MINUTES
BOARD OF LIBRARY COMMISSIONERS
CITY OF LOS ANGELES
April 27, 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
           VICE-PRESIDENT                KATHRYN EIDMANN
           COMMISSIONER                 MAI LASSITER
           COMMISSIONER                 RITA WALTERS

EXCUSED
ABSENT:   COMMISSIONER               JOSEFA SALINAS

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

MINUTES FOR APPROVAL: Regular Meeting – 4/13/17

MOVED by Commissioner Lassiter, seconded by Commissioner Walters, and unanimously carried that the Minutes of the Regular Meeting held April 13, 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. LA Times Festival of Books: The LAPL booth was visited by 2,800 people and staff issued 351 new library cards. Local artist Man One, illustrator of the book, “Chef Roy Choi and the Street Food Remix,” was at the booth conducting graffiti art demonstration and book signing. On May 20th, the Central Library will host a family program featuring Choi’s new book.
2. **LAPL Volunteers Honored at City Council**: The Library recognized its 6,250 active volunteers at the City Council meeting in honor of National Volunteer Month. During 2016, LAPL volunteers generously donated nearly 160,000 hours of service hours valued at more than $4.4 million. Councilmember Mitch O’Farrell, District 13th, presented the Library with a volunteer appreciation resolution from the City Council.

For the first time, LAPL held regional teen volunteer recognition ceremonies in the six regions to highlight the more than 35,000 hours that teen volunteers contributed to the Library in 2016. Ms. Morita stated that the Library is very thankful for its volunteers for their dedication and generosity.

3. **2017 Buenos Aires Book Fair**: City Librarian John F. Szabo is in Argentina attending the opening ceremonies of the Buenos Aires International Book Fair, one of the largest book fairs in the world. The City of Los Angeles was selected as the honored city for the 2017 fair, which is the first time an American city was selected and featured as the guest of honor. Several LAPL bilingual librarians are also attending to represent both our City and the Library during the fair from April 27 to May 15. They will be giving charlas (brief talks) on innovative services at LAPL and showcase LA’s cultural diversity.

4. **Asian Pacific Islander (API) Heritage Month**: To date, there are at least 75 programs throughout the Library as well booklists, electronic resources, videos and podcasts that celebrate API culture and heritage in celebration of API. The programs include:

   1. “TOT: The Untold, Yet Spectacular Story of (a Filipino) Hulk Hogan,” a stage reading program at West Los Angeles, Mar Vista and Malabar branches.

   2. Hawaiian dancers will be taking patrons through Hawaiian Islands with performances at the Lake View Terrace Branch on May 13th.

   3. English-Mandarin family story times series about Chinese culture, food, celebrations, and language on May 30th, June 6th, and June 20th at the Palms Rancho Branch.

   4. “Japanese American Experience during World War II” a screening and talk by Nancy Oda will be held at the Sun Valley Branch on May 31st.

5. **25th Anniversary of the 1992 Civil Unrest**: The Watts Library has an interesting display of photographs from our photo collection and books on the 1992 Civil Unrest. The display has motivated discussion among patrons. This excellent exhibit will be on display until May 4th.
6. **The Exposition Park - Dr. Mary McLeod Bethune Regional Library** has had a series of creative writing workshops called "Remembering the Riots" with Develop Skills and Transcend Limits (DSTL), a non-profit agency that mentors at-risk youths. These workshops have been held twice a month since October 2016. As a group, the youths have been tackling the theme, “How much has really changed in Los Angeles?” The youths have had a wonderful time participating in this workshop and the last one will be on Saturday, April 29th.

7. **“Hands Around City Hall” event:** Councilmember Herb Wesson of District 10th and the City Council are hosting “A Hands Around City Hall” gathering, a symbolic gesture of cross cultural support and understanding. The event will be on Friday, April 28th from 12 noon to 1 p.m. City employees and guests are invited to join hands united as one city encircling City Hall.

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Commissioner Lassiter asked whether any promotion had been done about the Library being featured at the Buenos Aires Book Fair, and how many staff members would be participating in the event.

Joyce Cooper, Principal Librarian at Central Library, stated that the event runs for three weeks and it is one of the largest book fairs in Latin America. In addition to the City Librarian, LAPL is also sending three groups of librarians (two per week). They are:

- Madeline Peña, Senior Librarian, Digital Content and Design
- Yago Cura, Adult Librarian, Vernon Branch
- Ana Campos, Senior Librarian, International Languages
- Edwin Rodarte, Librarian II, Emerging Technologies & Collections
- Joyce Cooper, Principal Librarian, Programming & Outreach
- Alberto Alvarez, Senior Librarian, Junipero Serra Branch

Ms. Cooper stated that Library staff will be there to talk about Los Angeles and the Library. Also staff from the U.S. Embassy will be there to provide information about the United States.

Commissioner Lassiter asked about the plans for promoting LAPL participation so that people in Los Angeles know that LAPL is being recognized internationally.
Ms. Cooper replied that the team is working with the Public Relations staff to coordinate and promote the event and to create LAPL swag in Spanish to give out at the fair. The team will be posting on social media from Buenos Aires so people in LA knows what is happening at the fair.

Peter Persic, Director, Public Relations & Marketing, stated that a social media strategy meeting was held with the librarians participating at the fair. They have identified benchmarking events for social media and will send Live Feed of the opening and closing ceremonies, as well as the talks given by staff at the fair.

CITY LIBRARIAN’S REPORTS:

Approval of Memorandum of Understanding with Community Partners for the use of space at the Pio Pico-Koreatown Branch Library for a Makerspace

Assistant General Manager Kris Morita recommended approval of the proposed MOU with LA Makerspace (LAM) for the use of facilities on the second floor of the Pio-Pico Koreatown Branch Library to operate a public Makerspace. She said that as part of the Library’s Full STEAM Ahead Initiative, the Library wants to offer a public Makerspace to library patrons, so they can create, explore, and learn about science topics through hands-on projects and workshops.

Ms. Morita stated that Community Partners is the legal body that would be signing the MOU, since it is the fiscal sponsor of LA Makerspace.

Discussion

Board President Cao asked about the timeline for the completion of the space and the launching of the LA Makerspace.

Eloisa Sarao, Assistant Business Manager, responded that a detailed timeline was not available yet because it would involve the Departments of Building and Safety and General Services’ Construction Division to determine how long it would take to complete the work on the space. Board President Cao asked Ms. Sarao to e-mail her the information upon finding out.

Vice President Eidmann asked if there was a plan for outreach or publicity on the launching of the LA Makerspace.

Eva Mitnick, Director, Engagement and Learning, replied that the Library will promote the opening of the LA Makerspace in a big way. She said staff had been working with the community in Pio-Pico Koreatown to provide this new service.
Commissioner Walters asked if the new Makerspace would affect the computer center on the second floor. Ms. Sarao replied that it would not affect it, since it would occupy a different space on the second floor.

Mrs. Morita, at the advice of Deputy City Attorney Maria Brimsey, requested that the Board approve revisions to the MOU and all its related documents to note that the agreement is with Community Partners, the fiscal sponsor of LA Makerspace.

It was MOVED by Commissioner Lassiter, seconded by Commissioner Walters, and unanimously carried (4/4/) that the resolution and all documents related to LA Makerspace agreement be adopted as revised:

**LIBRARY RESOLUTION NO. 2017-15 (C-15)**

RESOLVED, that the Board of Library Commissioners approve the Memorandum of Understanding (MOU) with Community Partners, a California non-profit 501c3 organization, on behalf of LA Makerspace (LAM) to operate a public Makerspace on the second floor of the Pio Pico-Koreatown Branch Library; and

FURTHER RESOLVED, that the agreement provides for the performance of professional, scientific, expert, technical, or other special services of a temporary and occasional character for which the Board of Library Commissioners finds that competitive bidding is not practicable or advantageous; and

FURTHER RESOLVED, that the City Attorney and the City Librarian or designee, are authorized to make technical changes to the MOU.

FURTHER RESOLVED, That the Board of Library Commissioners authorize the City Librarian to sign the agreement.

**ORAL DISCUSSION: Update on the Mayor’s Proposed Budget for 2017-2018**

Assistant General Manager Kris Morita reported that on April 20th the Mayor had released his Proposed Budget for Fiscal Year 2017-18. Therein, is the Library’s proposed budget, totaling $172,686,809. That is a $9.8 million (6.32%) increase from the current budget as result of increased property values from which Measure L funds are derived from. The Mayor’s Proposed Budget provides the following:

- 31 new public service and support service positions.
- Increases the Library Materials budget to $14,186,581.
- Funds for improvement of information technology infrastructure by increasing cybersecurity and equipment upgrade for library patrons and staff.
- Cybecarts for six branch libraries
- Two additional digital micro-film readers and one Knowledge Imaging Center scanner for Central Library
- Funding to increase outreach and promotion and for three additional staff positions for public relations and marketing.
- Increases Library security budget to $5,420,337, which will provide for 50 regular security positions and 26 contract security officers. Provides additional funds for security cameras. By 2018, all 72 branch libraries will have security cameras.
- Funding to enhance the New American Integration initiative, will open six New American Centers (Central and five branches), each center will have certified contract specialist to assist patrons with the naturalization process.
- Funds to launch the Mobile Outreach Program to bring library services to the community. Three new vehicles will be obtained to transport staff to provide story time, programs and activities at day care centers and women’s shelters, community centers and parks.
- Funding to add staff to assist with the Student Success Library Card program. This week 90,000 library cards will be sent to students in the northeast/central areas.
- Increases funding by 50% for alterations and improvements for Central Library and branch libraries.
- Funding for sustainability to create six urban gardens; continue to work with the Bureau of engineering to create drought resistant plants gardens and embark on Phase 2 of lighting at the Central Library by installing motion sensors at the Central Library.

Ms. Morita pointed out that the related costs for the Library had increased by $7 million, due to the change in formula of the Cost Allocation Plan (CAP) rate that is applied to all city departments when calculating some of the related costs. This also resulted in decreased funding for library materials, services and programs, and positions, IT items and equipment, and funding for facility improvements. She stated that the Library faiored well compared to other departments in terms of the number of positions approved.

Ms. Morita concluded her report by stating that the Mayor’s proposed budget will go to the City Council for review and approval. The final budget will be adopted in early June and presented to the Board for approval. She noted that the Mayor’s entire proposed budget can be found on the City Administrative Officers’ website. She commended Robert Morales, Sr. Management Analyst II, and Madeleine Rackley, Business Manager for working on the budget and the administrative staff who assisted with it.

Commissioner Walters asked that the information on the budget be provided to her in writing.
Board President Cao asked if CAP increase had been expected. Madeleine Rackley, Business Manager, replied that the CAP is calculated annually by the city controller and it has been steadily on the rise over the last seven years. She said the Library is required to pay the city for related costs, which also has been on the rise because of the Measure L agreement.

Vice President Eidmann inquired about the increase in budget allocation for security - How it had been determined that the increase was necessary, whether patrons had been asked about priorities they had for library services, and if security was one of those priorities for the communities.

Ms. Rackley replied that requests had been made by staff for more security but input had been requested from the patrons.

Commissioner Lassiter asked which libraries would be receiving the Cybercarts. Ms. Morita stated that the locations hadn’t been selected but the goal is to put as many Cybercarts in branches as possible.

ORAL DISCUSSION: Refresher Ethics Orientation

BOARD ACTION:

It was MOVED by Commissioner Eidmann, seconded by Commissioner Lassiter, and unanimously carried that the “Refresher Ethics Orientation” be continued to a meeting when all members are present.

VARIOUS COMMUNICATIONS: None.

COMMISSIONERS’ COMMENTS & REVIEW OF MATTERS PENDING:

Board Room Sound Issues

Commissioner Walters expressed concern with microphones, specifically the sound not being amplified enough, thus making it hard to hear what it is being said throughout the meeting.

Marketing Plan

Commissioner Lassiter stated that she was glad that all the funding for the Marketing Plan was approved and looks forward to receiving more updates.
May Meeting Schedule

Board President Cao announced that she would be absent for both meetings in May. Vice President Eidmann would be chairing the meetings during her absence. Discussion was held about the location of the meetings for the month of May.

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:45 p.m.

ATTEST:

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Bich Ngoc Cao            Raquel M. Borden
President                Board Executive Assistant

To be approved: June 8, 2017