

MINUTES

BOARD OF LIBRARY COMMISSIONERS CITY OF LOS ANGELES

July 12, 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 11:08 a.m. on the above-written date.

1. ROLL CALL

PRESENT:	PRESIDENT	Bích Ngọc Cao
	COMMISSIONER	Dale Franzen
	COMMISSIONER	Josefa Salinas

ABSENT:	VICE-PRESIDENT	Kathryn Eidmann
	COMMISSIONER	Mai Lassiter

ALSO PRESENT: John F. Szabo, City Librarian; Susan Broman, Asst. City Librarian; Arletta Maria Brimsey, Deputy City Attorney; and staff.

2. APPROVAL OF MINUTES: Regular Meeting – April 26, 2018:

It was MOVED by Commissioner Franzen, seconded by Commissioner Salinas, and unanimously carried that the Minutes of the Regular Meeting held April 26, 2018 be approved as submitted.

3. PUBLIC COMMENTS ON MATTERS

WITHIN THE BOARD'S JURISDICTION: None.

4. CITY LIBRARIAN'S COMMENTS AND ANNOUNCEMENTS

City Librarian John F. Szabo reported the following:

- *Read, Baby, Read* is a new Library program that focuses on the importance of reading to babies and establishing a relationship between the Library and families starting at the earliest possible. The Library Foundation of Los Angeles is funding all the materials associated with this program, for which new parents are given a kit consisting of a diaper bag with the phrase *Read, Baby, Read* on it, baby t-shirt, burp cloth and socks, baby's first book, a library card, and information on the importance of reading to babies. The Library will be partnering with hospitals, health care providers, day care centers, and early child education centers to distribute to these kits.

- Commissioner Franzen asked if there was any potential for the kits to be in other languages. Mr. Szabo replied that the books selected for the program are available in English and Spanish and will be looking into having them in more languages.
- The Mayor participated in a *Read, Baby, Read* event at the Little Tokyo Branch Library recently where he read to babies and toddlers from the Joy Picus Child Development Center.
 - The Summer Reading Program, “Reading Takes You Everywhere” has 25,000 readers enrolled in the program with more than 2.4 million minutes logged of reading time thus far. This year, the Library also is offering a Summer Author Series with 29 local authors and illustrators for 72 different programs at 65 different library locations.
 - This year, lunch is being served during the summer at 15 library locations to children and teens, 2-18 years old, Monday thru Friday. In the first four weeks of the program, more than 5,000 meals were served in partnership with the LA Regional Food Bank.
 - New Exhibits: “Aftermath: War is only Half the Story” and “Out of the War Shadow: The L.A. Resistance” are on exhibit in the Getty Gallery through August 19th. “Focus on Infinity: Robert Weingarten” photographic exhibit is on the First Floor Gallery through August 5th.
 - As part of the New American Initiative, the Library hosted at the Central Library a USCIS Citizenship Ceremony for 60 children who received their naturalization certificate from the United States Customs and Immigration Services (USCIS). They represented 20 different countries. The City Clerk’s Office was there with voter registration materials for parents and family members to register.
 - Teens Leading Change Initiative: Funded by the Library Foundation, this initiative is a way to involve and educate teens so they find their own voice when it comes to leadership and civics. Teen groups choose their own civic projects; one of them, the Northridge Trash Busters Community Clean Up partnered with the Northridge Beautification Foundation to host their second community clean up. They are learning the value of partnerships, leadership, and initiative and the Library is providing the space for that.
 - Mayor Garcetti established the Mayor’s Office for Volunteer Engagement and a citywide portal for individuals that are interested in volunteer opportunities in the City. The Library’s Volunteer Engagement Office were very instrumental in helping with creating the volunteer office for the mayor.
 - Madeline Peña, Senior Librarian, Digital Content Team, has assumed the presidency of the REFORMA, which is a National Association to promote library services to Latinos and Spanish speakers. Madeline was congratulated by the Board, City Librarian and staff.

5. CITY LIBRARIAN'S REPORTS:**Consent Items**

City Librarian John F. Szabo reviewed the Consent Calendar and recommended that it be approved.

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

A. Approved Acceptance of Gifts**LIBRARY RESOLUTION NO. 2018-34**

RESOLVED, That the gift of thirty-six (36) chairs, valued at \$3,138.57, 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.

LIBRARY RESOLUTION NO. 2018-35 (C-27)

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 Mid-Valley Regional Library to the Mid-Valley Regional Branch Library

\$1,000 From the Friends of the Studio City Branch Library to the Studio City 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.

Board Discussion

B. Approved Closed of LAPL Facilities for Staff Development Day

City Librarian John F. Szabo recommended approval to close Los Angeles Public Library (LAPL) facilities to the public on Wednesday, November 14, 2018, for Staff Development Day. He said staff has been working in planning this event and the Mayor's Office is very supportive of this.

Deputy City Attorney Arletta Maria Brimsey requested that City Charter Section 532 referenced in the Board Report and Resolution be changed to 534.

Board President Cao inquired about the date and location selected. Susan Broman, Assistant City Librarian, responded that the date was selected based on the availability of the venue needed for 1,200 participants. The Convention Center was available and selected for its proximity to the Central Library.

Commissioner Salinas underscored the importance of making sure that patrons are notified well in advance of the closure.

Thereafter, it was MOVED by Commissioner Franzen, seconded by Commissioner Salinas and unanimously carried that the following resolution be adopted:

LIBRARY RESOLUTION NO. 2018-36

WHEREAS, Pursuant to the City Charter Sections 530 and **534**, the Board of Library Commissioners has the power and duty to "establish, manage, control and operate a Central Library and branch libraries within the City..."; therefore, the Board of Library Commissioners has the authority to approve the request to close Los Angeles Public Library (LAPL) facilities to allow all staff to attend Staff Development Day on November 14, 2018; and

WHEREAS, The LAPL will provide advanced notice that the Central Library and branches will be closed to the public on November 14, 2018:

THEREFORE RESOLVED, That the Board of Library Commissioners approve the request to close Los Angeles Public Library (LAPL) facilities to the public on Wednesday, November 14, 2018, for Staff Development Day.

**C. Discussion on Alternative Options
for participating in Board Meetings**

Discussion

Board President Cao stated that Commissioner Franzen had inquired about the possibility of participating in Board Meeting via Skype or telephonically. Board President Cao asked Deputy City Attorney Arletta Maria Brimsey to give the Board an idea of the options are available and permitted under the Brown Act and California Government Code that allow commissioners to participate in commission meetings when they are not able to attend in person.

Arletta Maria Brimsey, Deputy City Attorney, read sections of the Government Code relating to teleconferencing and responded to questions on quorum, jurisdiction, and public participation.

Board President Cao said she would like to have the option of telephonic meetings added to the Board Policies and Procedures because there could be instances when members who are within city boundaries could participate telephonically and ensure a quorum.

Arletta Maria Brimsey, Deputy City Attorney, recommended the Board give direction to staff to prepare a report for a future meeting, take formal action to amend the Board's Policies and Procedures to include teleconferencing as an option and operate under the requirements of the Brown Act and California Government Code.

City Librarian John F. Szabo stated that it would be useful to have the information in writing from the City Attorney with the options and the requirements of the Brown Act and California Government Code that she referred to during this discussion for the Board to review and consider.

BOARD DIRECTIVE

Board President Cao requested that staff prepare for a future agenda a report on the procedures and requirements to add to the Board Policies and Procedures the option of teleconferencing to conduct Board meetings.

**D. PRESENTATION: TESSA – DIGITAL COLLECTIONS
OF THE LOS ANGELES PUBLIC LIBRARY**

Presentation

Neale Stokes, Librarian, Digital Content Team, provided an overview of *Tessa: Photo and Digital Collections*. He said this new site contains all LAPL's digital collections in one digital asset management system and it is named after Tessa Kelso, LAPL's fourth City Librarian and a maverick who championed open access to collections.

Mr. Stokes stated that this new site provides easier access to all the digital collections, streamlines internal workflow, richer data and more robust collections, improves collaboration and access to special assets, consistent user experience and familiar brand, and collaboration with other institutions. He said this project was made possible with the collaboration of Emerging Technologies & Collections, ITS, Digital Content Team, Photo Collection, History Department, Digitization and Special Collections.

Mr. Stokes reported that currently there are about 140,000 digitized images in Tessa, including 125,000 digital images from the Photo Collection, menus, fruit crate labels, fashion plates, maps, travel posters, movie posters, bookplates, City Directories, California Index, Turnabout Theatre, DWP photo archive, and El Pueblo photo archive.

Discussion

Commissioner Salinas asked how people are being notified about this new site. Mr. Stokes replied that these are collections that already have a heavy user base already and the existing links that are in the research and homework data base listing were changed to lead users to the new site. He said the new site will be promoted to new users.

6. **VARIOUS COMMUNICATIONS**: None.

7. **COMMISSIONERS' COMMENTS & REVIEW OF MATTERS PENDING**

Board President Cao announced that the Regular Meeting of the Board scheduled for Thursday, July 26, 2018 would be cancelled due to a lack of quorum.

8. **ADJOURNMENT**

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

ATTEST:

Bích Ngọc Cao
President

Raquel M. Borden
Board Executive Assistant

To be approved: November 8, 2018