

# MINUTES

## **BOARD OF LIBRARY COMMISSIONERS CITY OF LOS ANGELES**

**October 12, 2017**

A Regular Meeting of the Board of Library Commissioners was held at the Edendale Branch Library, 2011 W. Sunset Boulevard, Los Angeles, CA 90026, convening at 11:04 a.m. on the above-written date.

**PRESENT:** PRESIDENT                      BICH NGOC CAO  
VICE-PRESIDENT                      KATHRYN EIDMANN  
COMMISSIONER                      JOSEFA SALINAS  
COMMISSIONER                      RITA WALTERS

**EXCUSED**

**ABSENT:** COMMISSIONER                      MAI LASSITER

**ALSO PRESENT:** John F. Szabo, City Librarian; Arletta Maria Brimsey, Deputy City Attorney; Joelle Dobrow, President of Edendale Library Friends Society; Ida Talalla, Chair of Aging, Parks and Health Committee Echo Park Neighborhood Council; and staff.

MINUTES FOR APPROVAL: 7/27/17 Regular Meeting

MOVED by Vice President Eidmann, seconded by Commissioner Walters, and unanimously carried that the Minutes of the Regular Meeting held July 27, 2017, be approved as submitted.

MINUTES FOR APPROVAL: 9/28/17 Regular Meeting

MOVED by Commissioner Salinas, seconded by Vice President Eidmann, and unanimously carried that the Minutes of the Regular Meeting held September 28, 2017, be approved as submitted.

**REMARKS BY THE NORTHEAST AREA MANAGER  
AND EDENDALE BRANCH SENIOR LIBRARIAN**

Northeast Area Manager

Kian Daizadeh, Northeast Area Manager, welcomed the Board to the Edendale Branch Library, one of 13 branch libraries he oversees in communities just east, north and west of downtown. He said the libraries in this region provide services to more than 550,000 residents of diverse racial, ethnic, linguistic, and economic backgrounds. The Northeast Region has the unique distinction of having the oldest and the newest branch libraries in the system, Benjamin Franklin (1900) and the Silver Lake (2009),

and three libraries listed as National Historic Places (Lincoln Heights Branch, Malabar Branch, and the Robert Louis Stevenson Branch).

Mr. Daizadeh provided an overview of all the libraries in the Northeast Region, including programs and initiatives. He said the Summer Reading Challenge was very successful, five libraries in the region hosted LA Dodger Storytimes, Echo Park and Lincoln Heights Branch libraries hosted summer lunches, and all branches participated in the Summer Night Lights program at local recreation centers.

Mr. Daizadeh stated that the Northeast Region is very fortunate to have Friends of the Library groups at many branch libraries. They are very generous and contribute supplemental funds for library materials, programming and facility improvements. He introduced the President of the Edendale Library Friends Society, Joelle DoBrow, and Senior Librarians from the region that were in attendance: Dora Suarez, Arroyo Seco Regional; Shan Liang, Chinatown; Steven Cheng, Lincoln Heights; Connie Topete, Benjamin Franklin; Victoria Sikora, Echo Park; Sonja Hannah, Eagle Rock and Neils Bartels, Edendale Branch.

#### Senior Branch Librarian

Neils Bartels, Senior Librarian, welcomed everyone to the Edendale Branch Library. He provided historical background of the branch when it first opened in 1913 to its present location since 2004, where it currently serves 13 schools and a population of approximately 22,000.

Mr. Bartels reported that Children's Librarian Allison Alvarez carefully plans her story times to build early literacy skills, and uses both English and Spanish rhymes and songs. Young Adult Librarian Mari Jack provides a variety of engaging weekly programs for teens, with opportunities for them to gain a sense of service and accomplishments through volunteering and serving on the Teen Council. Adult Librarian Angi Brzycki works hard to bring exciting cultural programming to the branch. Most recently, a presentation from photographer Star Montana and a panel discussion entitled Latinas in L.A.'s Creative Industries. Regularly scheduled programs include: story times for infants and caregivers, computer and yoga classes, open-mic comedy nights, movie nights, craft programs for children, visits from Theo the therapy dog, monthly book club, and an ongoing concert series since 2012.

Mr. Bartels said community partners include the Echo Park Neighborhood Council, El Centro del Pueblo, St. Barnabas Senior Center, Echo Park Film Center, 826LA, Machine Project, Feminist Library on Wheels, and Children's Institute. He remarked that the Edendale Library Friends Society (ELFS) is a wonderful support group. They have weekly book sales to raise funds to help strengthen the collection and put on extra programming. For example, the ELFS are working with the branch to make circulating bird watching kits available for check-out to the community. He concluded by thanking the Board for holding the meeting at Edendale Branch Library.

**PUBLIC COMMENTS ON MATTERS  
WITHIN THE BOARD'S JURISDICTION:**

(1)

Joelle Dobrow, President of the Edendale Library Friends Society (ELFS), stated that the Friends were very happy to have the Board visit the Edendale Library and spoke about the history of the ELFS since their inception 13 years ago. She said the ELFS take great deal of pride for their work in support of Measure L.

Ms. Dobrow stated that the ELFS had received a bequest from a former ELFS member, who had also been very active in the community and an Audubon activist and bird counter at the Echo Park Lake. Young Adult Librarian Mari Jack came to ELFS with the idea of using the bequest funds to create a bird watching backpack, which led the ELFS to conduct a pilot project with five backpacks for patrons to check-out with a Library card. She showed the kit that includes: English/Spanish bird watching guide; two binoculars, one for an adult and one for a child; a coloring book and crayons; a diary of birds to see, and a list of birds that Judy Raskin was famous for finding. It would an interactive kit that will keep the diary going.

Ms. Dobrow reported that Raskin also donated to Echo Park Lake and the Audubon Society. The Audubon Society is using the funds to bring nature programming to low income elementary schools or by taking students to nature. She said the ELFS' goal is to supplement the Natural Science Collection at the Edendale Branch and they are bringing together the LAUSD, Audubon, Echo Park Neighborhood Council, Echo Park Lake and the Library to celebrate together and get people to embrace and become stewards of the lake and the animals.

Ms. Dobrow invited everyone to the Raskin Memorial Dedication at the Echo Park Lake on November 2, 2017.

(2)

Ida Talalla, Chair of the Aging, Parks and Health Committee (AP&H) from the Echo Park Neighborhood Council, spoke about the exceptional service the libraries provide to the community. She said the AP&H Committee has been able to meet regularly at both Echo Park and Edendale Libraries and she is very thankful for that. Libraries are an integral part of the community and they go beyond books and programs. The libraries have extended services to seniors, when in most cases seniors are a forgotten element. They engage seniors meaningfully in communities and expanding their world beyond senior centers. She hopes the libraries won't go fully into electronic books. She also thanked the Board for coming into the community and for listening and finding out about the exceptional work libraries are doing.

City Librarian John Szabo, a proud resident of the Northeast Area, thanked Ms. Dobrow for the support, advocacy and innovative ideas the ELFS bring to the Library, and thanked the Neighborhood Council, LAPL staff, and branch managers from the Northeast area for attending the meeting.

CITY LIBRARIAN COMMENTS  
AND ANNOUNCEMENTS

City Librarian John F. Szabo reported the following:

1. Former City Librarian Wyman Jones: passed away October 9<sup>th</sup> in Portland, Oregon, at the age of 87. He served as City Librarian from 1970–1990. He was the City Librarian when the major fire occurred in 1986. Today, we remember Mr. Jones and his service to the library.
2. Alive! Magazine “A Moving Story” features LAPL’s Shipping Crew: The City Employees Club of Los Angeles publishes a monthly newspaper and its current issue covers a multipage article about the Library’s shipping crew titled, “A Moving Story.” George Valdivia, Acting Sr. Storekeeper, did a wonderful job describing the work they do and why it’s so important to the people in L.A. Mr. Szabo stated that he was so proud of them.
3. S. Mark Taper Digital Commons opened on October 7<sup>th</sup> in the Tom Bradley Atrium featuring a 28’x16’ screen to promote library programs, to live stream programs going on in the Mark Taper Auditorium, and to exhibit digital art projects. It also provides space for people to use laptops. Mr. Szabo thanked the S. Mark Taper Foundation and the Library Foundation of Los Angeles for funding the project.
4. “Going Grey in LA: Stories of Aging Along Broadway”: This new photo exhibit on the First Floor Gallery tells a story of Angelenos who live along the Broadway corridor from Lincoln Heights through downtown all the way to South L.A. through a series of photographs.
5. L.A. Made: Ballet Folklorico de Los Angeles had a wonderful performance at the Lincoln Heights Branch Library with a total of 39 attendees.
6. Discovery Cube’s Teacher’s Night-Out: The Lake View Terrace Branch Library, located next to the Discovery Cube, participates in the Teacher’s Night Out event every year. This year, Library staff informed 150 teachers from all across the city about the Teacher’s Card, additional borrowing privileges and promoted the Student Success Library Card. Mr. Szabo thanked Discovery Cube for their partnership.
7. Targeted Local Hiring Program: This program is intended to connect under employed populations in the city with city employment without going through a cumbersome civil service process. It also allows individuals to be hired relatively quickly into an office training position for six months and serve another six months on a probationary period as an office services assistant, then move into full civil service employment in the City as an administrative clerk. The Library has hired eight people and expects to hire about 20 more.
8. Latino Heritage Month: The programs continue and staff are doing a fantastic job, whether it’s a display, a program with a neighborhood organization, genealogy, dance performance, culinary program, or documentary film screenings. The programs are listed on the website.

9. National Library Card Sign-Up Month: This event was in September and it was very successful. The Library's social media team did a great job and several people were enlisted to take photographs with LAPL big library card. 19,604 people signed up for library cards in September of this year; that is over 1,000 additional library cards than in the month of September 2016.

Board President Cao asked about the monthly average for library card sign ups. Mr. Szabo replied that he would provide her that information.

In regard to the Targeted Local Hiring Program, Vice President Eidmann asked what the type of positions individuals would be hired into in the library system.

Mr. Szabo stated that individuals hired through the program would be on track to become Administrative Clerks, which is one of two primary paraprofessional classifications that provide public service such as checking books out and interacting with patrons.

#### CITY LIBRARIAN'S REPORTS:

City Librarian John F. Szabo reviewed the Consent Calendar.

#### BOARD ACTION:

Board President Cao moved Exhibits B and C from the Consent Calendar for discussion.

#### Acceptance of Gifts

It was **MOVED** by Commissioner Salinas, seconded by Vice President Eidmann, and unanimously carried that the resolutions for Exhibit A be adopted:

#### LIBRARY RESOLUTION NO. 2017-39 (C-35)

RESOLVED, That the gift of \$14,000 received from the Friends of the Platt Library for the benefit of the Platt Branch Library be accepted and deposited in Trust Fund 831, Account 340; and

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

\*\*\*

LIBRARY RESOLUTION NO. 2017-40

RESOLVED, That gift of eleven (11) tables, valued at \$6,529.22, received from the Sherman Oaks Friends of the Library for the benefit of the Sherman Oaks Branch Library be accepted; and

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

APPROVED LICENSE AGREEMENT WITH THE  
LIBRARY FOUNDATION OF LOS ANGELES FOR  
THE USE OF WORKS OF ART AND TRADE NAMES

Vice President Eidmann recused from voting on this item and stepped out of the meeting room due to her position as a Board Member on the Library Foundation of Los Angeles.

**Discussion**

Commissioner Salinas asked what percent from the proceeds of the items sold by the Library Store goes the Library.

Mr. Szabo replied that after paying for the costs of the store, proceeds go to the Library Foundation as another revenue source for the Library Foundation to support the Los Angeles Public Library. The Library does receive some revenue from the store that is associated with lease agreement with the Library Foundation for the use of space at the Central Library.

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

LIBRARY RESOLUTION NO. 2017-41 (C-36)

RESOLVED, That the Board of Library Commissioners approve the "License Agreement between the City and the Library Foundation of Los Angeles for the Use of Works of Art and Trade Names Associated with the Los Angeles Public Library;" and

RESOLVED, that the City Librarian and Deputy City Attorney are authorized to make technical changes; and

FURTHER RESOLVED, that the Board President is authorized to execute this agreement, subject to the receipt of required approvals.

**APPROVED AWARD OF CONTRACTS  
FOR IMMIGRATION ASSISTANCE SERVICES**

City Librarian John F. Szabo recommended approval to award contracts to three organizations, Central American Resource Center (CARECEN), Asian Americans Advancing Justice (AAAJ), and International Rescue Committee, Inc. to provide Immigration Assistance Contractor services for the Los Angeles Public Library. He said the Library currently provides Citizenship corners at all its 73 libraries, but under the New Americans Initiative, the Library has created more prominent places with materials for patrons to obtain information. The contracts will provide staffing and in person for one-one-one assistance to library patrons.

Arletta Maria Brimsey, Deputy City Attorney, requested correction to each the contracts, as follows:

“Correct the date on page 1, paragraph 4, from September 28 to October 12.”

**Discussion**

Vice President Eidmann asked how legal services would be provided by these contractors. Would they be staffing one-day clinics in the libraries? And if there could be a potential for creating an attorney/client relationship between the contractor and the library patron?

Mr. Szabo replied that the organizations would have office hours within the New American Centers to provide immigrant assistance one-on-one and will also do some special workshops. The relationship that the individual might pursue with that organization or at the offices of AAJ, CARECEN, or IRC is outside of what the Library is asking them to do. It is very important to clearly define the services they are providing, and what services they are not providing within the libraries.

Commissioner Salinas had questions on whether there would ever be a charge to the patron for the services or to move forward with the services, and would the non-profit disclose if they have taken a client outside and then charged them for those outside services? How would the Library know that?

Mr. Szabo replied that it could be a possibility, but there would not be a charge for services that are rendered associated with the Library. These non-profits may have services that are fee based, but that would not be part of the services being provided in the library.

It was **MOVED** by Commissioner Salinas, seconded by Vice President Eidmann, and unanimously carried that the following resolution be approved:

LIBRARY RESOLUTION NO. 2017-42 (C-37)

WHEREAS, On March 9, 2017, the Board of Library Commissioners approved the issuance of a Request for Qualifications (RFQ) to see qualified consultants to establish a list of immigration assistance contractors; and

WHEREAS, The evaluation committee has reviewed and evaluated the three (3) proposals submitted by July 14, 2017, in response to the RFQ and recommends that the Board of Library Commissioners: 1) approve the selection of the three (3) firms found to be responsive to the RFQ for the prequalified list of Immigration Assistance Contractors; and 2) authorize the Board President to award contracts to the three (3) firms listed in the report:

THEREFORE, BE IT RESOLVED, That that the Board of Library Commissioners award contracts to Central American Resource Center (CARECEN), Asian Americans Advancing Justice (AAAJ), and International Rescue Committee, Inc. to provide Immigration Assistance Contractor services for the LAPL; and

FURTHER RESOLVED, That the Board of Library Commissioners authorize the City Attorney and the City Librarian, or designee, to make technical changes to the contracts; and

FURTHER RESOLVED, That Board of Library Commissioners authorize the Board President to execute the contracts.

VARIOUS COMMUNICATIONS: None.

COMMISSIONERS' COMMENTS,  
ANNOUNCEMENTS AND  
REVIEW OF MATTERS PENDING: None

ELECTION OF OFFICERS  
FOR FISCAL YEAR 2017-18: Continued.

BOARD ACTION

It was MOVED by Vice President Eidmann, seconded by Commissioner Salinas, and unanimously carried that the Election of Officers be moved to the next meeting.

SPECIAL MEETING CANCELLATION

Board President Cao announced the cancellation of the Special Meeting and asked that the oral update on the marketing plan be included in the next regular meeting agenda.

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:55 a.m.

ATTEST: \_\_\_\_\_

\_\_\_\_\_  
Bich Ngoc Cao  
President

\_\_\_\_\_  
Raquel M. Borden  
Board Executive Assistant

Approved: November 9, 2017