

MINUTES

BOARD OF LIBRARY COMMISSIONERS CITY OF LOS ANGELES

June 14, 2018

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 11:13 a.m. on the above-written date.

1. ROLL CALL

PRESENT: VICE-PRESIDENT KATHRYN EIDMANN
COMMISSIONER MAI LASSITER
COMMISSIONER JOSEFA SALINAS

ABSENT: PRESIDENT BICH NGOC CAO
COMMISSIONER DALE FRANZEN

ALSO PRESENT: John F. Szabo, City Librarian; Susan Broman, Asst. City Librarian; Arletta Maria Brimsey, Deputy City Attorney; Elaine Owens-Sanchez, Sr. Management Analyst; CAO's Office; and staff.

2. APPROVAL OF MINUTES: Regular Meeting – April 12, 2018:

It was MOVED by Commissioner Lassiter, seconded by Vice President Eidmann, and unanimously carried that the Minutes of the Regular Meeting held April 12, 2018 be approved as submitted.

3. PUBLIC COMMENTS ON MATTERS WITHIN THE BOARD'S JURISDICTION

Kathy Schreiner, Best Start Panorama City & Neighbors, spoke about various issues relative to the temporary closure of the Panorama City Branch Library.

4. CITY LIBRARIAN'S COMMENTS AND ANNOUNCEMENTS

City Librarian John F. Szabo reported the following:

- The Library hosted more than 100 LGBTQIA special activities during LGBTQIA Pride Month. Over 100 staff members participated in the Pride Parade/Festival including a performance by The Book Cart Prancers.

- The Library provided images from the Photo Collection for the “Portraits of Pride” exhibit at the City Hall Bridge Gallery that highlights the accomplishments of LGBT Olympic Athletes.
- In May, City Librarian John F. Szabo, who serves on the Board of California Humanities, testified at a hearing of the Joint Committee on the Arts at the State Capitol. The topic was “California and the Humanities: Building Bridges and Amplifying Voices.”
- The Library’s Menu Collection was featured on CNN’s “Big Story.” In April, CNN filmed and interviewed Valerie Gordon in the Rare Books Room. Ms. Gordon, who is the proprietor of Valerie’s Confections in Silver Lake and at the Grand Central Market, uses the Library’s vintage menu collection of Los Angeles restaurants to research and recreate classic desserts and cakes from decades ago.
- In an historic partnership with the Los Angeles Unified School District (LAUSD), the Library has met the goal of giving a Student Success Library Card to approximately 540,000 students in the district. The next step will be to reach out to unaffiliated charter, private and parochial schools. Mr. Szabo said this partnership with LAUSD is already having a ripple effect across the country. Library staff is now involved in assisting other library systems develop partnerships with their school districts.

Commissioner Lassiter offered assistance contacting the California Association of Independent Schools, Southern California Region and Commissioner Salinas offered to contact the Archdiocese to reach the Catholic Schools.

Commissioner Lassiter congratulated the City Librarian for accomplishing this massive project. Mr. Szabo stated that Eva Mitnick, Director of Engagement and Learning, and Susan Broman, Assistant City Librarian, led the project; and Mayor Garcetti’s leadership helped drive this agreement with LAUSD.

- In May, the Library offered more than 100 activities celebrating Asian Pacific American Heritage Month, including films, programs on Hawaiian lei and Japanese kite making, book club discussions, author talks and live performances.
- As part of the Sustainability Initiative, several branch libraries have urban gardens that are used to engage volunteers from the community and as platforms to talk about healthy eating and growing vegetables.

5. CITY LIBRARIAN'S REPORTS

Consent Items (A – G)

Commissioner Lassiter proposed an amendment to the Board Report on Exhibit B and Deputy City Attorney Arletta Maria Brimsey requested revisions to Exhibits F and G.

City Librarian John F. Szabo reviewed each item and recommended that the Consent Calendar be approved with the requested amendments.

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

A. Approved Acceptance of Gifts

LIBRARY RESOLUTION NO. 2018-24 (C-17)

RESOLVED, that the gifts to the “Hot Off The Press” Bestseller Program from the following Friends Groups be accepted and deposited in Trust Fund 831, Account No. 257:

\$1,000 From the Friends of the Kaufman Brentwood Branch to the Donald Bruce Kaufman-Brentwood Branch Library

\$1,000 From the Friends of the Palms-Rancho Park Public Library to the Palms-Rancho Park Branch Library

\$1,000 From the Friends of Westwood Library, A Branch of the Los Angeles Public 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 the generous gift.

B. Accepted ECMC Foundation Grant for LAPL's Adult Literacy Services

Commissioner Lassiter asked if the \$5,000 for staff professional development and volunteer tutor in-service training indicated in the Board Report could be covered internally and instead provide those funds directly for scholarships to participants of the Career Online High School (COHS) program.

Mr. Szabo replied that distribution was flexible and the funds could be used as the commissioner suggested. Mr. Szabo asked the Board approve the resolution with revision to the board report indicating the redistribution of funds as recommended.

LIBRARY RESOLUTION NO. 2018-25 (C-18)

RESOLVED, that the Board of Library Commissioners accepts the ECMC Foundation grant of \$25,000 for the Los Angeles Public Library's Adult Literacy Services; and

FURTHER RESOLVED, that the funds be deposited in Trust Fund 831, Account No. 343.

C. Approved General Manager's Expense Account for FY 2018-19

LIBRARY RESOLUTION NO. 2018-26 (C-19)

RESOLVED, That the Board of Library Commissioners hereby authorizes the City Librarian or designee to receive an advance or be reimbursed for miscellaneous business-related expenditures such as business meals, taxi fares, parking fees, etc., in an amount not to exceed \$3,500 for the period of July 1, 2018 through June 30, 2019; and

FURTHER RESOLVED, That said amount be encumbered in the Office and Administrative Expense Account No. 6010, Library Fund No. 300.

D. Approved Appropriation of Funds From UUFB Account to the Contractual Services Account to Reimburse ITA for Communication Equipment and Services

LIBRARY RESOLUTION NO. 2018-27 (C-20)

WHEREAS, Sufficient funds in the amount of \$566,116 are available in the Library's Unreserved and Undesignated Fund Balance (UUFB); and

WHEREAS, Staff requested the appropriation of \$566,116 from the UUFB to the Contractual Services Account 3040 in the Library's Fiscal Year 2017-18 Budget to reimburse the City's Information Technology Agency (ITA) for equipment and services for communication services:

THEREFORE, RESOLVED, That the Board of Library Commissioners hereby approves an appropriation of \$566,116 from the Unreserved and Undesignated Fund Balance, Fund 300, Department 44, Account 2539 as follows:

<u>Account</u>	<u>Amount</u>
From: Fund 300 / Account 2539 / UUFB	\$ 566,116
To: Fund 300 / Account 3040 / Contractual Services	<u>566,116</u>
TOTAL:	<u>\$ 566,116</u>

E. Approved Contract No. 736 Supplemental Agreement with Sencorp White, Inc. for the Maintenance of the Compact Shelving

LIBRARY RESOLUTION NO. 2018-28 (C-21)

WHEREAS, on October 3, 1993, the renovated Central Library opened with a new compact shelving system manufactured and installed by White Systems Inc.; and

WHEREAS, on August 4, 2005 the Board of Library Commissioners approved issuance of a Request for Bids (RFB) for the maintenance of the compact shelving system at the Central Library. White Systems, Inc. was the only firm to respond to the RFB; and

WHEREAS, on October 6, 2005, the Board of Library Commissioners approved Contract No. 736 between the City of Los Angeles and White Systems, Inc. The contract was approved for a three-year period, June 14, 2006 through June 13, 2009; and since 2009, the Board has approved extensions of the contract for one year periods; and

WHEREAS, on October 31, 2015, Connell Limited Partnership acquired White Systems, Inc. and changed its name to Sencorp White, Inc. and has continued to be the sole provider of maintenance services for the brand and model of compact shelving at the Central Library; and

WHEREAS, on May 26, 2016, the Board approved Supplemental Agreement No. 2 to Contract No. 736 between the Library Department and Sencorp White, Inc. to extend the term of the contract through June 13, 2017 and accepted the assignment of the contract from White Systems to Connell Inc., Limited Partnership and its name change to Sencorp White, Inc.

WHEREAS, the Board of Library Commissioners found Sencorp White, Inc. is the manufacturer of the compact shelving system and parts used at the Central Library, and is the sole provider of maintenance services for this brand and model of compact shelving; and

WHEREAS, the Board of Library Commissioners found pursuant to Charter Section 371(e)(10) and 1022 and Los Angeles Administrative Code Section 10.15(a)(10) that the work can be performed more economically by Sencorp White, Inc. than by City employees because the City's Personnel Department and Library's Human Resources department have determined that City employees do not have the expertise to perform the work required; and

WHEREAS, Funds are available in the Library's Contractual Services Account:

Library Resolution
No. 2018-28 (C-21) Cont.

RESOLVED, that the Board of Library Commissioners hereby approves *Supplemental Agreement No. 4* to Contract No. 736 with Sencorp White, Inc., formerly White Systems Inc., to extend the term of the contract one year to June 13, 2019; and

FURTHER RESOLVED, that the City Librarian and City Attorney be authorized to make technical changes if needed to the amendment prior to execution.

**F. Approved the First Amendment to
Contract No. 776 with Brodart Co.
for Library Materials and Services**

Commissioner Salinas asked about the time frame from when the RFP is issued to when a decision is made. Madeleine Rackley, Business Manager, replied that it can take several months to complete the process. The Library has established internally to give proposers one to two months to respond, then proposals are reviewed and a selection is made.

LIBRARY RESOLUTION NO. 2018-29 (C-22)

WHEREAS, on January 22, 2015, the Board of Library Commissioners approved the release of a Request for Proposals (RFP) for the acquisition of library materials and services. On March 11, 2015, Brodart, Co., submitted a proposal in response to the RFP. On April 9, 2015, the Board of Library Commissioners approved the award of a contract to Brodart Co., for a term of one-year with two one-year options to renew; and

WHEREAS, Contract No. 776 was executed between the Library and Brodart, Co. on August 27, 2015 and is set to expire on August 26, 2018; and

WHEREAS, Brodart Co., has demonstrated the necessary skills and experience to provide library materials and services to the Library; and

WHEREAS, Library staff recommends approval of the First Amendment to Contract No. 776 with Brodart Co., to extend the term of the contract by one additional year to allow staff sufficient time to complete a new Request for Proposal process without a break in service:

THEREFORE, BE IT RESOLVED, that the Board of Library Commissioners approve the First Amendment to Contract No. 776 with Brodart Co., for the acquisition of library materials and services; and

Library Resolution
No. 2018-29 (C-22) Cont.

FURTHER RESOLVED, that the City Librarian and City Attorney be authorized to make technical changes if needed to the contract; and

FURTHER RESOLVED, that the President of the Board of Library Commissioners is authorized to execute the First Amendment to Contract No. 776.

**G. Approved Request For Proposals (RFP)
for Acquisition of Library Materials and Services**

Deputy City Attorney Arletta Maria Brimsey requested revisions to Board report and the RFP.

LIBRARY RESOLUTION NO. 2018-30 (C-23)

WHEREAS, the Los Angeles Public Library (Library), provides books and non-books, including electronic materials, for adults, young adults, and children; and

WHEREAS, Library staff has requested approval to release a Request for Proposals (RFP) to find qualified entities to provide library materials and cost effective services to the Library:

RESOLVED, That the Board of Library Commissioners authorize the City Librarian, or designee, to release the Request for Proposals (RFP) for the Acquisition of Library Materials and Services and advertise the RFP to potential proposers; and

RESOLVED, To determine, in accordance with Charter Sections 371(e)(10) and 1022, and Los Angeles Administrative Code Section 10.15(a)(10) that the work can be performed more economically by independent contractors than by City employees; and

FURTHER RESOLVED, that proposals must be submitted to the office of the Board of Library Commissioners, 630 West Fifth Street, Los Angeles, CA 90071, at a date and time selected by the City Librarian, or designee.

Discussion Agenda Items (H – J)

**H. Approved an Agreement with Amanda
Liv De Hoyos Carlson for Consultant Services
to Develop a Framework for Staff to Participate
in Developing Solutions for LAPL Safety and Security**

Deputy City Attorney Arletta Maria Brimsey requested a date revision on the agreement.

Discussion

Vice President Eidmann asked how the consultant had been selected and if there was a particular deliverable.

Susan Broman, Assistant City Librarian, replied that the consultant had been recommended through a contact of a library staff who had worked with her on other projects for government agencies. She said the contract is for the planning process to develop recommendations.

Commissioner Salinas asked whether the Board would receive information of the final outcome. Mr. Szabo said he would provide that information.

It was MOVED by Commissioner Salinas, seconded by Commissioner Lassiter and unanimously carried that the following resolution be adopted, with the recommended revisions to the agreement:

LIBRARY RESOLUTION NO. 2018-31 (C-24)

WHEREAS, On January 17, 2018, Library staff issued an agreement, not to exceed \$20,000, to Amanda Liv de Hoyos Carlson, a sole proprietor, to provide professional consulting services to increase Library staff participation in organizational decision-making on the development of safety and security guidelines at the Branch Libraries and Central Library; and

WHEREAS, Library staff recommends awarding a one-year contract to Amanda Liv de Hoyos Carlson to create and implement an iterative process centered on the opinions, recommendations and experiences of Library staff, LAPD and the City Attorney to increase Library staff participation for safety and security guidelines at the Branch Libraries and Central Library; and

WHEREAS, the Board of Library Commissioners found, in accordance with Charter Section 371(e)(2) and Los Angeles Administrative Code Section 10.15(a)(2) that the consultant services to be provided are professional and special services of a temporary and occasional character for which a competitive bidding is not practicable or advantageous; and

WHEREAS, the Board of Library Commissioners found, in accordance with Charter Sections 371(e)(10) and 1022 and Los Angeles Administrative Code Section 10.15(a)(10) that the work can be performed more economically by an independent contractor than by City employees and the use of competitive bidding would be impractical due to the temporary nature of the services; and

WHEREAS, Amanda Liv de Hoyos Carlson has based on past experience demonstrated the desired skills and expertise necessary to successfully perform the requested services and meet the expectations of the Library; and

Library Resolution
No. 2018-31 (C-24) Cont.

WHEREAS, funds are available in the Library's Various Special Account 9510 budget:

THEREFORE, RESOLVED, that the Board of Library Commissioners award a one year contract to Amanda Liv de Hoyos Carlson, a sole proprietor, to provide professional consulting services to increase Library staff participation in organizational decision-making on the development of safety and security guidelines at the Branch Libraries and Central Library; and

FURTHER RESOLVED, that the City Librarian and City Attorney be authorized to make technical changes if needed to the contract; and

FURTHER RESOLVED, that the Board President is authorized to execute the contract.

**I. Adopted Library Department Personnel
Resolution for Fiscal Year 2018-19**

City Librarian John F. Szabo reported that the Personnel Resolution included position authority for two new Community Program Assistant positions that are associated with adult literacy. Also, included in the Personnel Resolution but not funded in the Budget for Fiscal Year 2018-19, are new positions for four (2) Gardener Caretakers and two (2) Senior Gardeners.

Commissioner Salinas asked how many new positions would be open to the public based on this resolution. Mr. Szabo stated that the number of jobs available for full or part time changes on a weekly basis.

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

LIBRARY RESOLUTION NO. 2018-32 (C-25)

RESOLUTION FIXING PERSONNEL IN THE LIBRARY DEPARTMENT OF THE CITY OF LOS ANGELES FOR THE FISCAL YEAR 2018-2019

WHEREAS, This Board has considered the various classification of employees and the number of positions in each classification approved by the City Council as part of the Library Department's Budget for the Fiscal Year 2018-2019; and

WHEREAS, In accordance with the City Charter, Section 511(a), it is the desire of the Board to adopt a resolution authorizing personnel for Fiscal Year 2018-2019 to include both positions approved by the City Council and those authorized by the Board of Library Commissioners.

Library Resolution
No. 2018-32 (C-25) Cont.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Effective July 1, 2018, the following classes of positions are hereby authorized in the Library Department, and the number of positions, and code numbers and titles as set forth in the attached Schedule "A" are hereby fixed for such classes of positions and shall be known as the 2018-2019 Library Personnel Resolution.
2. Memoranda of Understanding approved by the Board of Library Commissioners, and the City Council where appropriate shall be considered to be incorporated into this resolution. The provisions of each of the Memoranda of Understanding shall take precedence over any conflicting provisions contained in this resolution, but only for those employees in classes and/or positions within the employee representation unit to which the various Memoranda of Understanding apply.
3. It is the intent of the Board that all City Council actions relating to salaries and benefits and affecting classes in the Library Department will become effective on the same basis and date as those approved by the City Council for council-controlled employees.

(Permanent Records will include the complete Personnel Resolution)

**J. Adopted Library Department
Budget for Fiscal Year 2018-19**

The City Librarian reported that since the Board approved the Budget in November 2017, it has been approved by the Mayor's Office, and the City Council, signed by the Mayor, and it is back before the Board of Library Commissioners for final approval. Mr. Szabo explained that changes had been made to Related Costs to pay for custodial services and a payment of \$735,000 for sidewalk repairs from two years prior. While acknowledging the legitimacy of charging the Library for sidewalk repairs under the City Charter, Mr. Szabo shared his concern about the method by which this payment was added to the budget. He stated that he expressed those concerns in front of the Budget Committee and in writing to the City Council and to the Mayor's Office.

Vice President Eidmann asked if there had been other significant changes to the budget that the Board needs to be aware of in addition to the ones already identified. Mr. Szabo replied that there were adjustments on CAP rate, related costs and indirect costs, but the budget total remained the same.

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

LIBRARY RESOLUTION NO. 2018-33 (C-26)

WHEREAS, the Los Angeles City Charter provides that the Board of Library Commissioners shall control, appropriate, and expend all Library Funds for the purposes of the department; and

WHEREAS, the Board of Library Commissioners approved the Library Department Proposed Budget for Fiscal Year 2018-19 on November 9, 2017, Library Resolution No. 2017-45 (C-39); and

WHEREAS, Staff recommends the adoption of the Library Department Budget for Fiscal Year 2018-19 as approved by the Mayor and City Council:

RESOLVED, That the Board of Library Commissioners hereby adopts and certifies the attached Library Department Budget for Fiscal Year 2018-19 in the amount of \$182,933,355, as approved by the Mayor and City Council.

6. **VARIOUS COMMUNICATIONS**: None.
7. **COMMISSIONERS' COMMENTS & REVIEW OF MATTERS PENDING**: None
8. **ADJOURNMENT**:

There being no further business, the meeting was adjourned at 12:02 p.m.

ATTEST:

Kathryn Eidmann
Vice President

Raquel M. Borden
Board Executive Assistant

Approved: August 23, 2018