MINUTES
BOARD OF LIBRARY COMMISSIONERS
CITY OF LOS ANGELES
March 9, 2017

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 11:05 a.m. on the above-written date.

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

EXCUSED
ABSENT:    VICE-PRESIDENT  KATHRYN EIDMANN

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 – 2/23/17

MOVED by Commissioner Salinas, seconded by Commissioner Walters, and unanimously carried that the Minutes of the Regular Meeting held February 23, 2017 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:

1. Women’s Heritage Month: Almost 50 programs will be presented at the various libraries during the month of March. Supplementing the programs is also a list of online resources, blog posts and books. The Central Library will be hosting “Hiding Under Eastern Petticoats,” which explores California’s women suffrage movement in the 1870’s. The San Pedro Regional Branch will be hosting a women’s speaker’s series with Jannette Bautista, an electrician, and Anastasia Vetrova, a commercial pilot and flight instructor; they will talk about working in historically male careers. The West Valley Regional Branch will host a program on “Stuntwomen: The Untold Hollywood Story” by Mollie Gregory. She will discuss the history on stuntwomen in the film industry from the silent era to the 21st century.
2. **Teen Tech Week:** From March 5th – 11th, LAPL is celebrating Teen Tech Week by showcasing all the great digital resources and services that help teenagers succeed in school and prepare for college and 21st century careers. The theme for 2017 is “Be the Source of Change.” The young adult librarians have planned programs and workshops on coding and robotics and other STEAM related events.

3. **Wri Teens of Pacoima Branch** received certificate of recognition from Assemblyman Raul Bocanegra on February 25th. The teens, working in the library, had produced “zines” for the Inaugural Pacoima Beautiful Clean Energy Exhibit. Zines are self-published or homemade magazines devoted to a specialized subject. The exhibit was intended to spread awareness of environmental issues and clean energy solutions. The Library is proud of the teens who received recognition for their creative work.

4. **Tom Bradley Effect: A Tom Bradley Centennial:** On March 12th, the L.A. Historical Society and the History and Genealogy Department of Central Library will co-host a free screening of the documentary “Bridging the Divide: Tom Bradley and the Politics of Race,” followed by a panel discussion with filmmakers Lyn Goldfarb and Alison Sotomayor. This is the first of the 25th Annual Marie Northrup Lecture Series.

5. **“Night Sky with Exit Wounds”:** On March 13th, award-winning poet Ocean Vuong will be in conversation with Pulitzer Prize-winning novelist Viet Thanh Nguyen at the Central Library. Mr. Vuong’s poems have been hailed by critics for their powerful emotions, sincerity and candor.

6. **Boyle Heights Historical Society** presented at the Benjamin Franklin Branch a program on “Executive Order 9066”. Two presenters discussed Franklin D. Roosevelt’s controversial decision to intern Japanese-Americans during World War II. The three-hour program stimulated a lot of discussion among the 50 participants.

7. **4th Annual Grow Your Business Seminar:** The Studio City Branch will host a free educational and informational seminar on March 14th. City, State and non-profit agencies will provide helpful direction on starting and growing one’s business. Speakers include: California Governor’s Office of Business and Economic Growth, City of L.A. Office of Finance, and South Valley Region City of Los Angeles, Business Source Center. The event is sponsored by Councilmember Krekorian (CD 2), County Supervisor Kuehl, Senator Hertzberg and State Assemblyman Nazarian.

8. **Making Comics!** The Palms-Rancho Park Branch will offer a crash course on March 16 for teens ages 11 to 18 on how to create comic books with comic book artist/writer Mike Wellman. Teens will learn everything from character design, page layout, to story structure to create their own comic books.

9. **Academy Awards:** The Oscar winner for best documentary was “O.J. Made in America.” The documentary used several images from LAPL’s Shades of L.A. Photo Collection. One of the filmmakers emailed and said, “The LAPL photos offered much needed historical texture and that’s part of what made this film so great. The Oscar belongs to LAPL as well!”
CITY LIBRARIAN’S REPORTS:

Assistant General Manager Kris Morita reviewed the Consent Calendar and recommended its approval.

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

Approved Acceptance of Library Development Impact Mitigation Fees from Casden WLA, LLC

LIBRARY RESOLUTION NO. 2017 – 10 (C-10)

RESOLVED, that the Board of Library Commissioners approve the acceptance of funds in the amount of $312,970.00 from the Casden West LA, LLC as payment of the Library Development Mitigation Fee for the Casden Sepulveda Project located at 11122-11150 Pico Boulevard and 2431-2441 South Sepulveda Boulevard.

FURTHER RESOLVED, that the funds will be used to acquire books, technology, equipment and devices, and other library materials and programs for West Los Angeles Regional Branch.

FURTHER RESOLVED, that the funds be deposited into Library Trust Fund 831, Account No. 335.

Approved Agreement with Micronaut to Provide Exhibition Coordinator Services

LIBRARY RESOLUTION NO. 2017-11 (C-11)

WHEREAS, On July 28, 2016, the Library issued a Request for Proposals (RFP) to solicit proposals for Exhibition Coordinator Services for the Los Angeles Public Library; and

WHEREAS, Staff has reviewed and evaluated the three (3) proposals submitted on October 25, 2016, in response to the RFP and recommends that the Board of Library Commissioners award a contract to Micronaut, a partnership of Sam Mellon and Claudia Bohn-Spector, to provide Exhibition Coordinator Services for the Los Angeles Public Library; and

THEREFORE, RESOLVED, That the Board of Library Commissioners award a contract to Micronaut for Exhibition Coordinator Services for the Los Angeles Public Library; and
FURTHER RESOLVED, That the City Librarian and 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.

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Approved Release of Requests for Qualifications (RFQ) for Immigration Assistance Contractors

Commissioner Salinas asked how the new services under this RFQ would differ from what is currently being offered.

Madeleine Rackley, Business Manager, replied that the types of services being provided currently are fairly limited, which basically offers information on test preparation for citizenship. Under this RFQ, contractors would be used to expand services on immigration benefits, including Deferred Action for Childhood Arrivals (DACA).

Commissioner Lassiter asked who on the LAPL staff currently provides the services.

Alicia Moguel, Director of Lifelong Learning, replied that librarians provide information from citizenship corners located at all of our libraries, but citizenship classes are offered through non-profit partners who receive grants through the United States Citizenship & Immigration Services (USCIS) on an annual basis.

Commissioner Lassiter asked if there is a city agency that oversees immigration that can partner with the Library in terms of financing the annual cost of $210,000.

Kris Morita, Assistant General Manager, stated that the city has established an Office of Immigration Affairs (OIA). Board President Cao added that Linda Lopez runs OIA, and the city librarian has talked a great deal about working with Linda. Ms. Moguel said that Library staff currently works with Ms. Lopez regarding other types of activities around immigration.

Commissioner Salinas asked what had prompted the Library to request the new services and if it was based on feedback from actual participants who want a larger scope of service or had staff determine that it is needed.
Ms. Moguel replied that the communities view the library as a very safe space and during the course of the librarians’ work at the reference desk they have received questions and staff has spoken with partner non-profit organizations on patron needs.

Board President Cao asked if by broadening these services, the Library would essentially be offering these services to undocumented folks. How would staff assure people that their information is private and make sure that they are not scared to come talk to library staff.

Ms. Moguel replied that even prior to the current climate, staff has always served everyone, including undocumented residents who have felt safe in telling staff that they are undocumented. Also, it is part of the staff’s work and the non-profits to keep information confidential. Ms. Rackley added that one of the requirements in the RFQ for the new contractors is to be able to keep records and demonstrate that those records are kept in a confidential manner.

Commissioner Salinas asked if the Library is prepared for the types of situations or scenarios involving undocumented persons getting arrested by ICE. Ms. Rackley replied that staff is aware of that as well and are having discussions with the Mayor’s Office and City Attorney on those issues.

Board President Cao requested that the sentence on page 6 of the RFQ referring to the DAPA program be removed.

LIBRARY RESOLUTION NO. 2017-12 (C-12)

WHEREAS, the Los Angeles Public Library (LAPL), through the New Americans Initiative, has helped thousands of people take their first step on the path to U.S. citizenship by providing information on citizenship requirements, test preparation materials, and assistance in citizenship eligibility requirements; and

WHEREAS, as part of the New Americans Initiative, the city’s 73 libraries are local citizenship information centers that offer various immigration resources; and

WHEREAS, a study published by the Center for the Study of Immigrant Integration at the University of Southern California states that approximately 700,000 residents of Los Angeles are eligible for citizenship; and

WHEREAS, the LAPL desires to establish a list of qualified immigration assistance contractors to be retained on an as-needed and as-required basis to perform work related to immigration assistance services in Library facilities:

BE IT THEREFORE, RESOLVED, That the Board of Library Commissioners authorize the City Librarian, or designee, to release the Request for Qualifications (RFQ) for immigration assistance contractors and advertise the RFQ to potential proposers; and
Library Resolution
No. 2017-12 (C-12) Cont.

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 independent contractors than by City employees; and

FURTHER RESOLVED, That the Board of Library Commissioners agree that proposals must be submitted no later than 1:00 PM on Thursday, May 4, 2017, to the office of the Board of Library Commissioners, 630 West Fifth Street, Los Angeles, CA 90071.

VARIOUS COMMUNICATIONS: None.

COMMISSIONERS’ COMMENTS & REVIEW OF MATTERS PENDING:

Status of Marketing Services Contract

Commissioner Salinas inquired about the progress of the marketing services contract.

Madeleine Rackley, Business Manager, stated that a bidders’ conference had already been held and 80 people representing about 60 firms had attended. She reported that the due date for submitting the proposals had been extended because they had been receiving a lot of inquiries from potential proposers. The responses are being posted on the Los Angeles Business Assistance Virtual Network (BAVN).

Commissioner Lassiter asked about the process.

Ms. Rackley stated that after the proposals are received and reviewed, staff will create a list of on-call contractors who can be used for a variety of projects. She said the number of contractors is not being limited.

Commissioner Lassiter asked about the new due date for submitting the proposals and Board President Cao asked how long, after the due date, it would take to evaluate all the applicants.

Ms. Rackley replied that new date is April 13th and the evaluation of proposals could take several weeks or longer, depending on how many responses are received. Staff needs to review each one of them and make sure they meet all the criteria.

BOARD DIRECTIVE

Commissioner Lassiter requested that updates be provided to the Board regarding the progress on the marketing plan. A document that outlines the actions taken, the actions needed, and the staff or department responsible would be helpful.
ADJOURNMENT

There being no further business, the meeting was adjourned at 11:35 a.m.

ATTEST:

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Bich Ngoc Cao              Raquel M. Borden
President                  Board Executive Assistant

Approved: April 13, 2017