Author Day:** This event was celebrated on October 8th at the Central Library, along with 200 library systems across the United States. Local authors and attendees received valuable advice from industry professionals on successfully editing, polishing, and marketing their work. The event created a networking opportunity for the authors to meet each other and speak with library staff about the free resources the library offers to them in their pursuits.

- **Friends Annual Appreciation Breakfast:** On Saturday, October 15th, the Library will present certificates of appreciation to 70 Friends groups for their tremendous support throughout the year. The Library will also present a workshop on how to increase membership and obtain neighborhood council grants.

- **Financial Literacy Events:** Several library locations will host financial literacy events. For example, John Muir Branch will host, “America Saves,” to encourage savings and debt reduction, with tips on meeting financial goals, how to save money for retirement, and other money saving ideas.

- **Financial Planning Day:** On October 29th, City Controller Ron Galperin will be participating on the Financial Planning Day event at the Central Library, along with 50 certified financial planners who will provide one-on-one personalized financial coaching. Also, workshops in building credit, investing basics and retirement planning will be presented. Last year, 200 participants attended.

- **Wilmington Branch:** Staff and volunteers participated in the United Way’s “Fall Into Literacy Festival” at Banning Park in the Wilmington Community. The Library staff registered new card holders and Children’s Librarian Ednita Kelly brought the Book bike and gave away more than 500 books to participants.

CITY LIBRARIAN’S REPORTS:

Assistant General Manager Kris Morita reviewed the Consent Calendar and recommended its approval.
MOVED by Commissioner Walters, seconded by Commissioner Lassiter, and unanimously (4/4) carried that the following resolutions be adopted:

**Approved Acceptance of Gift**

**LIBRARY RESOLUTION NO. 2016–48 (C-43)**

RESOLVED, That the Board of Library Commissioners accept the gift in the amount of $15,000 from the Friends of the Platt Library for the benefit of the Platt Branch Library; and

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

**Approved Interdepartmental Transfer of Funds from the Library Department to the Department of Cultural Affairs**

Assistant General Manager Kris Morita reported that the Library and the Department of Cultural Affairs (DCA) are collaborating to conserve and frame eight (8) original drawings (Artwork) produced by renowned artist Dean Cornwell in 1932 for the murals he created for the Central Library’s rotunda. Those drawings are part of the City’s Art Collection maintained by DCA. She said the Library has identified funds to pay for the conservation and framing of the artwork, which has deteriorated over time. Upon completion of the work, DCA, through its Internal Art Loan Program, will loan the Artwork permanently to the Library to be installed in the Central Library.

Ms. Morita stated that Rochelle Gomez, Arts Associate from the Department of Cultural Affairs, was in attendance to answer any questions the Board may have about this item.

**LIBRARY RESOLUTION NO. 2016–49 (C-44)**

RESOLVED, That the Board of Library Commissioners approve the transfer of $36,000 from Library’s Trust Fund 831, Account No. 079-General Library Humanities to the Department of Cultural Affairs (DCA) for the conservation and framing services of the eight (8) drawings (ARTWORK) produced by artist Dean Cornwell; and

FURTHER RESOLVED, To accept the artwork as a permanent loan to the Los Angeles Public Library (LAPL) through DCA’s Internal Art Loan Program.
Approved Agreement to install an e-Media Kiosk at the Los Angeles International Airport (LAX) (Continued from 9/29/16)

Assistant General Manager Kris Morita recommended approval of the proposed agreement with the Los Angeles Department of Airports for installation of an e-media Kiosk at the Los Angeles International Airport. She said in response to questions the Board had at the last meeting regarding the cost for the ongoing maintenance for the e-media Kiosk and branding, she said the only ongoing cost to the Library would be for Internet connection, which the Library will pay directly to the Internet provider at an estimated monthly cost of about $80 to $100 per kiosk. In regard to the branding, she said the Public Relations and Marking Department has established branding guidelines for all Library technology.

Ms. Morita stated that the installation of the e-Media Kiosks will serve as an outreach tool to promote library services and recommend its approval.

**Board Discussion**

Commissioner Lassiter asked if the branding guidelines in the new the marketing plan are different from the current guidelines, would they be able to apply them to the e-media kiosks once the Marketing plan finalized. Ms. Morita replied yes.

It was MOVED by Commissioner Lassiter, seconded by Commissioner Walters, and unanimously carried (4/4) that the following resolution be approved:

**LIBRARY RESOLUTION NO. 2016-50 (C-45)**

RESOLVED, That the Board of Library Commissioners authorize the City Librarian or designee to enter into the attached Memorandum of Understanding (MOU) with the Department of Airports to provide an e-Media Kiosk at the Los Angeles International Airport (LAX); and

FURTHER RESOLVED, To authorize the City Attorney and the City Librarian or designee to make technical changes to the MOU as needed.

Agreement to install an e-Media Kiosk at the Los Angeles Convention Center (Continued from 9/29/16)

It was MOVED by Commissioner Walters, seconded by Commissioner Kathryn Eidmann, and unanimously carried (4/4) that the following resolution be approved:
LIBRARY RESOLUTION NO. 2016-51 (C-46)

RESOLVED, That the Board of Library Commissioners authorize the City Librarian or designee to enter into the attached Memorandum of Agreement (MOA) with the Department of Convention and Tourism Development to install an e-Media Kiosk at the Los Angeles Convention Center; and

FURTHER RESOLVED, To authorize the City Attorney and the City Librarian or designee to make technical changes to the MOA as needed.

Grant Agreement with the S. Mark Taper Foundation and the Library Foundation of Los Angeles to create a Digital Commons in the Central Library

(Continued from 9/29/16)

Assistant General Manager Kris Morita stated that the Library in conjunction with the Library Foundation (LFLA) submitted a successful grant proposal to S. Mark Taper Foundation (SMTF) to fund a new Digital Commons area in the Central Library. She said in response to questions the Board had at the last meeting regarding the cost of the ongoing maintenance, she responded that the maintenance costs will be minimal. The cost of the annual software license for the video wall is unknown at this point. She recommended approval.

Board Discussion

Commissioner Lassiter asked about the marketing and branding of the space and whether the video wall and its content would be promoting the Library and be consistent on how the Library is presented. Ms. Morita said yes.

It was MOVED by Commissioner Lassiter, seconded Commissioner Eidmann, and unanimously carried (4) that the following resolution be adopted:

LIBRARY RESOLUTION NO. 2016-52 (C-47)

WHEREAS, the Los Angeles Public Library (LAPL), the Library Foundation of Los Angeles (LFLA) and the Mark Taper Foundation have had a long history together. Since 1990, the Mark Taper Foundation and its successor, the S. Mark Taper Foundation (SMTF) have contributed approximately $1,520,000 to the library; and
Library Resolution
No. 2016-52 (C-47) Cont.

WHEREAS, LAPL, LFLA and SMTF desire to enter into a grant agreement (Agreement) to create a Digital Commons in the Central Library to provide a welcoming space and lounge area for the public to access digital resources. LAPL staff will be able to offer technology and digital literacy workshops to the public. Also, the Digital Commons will feature a large video wall to promote library resources, programs and services; and

WHEREAS, the City Librarian and City Attorney are authorized to make technical changes as needed to the Agreement; and

WHEREAS, the President of the Board of Library Commissioners is authorized to execute the Agreement on behalf of the library:

THEREFORE, RESOLVED, That the Board of Library Commissioners hereby approves the grant agreement to create a Digital Commons in the Central Library.

ORAL PRESENTATION
HOMELESS ENGAGEMENT: “THE SOURCE”

Alicia Moguel, Associate Director, Department of Lifelong Learning, spoke about a program called, “The Source”, a groundbreaking collaborative effort between LAPL and several county and city agencies, including the Los Angeles Homeless Services Authority (LAHSA), People Assisting The Homeless (PATH), Department of Public Social Services, Department of Mental Health and others, to connect the homeless to services in a single, centralized setting. On December 22, 2015, “The Source” began gathering every month at the Central Library to get those homeless individuals connected to services. She said 45 men and women came for services at that first event.

Ms. Moguel shared the story of an individual named Paul who came to the first event, who told staff that he had been sent to multiple agencies across the city over the course of many weeks, often only to be told to come back another day or that he needed some prerequisite to be eligible for the services at a given location. She said that was the kind of disconnect “The Source” directly addresses. She reported that Paul is one of five participants in “The Source” who was registered in the CES and has since been permanently housed and employed.

Ms. Moguel stated that those who come to “The Source” for services can receive emergency shelter, referrals to social services, bus tokens, gift cards to the 99 Cent Store, hygiene kits and more. More importantly, they are entered into the Coordinated Entry System (CES) so they can be assessed and partnered with an advocate to start the process of finding housing for those individuals who are chronically homeless.
Ms. Moguel reported that since December 2015, over 500 homeless participants have attended nine sessions during this pilot year of “The Source.” She said LAPL and its partners also have connected those individuals to Veteran’s services, DMV IDs, Cal Fresh and Medi-Cal, Social Security benefits and the TB tests that are required to stay at a shelter. She stated that on the weeks that “The Source” is not gathering, LAHSA Emergency Outreach teams visit the Central Library and 10 other library locations to interact directly with homeless patrons.

Ms. Moguel concluded her presentation by stating that she was very proud of the impact “The Source” pilot program has had thanks to Library staff, cross-agency colleagues, City Librarian John Szabo’s steady investment in LAPL being an agency for community impact, and the Board for their support of this initiative. She said the program will continue evolving and contributing to Mayor Garcetti’s Homelessness Prevention Initiative.

*Commissioner Salinas entered the meeting at 11:17 a.m.*

**Discussion**

Board President Cao asked how often “The Source” meets. Ms. Moguel replied that it meets once a month on the fourth Tuesday of the month.

Commissioner Eidmann asked how outreach was conducted to inform homeless individuals about services that are being provided. Ms. Moguel stated that Library staff does in-house outreach and all participating agencies also promote the service and reach out to the communities.

Commissioner Salinas asked how agencies were selected. Ms. Moguel stated that initially, “The Source” started with four agencies and it has been growing through word of mouth. She said the focus is on non-profit agencies like PATH.

Commissioner Lassiter asked if attendance was increasing. Ms. Moguel replied that attendance varies between 50-80 individuals, but attendance goes up when the DMV is there because one of the issues for getting access to shelter or housing is identification.

Assistant General Manager Kris Morita stated that The Source will be expanded to another branch location. Ms. Moguel reported that beginning December 6, “The Source” will also be gathering at the Exposition Park Regional Branch Library. There will be some new collaborators also.

Commissioner Eidmann asked how new locations were selected and whether staff was considering other locations to expand into. Ms. Moguel replied that selection of locations was being based on data from Los Angeles County. She said Spot 4 (Metro) and Spot 6 (South Los Angeles) are the two areas with the highest homeless population and also the highest number of people without an identifiable address.

**VARIOUS COMMUNICATIONS:** None.
ELECTION OF OFFICERS FOR FY 2016-17

Board President Cao stated that as required by the City Charter, annual elections were being held for President and Vice President. She proceeded to ask for nominations for President:

President

It was MOVED by Commissioner Eidmann, seconded by Commissioner Salinas, and unanimously carried that President Bich Ngoc Cao be re-elected President of the Board for Fiscal Year 2016-17.

Vice President

It was MOVED by President Cao, seconded by Commissioner Salinas, and unanimously carried that Commissioner Kathryn Eidmann be elected Vice President for Fiscal Year 2016-17.

COMMISSIONERS’ COMMENTS & REVIEW OF MATTERS PENDING:

Marketing Plan

Commissioner Lassiter inquired about the status of the Marketing Plan presentation to the Board and whether the Board could receive the information to review in advance.

Ms. Morita replied that it would be scheduled for October 27th Board Meeting. The information will be included in the agenda packet.

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:24 a.m.

ATTEST: ____________________________  ____________________________

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

To be approved: October 27, 2016