M I N U T E S

BOARD OF LIBRARY COMMISSIONERS
CITY OF LOS ANGELES

August 23, 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  Mai Lassiter
COMMISSIONER  Josefa Salinas

ABSENT:  VICE-PRESIDENT  Kathryn Eidmann
COMMISSIONER  Dale Franzen

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 – June 14, 2018:

It was MOVED by Commissioner Salinas, seconded by Commissioner Lassiter, and unanimously carried that the Minutes of the Regular Meeting held June 14, 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:

TESSA Wins 2018 Outstanding Information Technology Project Award.  Los Angeles Digital Government Summit selected TESSA - the Library’s portal to historical photos and digital collections - for the award. The TESSA project team is being honored for their outstanding achievement and recognized for their innovative technology initiative. The Excellence in Technology Awards are designed to help promote best practices across public institutions and spur innovation in the public sector.
The Summer Author Series: 70 authors and illustrators participated at 65 libraries and over 1,400 books were distributed. The series, which is funded by the Library Foundation of Los Angeles and Future Leaders Fund, highlighted 2018 Newbery Award winning author, Erin Entrada Kelly, who is the first Pilipino-American to win the prestigious award. Kelly spoke at the Central Library about her book, “Hello, Universe.” During the book signing, a young girl slipped her a little note saying, “Thank you for writing about Pilipino-American girls like me.” Kelly later tweeted, “a girl quietly slip this note at my signing line at LA Public Library, it’s amazing how much you can say with one pencil, index card, and a single sentence. I will cherish it always, representation matters.”

Diversity and Inclusion Apprenticeship Program: LAPL funded a Diversity and Inclusion Apprenticeship program this summer for a 12-week paid apprenticeship at the Library for seven college students. The Students are guided by LAPL mentors and participate in a series of master classes led by department staff to learn about library administration, reference services, collection development and library operations. The program is modeled from a grant program LAPL participated in during 2017, which was so successful that the Library established its own program to promote librarianship as a career.

Mayor Garcetti hosted an event for Christopher Hawthorne at the Central Library. Mr. Hawthorne, former LA Times architectural critic, is the new Chief Design Officer for the City. The event provided an opportunity to highlight the Library and its services. Following the event, Mr. Szabo gave a tour of the murals in the rotunda to Ana Guerrero, the Mayor’s Chief of Staff; Barbara Romero, Deputy Mayor of City Services; Kevin James, President of the Board of Public Works, and Michael Govan, Director of LACMA.

Story Play at the West Valley Regional Branch features a multisensory play gym for children ages two and younger. This new weekly program serves as a no-fee alternative for patrons who cannot afford the cost of commercial baby play areas and child centers, and introduces occasional guest speakers to provide parents and caregivers with child development information, such as health, nutrition, education and financial assistance. The program averages a weekly attendance of 25 babies and toddlers. Story Play @ LAPL is one of five library projects awarded an IDEAS@LAPL grant in 2017.

Adult Literacy Program now using Cell-Ed: This adult literacy app teaches English and it can be used on a desktop computer, smartphone or flip phone. Cell-Ed’s text messaging-based platform makes it a uniquely inclusive LAPL offering. In addition to the English Language Learning/ESL course and Spanish literacy course for Spanish speaking learners with little to no reading or writing ability in Spanish, Cell-Ed now has the SkillBuilder program for native English speakers preparing to take a high school equivalency tests, such as the HiSET or GED. Learners listen to lessons on their cell phone—no internet connection or data plan is needed. Live coaches are also available via text or talk, for learners who need additional help.
5. CITY LIBRARIAN’S REPORTS:

Consent Items

City Librarian John F. Szabo reviewed the Consent Calendar and recommended its approval.

It was MOVED by Commissioner Salinas, seconded by Commissioner Lassiter and unanimously carried 3/3 that the following resolutions be adopted:

A. Approved Appointment of Acting Commission Assistant to cover during any absence of the Commission Executive Assistant

LIBRARY RESOLUTION NO. 2018-37 (C-28)

WHEREAS, a staff member from the Library has to be appointed by the Board as Acting Commission Executive Assistant (Secretary Pro Tem) authorizing her to sign resolutions, minutes, contracts, letters, and legal documents when the Commission Executive Assistant is absent due to illness, vacation, jury duty, etc.; and

WHEREAS, designating a staff member as Acting Commission Executive Assistant ensures that the Board Office is properly staffed for Board Meetings and for processing documents prior and after the meetings;

RESOLVED, the Board of Library Commissioners (Board) authorizes Library employee Valerie Rosales to serve as Acting Executive Commission Assistant during any absence of the Commission Executive Assistant during Fiscal Year 2018-19.

B. Approved Acceptance of Gift from Sherman Oaks Friends of the Library

LIBRARY RESOLUTION NO. 2018-38 (C-29)

RESOLVED, that a gift of $1,000 received from the Sherman Oaks Friends of the Library for the “Hot Off The Press” Bestseller Program at the Sherman Oaks Branch Library be accepted and deposited in Trust Fund 831, Account No. 257; 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.
C. Approved Acceptance of Gift from
   Friends of the Chinatown Library

   LIBRARY RESOLUTION NO. 2018-39 (C-30)

   RESOLVED, that a gift of two (2) tables and two (2) chair dollies valued at
   $2,401.66 received from the Friends of the Chinatown Library to be utilized by the
   Chinatown Branch Library be accepted; and

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

D. Approved Acceptance of Gift from
   Central Hollywood Neighborhood
   Council to Frances Howard Goldwyn
   Hollywood Regional Branch Library

   LIBRARY RESOLUTION NO. 2018-40 (C-30)

   RESOLVED, that a gift of $2,500 received from the Central Hollywood
   Neighborhood Council for the benefit of the Frances Howard Goldwyn Hollywood
   Regional Branch Library be accepted and deposited in Trust Fund 831, Account 344; and

   FURTHER RESOLVED, that a letter of thanks be sent to the Central
   Hollywood Neighborhood Council expressing the grateful appreciation of the Board
   and staff for the generous gift.

   Board Discussion Items

E. Approved Appropriation from the UUF
   Account to various accounts within Fund 300

   Commissioner Salinas inquired about the location of the Expresso Book
   Machine and requirements to use it; and Commissioner Lassiter asked about the size
   and mobility of the machine.

   Susan Broman, Asst. City Librarian, replied that the machine would be located
   in the Central Library’s Literature/Fiction Department. She said staff is working on
   developing the policies for its use.

   Commissioner Lassiter said that a short video on how to use the Expresso Book
   Machine could be useful.
It was MOVED by Commissioner Lassiter, seconded by Commissioner Salinas and unanimously carried that the following resolution be adopted:

**LIBRARY RESOLUTION NO. 2018-41 (C-31)**

WHEREAS, Funds in the amount of approximately $5,100,000 are available in the Library’s Unreserved and Undesignated Fund Balance (UUFB) at the end of Fiscal Year 2017-18. The funds are a result of projects that were delayed and services which could not be completed and salary savings from vacant positions; and

WHEREAS, Staff requested the appropriation of $4,416,396 from the UUFB to various accounts within the Library’s Fiscal Year 2018-19 Budget:

THEREFORE, RESOLVED, That the Board of Library Commissioners hereby approve an appropriation of $4,416,396 from the Unreserved and Undesignated Fund Balance, Fund 300, Department 44, Account 2539, to the accounts listed below in Fund 300, Department 44:

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>From: Fund 300; UUFB, Account 2539</td>
<td>$ 4,416,396</td>
</tr>
<tr>
<td>To: 1090 – Salaries Overtime</td>
<td>$ 75,000</td>
</tr>
<tr>
<td>3040 – Contractual Services</td>
<td>1,680,000</td>
</tr>
<tr>
<td>7300 – Furniture, Office and Technical Equip</td>
<td>150,000</td>
</tr>
<tr>
<td>9510 – Various Special (Related Costs)</td>
<td>2,511,396</td>
</tr>
<tr>
<td>TOTAL:</td>
<td>$ 4,416,396</td>
</tr>
</tbody>
</table>

F. Approved Appropriation from the UUFB Account to the Library Budget Reserve Fund

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

**LIBRARY RESOLUTION NO. 2018-42 (C-32)**

WHEREAS, on September 24, 2015, (Library Resolution No. 2015-49 [C-39]) the Board of Library Commissioners approved the establishment of the Library Budget Reserve Fund (LBRF) to set aside savings during period of economic growth which can be drawn upon to stabilize revenue during economic downturns, address unforeseen circumstances in a timely manner, and provide necessary capital improvements; and
Library Resolution
No. 2081-42 (C-32) Cont.

WHEREAS, on August 9, 2018, Library staff recommended an appropriation in the amount of $500,000 from the Unreserved and Undesignated Fund Balance (UUFB) to the LBRF:

THEREFORE, RESOLVED, that the Board of Library Commissioners hereby approves an appropriation of $500,000 from the UUFB, Fund 300, Department 44, Account 2539, to the LBRF, Department 44, Fund 58N.

6. PRESENTATION: LAPL Translation Team

Ana Avalos, Senior Librarian, Multilingual Collections, and Lupita Leyva, Senior Librarian, R.L. Stevenson Branch, reported that the new Spanish Language Translation Team was formed for the main purpose of ensuring that translations for library promotional materials and website content in Spanish are standardized, accurate, and broad. The team consists of the following members: Madeline Peña, Senior Librarian, Digital Content Team; Edwin Rodarte, Senior Librarian, Emerging Technologies; Dinorah Pinelo, Librarian, Multilingual Collections; Ana Campos, Senior Librarian, International Languages Department; Lupita Leyva, Senior Librarian, R.L. Stevenson Branch and her. Ms. Avalos also provided background information on each of the team members.

Ms. Leyva stated that the Spanish Language Translation Team assists the Public Relations and Marketing Office, Central Library Subject Departments, branch libraries and outreach librarians with translation of promotional materials for Summer Reading, Student Smart, and other library initiatives and programs as well as content in Spanish for the Library’s website. She noted that the committee takes into consideration community and local needs, and accepted usage of various terms. They use broadcast media Spanish that is relevant to all Spanish speaking communities in Los Angeles. The team also determines if a document should be translated by a professional, and then would review it to make sure it is relevant to the Library and most importantly to patrons.

Ms. Avalos spoke about the process to request a translation from the team. She said staff has the option of submitting an online work order from either P.R. or Digital Content, or use a form available online to submit translation requests. She receives and assigns the requests to one of the team members and opens up a Google share document that all six committee members have access to it.

Discussion

Commissioner Salinas thanked the presenters for the great work they are doing and for using the coordinated broadcast media Spanish so that its one consistent message throughout all 73 libraries.
Board President Cao asked if translation services were going to be also available in other languages. Ms. Avalos replied that currently there are translators within the libraries that do other language translations but teams could be formed.

The Board briefly discussed whether the service should be formalized into something more than a committee, since it benefits the Library and the patrons.

City Librarian John F. Szabo stated that staff took the initiative to come together to form a committee that could provide translation services in a variety of different areas throughout the Library and they are doing a great job addressing a need.

7. VARIOUS COMMUNICATIONS:

Received and filed letter dated July 23, 2018, from the Mayor informing City Council of the reappointment of Ms. Bich Ngoc Cao to the Board of Library Commissioners for the term ending June 30, 2023.

8. COMMISSIONERS’ COMMENTS & REVIEW OF MATTERS PENDING

- Commissioner Salinas commended the City Librarian and staff at the Westchester-Loyola Village Branch and Playa Vista Branch libraries for their teen program. She said that teens from both branches are working on a joined project for tackling the issue of mental health awareness by creating a meditation labyrinth. The teens are hoping to build the labyrinth at the Westchester Park to serve the community. She thanked the Library Foundation of Los Angeles for supporting such an innovative idea.

- Commissioner Lassiter asked if the Library could look into having a Library/Museum pass program similar to what the New York City Public Library offers. Mr. Szabo replied that Library staff has already identified the platform to do a program like that.

9. ELECTION OF OFFICERS FOR FISCAL YEAR 2018-19

It was MOVED by Commissioner Salinas, seconded by Commissioner Lassiter and unanimously carried to postpone the Election of Officers to the next meeting.

10. ADJOURNMENT:

There being no further business, the meeting was adjourned at 11:42 a.m.

ATTEST:

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Bích Ngọc Cao                        Raquel M. Borden
President                            Board Executive Assistant

To be approved: November 8, 2018