M I N U T E S
BOARD OF LIBRARY COMMISSIONERS
CITY OF LOS ANGELES

November 8, 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 11:05 a.m. on the above-written date.

1. ROLL CALL

PRESENT:    PRESIDENT    Bích Ngọc Cao
            VICE-PRESIDENT    Kathryn Eidmann
            COMMISSIONER    Mai Lassiter
            COMMISSIONER    Josefa Salinas

EXCUSED:

ABSENT:     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:


    It was MOVED by Vice President Eidmann, seconded by Commissioner Lassiter, and unanimously carried that the Minutes of the Regular Meeting held July 12, 2018 be postponed until Commissioner Franzen is in attendance.

b) Regular Meeting – August 23, 2018:

    It was MOVED by Commissioner Salinas, seconded by Commissioner Lassiter, and unanimously carried that the Minutes of the Regular Meeting held August 23, 2018 be approved as submitted.

3. PUBLIC COMMENTS ON MATTERS WITHIN THE BOARD’S JURISDICTION:

(1)

Terry Wolverton, author and Los Angeles resident, spoke about the Library Foundation of Los Angeles’ ALOUD reading series and dismissal of the program’s Director Louise Steinman and Associate Director Maureen Moore. She also made reference to an e-mail she had sent to the Chair of the Library Foundation of Los Angeles
that had been signed by more than 800 people among them authors, writers and poets, who were concerned about the future of the ALOUD Program.

(2) 
William Allen, Ph.D., Secretary of the Los Angeles High School Alumni Association, informed the Board about an event celebrating Armistice Centenary on November 11th at the Los Angeles High School Memorial Park, where the Memorial Branch Library is located. He invited everyone to attend.

(3) 
Chuck Levin, LA resident, expressed his concerns about the ALOUD program and the dismissal of the program’s Director Louise Steinman and Associate Director Maureen Moore by the Library Foundation of Los Angeles.

(4) 
Roy Stone, Retired Sr. Librarian, addressed the Board about the cancellation of several Board of Library Commissioners meetings in the recent months and about the manner the ALOUD director and assistant directed were dismissed by the Library Foundation.

4. CITY LIBRARIAN’S COMMENTS AND ANNOUNCEMENTS

City Librarian John F. Szabo reported the following:

- **A Career Online High School (COHS) Graduation** was held on October 10, 2018 for a group of 28 graduates. Mayor Garcetti was in attendance. It was the second graduation ceremony this year. To date, there are 193 graduates of the program.

- **Los Angeles Public Library receives 2018 Presidential Honoree 25-Year Award** from the American Institute of Architects LA Chapter for the Central Library Expansion and Historic Renovation 25 years ago.

- **The Library Book** was launched with author Susan Orlean during the weekend celebration of the 25th Anniversary of the reopening of the Central Library. The story of the book is based on the 1986 fire, the most catastrophic library fire in American history. The book, described as a love letter to libraries, has received great coverage across the country. It has been number one on LA Times’ Best Seller list and number 11 on the New York Times Best Seller list. Mr. Szabo stated he was delighted to have a book so popular be about our institution.

- **The Third National Joint Conference of Librarians of Color** took place in Albuquerque, New Mexico in September, and was attended by 28 staff members. LAPL had more representation in there than any other institution, and had a table in the vendor hall to encourage people to apply for librarian positions with LAPL.
• **Read, Baby, Read**, launched during this summer, has provided 2,853 kits that included baby t-shirt, socks, books, in a diaper bag to families to establish a relationship with the LAPL. The Library has 20 partner sites to distribute kits to expecting parents.

• **The Library is awarded Top Innovator Award by the Urban Libraries Council for the New Americans Initiative.** The Library took top honors in the category of Civic and Community Engagement. The New Americans Initiative, which was launched in January, has provided six New American Centers in six libraries including Central and 73 New Americans welcome stations and offers Citizenship Classes, Naturalization workshops, and financial, health plan, tenant legal services, worker rights information. Mr. Szabo stated that this recognition is another way to spread the information about this incredible program across the country.

5. **CITY LIBRARIAN’S REPORTS:**

   **Consent Items**

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

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

   **A. Approved Acceptance of Gifts**

   LIBRARY RESOLUTION NO. 2018-43 (C-33)

   RESOLVED, that the following gifts be accepted:

   - $7,000 From the Friends of the Platt Library for the benefit of the Platt Branch Library be deposited in Trust Fund 831, Account 340 – Library Materials
   
   - $6,000 From the Friends of West Los Angeles for the benefit of the Westwood Branch Library be deposited in Trust Fund 831, Account 340 – Library Materials
   
   - $2,250 From the Friends of the Woodland Hills Library for the “Hot Off The Press” Bestseller Program at the Woodland Hills Branch Library be deposited in Trust Fund 831-Account 257

   FURTHER RESOLVED, that a letter of thanks be sent to the donors expressing the grateful appreciation of the Board of Library Commissioners and staff for the generous gift.
B. **Approved Acceptance of Grant For Adult Literacy Services**

**LIBRARY RESOLUTION NO. 2018-44 (C-34)**

RESOLVED, That the Board of Library Commissioners accepts the California Library Literacy Services (CLLS) baseline grant of $18,000 for the Los Angeles Public Library’s Adult Literacy Services for Fiscal Year 2018/19; and

FURTHER RESOLVED, That the funds be deposited in Trust Fund 419, Account 345.

**BOARD DISCUSSION ITEMS**

C. **Approved Revisions to Appendix A - Board Policies and Practices to include Teleconference Meetings, CPRA Requirements And Technical Corrections**

City Librarian John F. Szabo stated this item is in response to the discussion the Board had [on July 12th] in regard to having alternative options for participating in Board meetings that resulted with Board requesting that staff come back with recommendations on adding teleconferencing as an option for participating in Board Meetings. He said staff had worked with Deputy City Attorney Arletta Maria Brimsey on revising the Board Policies and Practices that include teleconferencing policy and guidelines that are aligned with the Brown Act and recommended its approval.

Board President Cao asked the City Attorney if she had looked into which city departments currently use teleconferencing to conduct their meetings.

Deputy City Attorney Arletta Maria Brimsey replied that she queried attorneys and/or legislative assistants of more than 25 council committees and boards and she had found that there are fewer than five departments that use teleconferencing; and in compliance with the Brown Act, those departments don’t count their members calling from outside their jurisdiction as part of their quorum.

Commissioner Salinas said that because of quorum and posting requirements for teleconferencing, this policy would not work if suddenly a member can’t attend due to car problems on their way to the meeting.

Board President Cao stated that members of this Board have very demanding jobs and sometimes they are required to travel. Having to cancel meetings is an issue that is of concern to her. She said adding teleconferencing as an option is a step toward to figuring out how to have meetings when someone could still participate; however, the challenge is that this policy does not help for when someone is outside the jurisdiction. She said she is committed to this Board and to attending these meetings in person because the Library is deeply important to her.
Ms. Brimsey stated that if a member is not able to be present physically within the boundaries of this commission’s jurisdiction but wants to still participate, they could but they have to meet the Brown Act requirements for posting, ADA access, public comment, and have the equipment to be able to hear each other from all locations.

**Public Comments**

(1)
Roy Stone, Retired Sr. Librarian, spoke against adding teleconferencing to the Board Policies and Practices. He said this policy could be another way to remove the Board from public comments. He stated that the Board meetings are extremely important for the Library and members of the public.

(2)
Henry Gambill, President, Librarians’ Guild, spoke against adding teleconferencing to the Board Policies and Practices. He said he had read the California Government Code on teleconferencing, Section 54953, and it that wording it doesn’t say that the entire board couldn’t be remotely. Technically, they could have a quorum with everyone is remotely. He said he is also concerned that the message that will send to the community is that they are too busy to meet in person. He cautioned the Board not to make a decision just for convenience and setting a precedence that will be used by future Boards.

**Discussion**

Commissioner Salinas said every Board member here is very committed to the Library. There could have been times when a third person who couldn’t be here, and could have used teleconferencing to allow the board to have a meeting.

Vice President Eidmann stated that the Brown Act has very strict limitations about teleconferencing and there would not be a scenario in which the Board will meet in a location setting where the public could not be physically present with one or more Board members.

Deputy City Attorney Arletta Maria Brimsey stated that there could be multiple conference locations, but the notice should state all the teleconference locations. The purpose of teleconferencing is two-fold, allowing the members to participate and allow the public to participate from those remote locations, but at least three (3) members must physically be present within the boundaries. In regard to precedence, the law applies to all public bodies and there are a number of other boards that have done this at least on one occasion. She cautioned to make sure the location is ADA compliant and if communication fails, the meeting would have to be cancelled.
Commissioner Salinas reiterated that the possibility existed that a few meetings could have happened if they had this option. She said that it is their responsibility to put in place policies to help them through situations that cause meeting cancellations and this policy is a possible solution to that.

Ms. Brimsey replied that the intention of the Brown Act is to encourage more participation and this policy gives the ability to be flexible and plan in advance to participate via teleconference.

Vice President Eidmann agreed that there is an incentive within the policy to be here in person because for teleconferencing they need to plan ahead of time to meet all the requirements.

Board President Cao stressed that this policy isn’t about not having time for this Board, it is about their physical location. She tries to plan her business trips around these meetings, but sometimes the situation is beyond from what she can choose.

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

**LIBRARY RESOLUTION NO. 2018-45**

WHEREAS, the Board of Library Commissioners establishes, updates and revises its General Operating Policies and Practices under which the Board shall operate in carrying out its duties and responsibilities as required by the City Charter of the City of Los Angeles (Los Angeles City Charter Sections 530-535); and

WHEREAS, on July 12, 2018, the Board of Library Commissioners discussed the option of teleconferencing as an alternative for participating in Board Meetings. The Deputy City Attorney informed the Board on the requirements for teleconferencing by the California Government Code Section 54953 et seq. of the Brown Act that will need to be incorporated and adopted into the Board of Library Commissioners Operating Policies and Practices; and

WHEREAS, Los Angeles Public Library staff recommends revising Appendix A of the General Operating Policies and Practices adopted by the Board of Library Commissioners on April 17, 1974 to include the addition of policies and procedures for teleconference meetings by the Board that are consistent with the requirements of the California Government Code Section 54953 et seq. of the Brown Act and California Public Records Act:

THEREFORE, RESOLVED, that the Board of Library Commissioners adopt the Revised Appendix A of the General Operating Policies and Practices to include the addition of policies and procedures for teleconference meetings by the Board, and to include policies and procedures that are consistent with the requirements of the California Public Records Act; and
FURTHER RESOLVED, that the Board of Library Commissioners authorize the Board Secretary to make technical corrections as needed to the revised Appendix A; and

FURTHER RESOLVED, authorize the City Librarian, Board Secretary and Administrative Staff to implement the Revised Appendix A upon adoption of this Board Resolution.

D. Approved an agreement with the Pacific Palisades Library Association, Inc. for Capital Improvements, Operation and Joint Use of Improvements Made to the Palisades Branch Library

City Librarian John F. Szabo recommended approval of the proposed capital improvements and the joint use agreement with the Pacific Palisades Library Association, Inc. (PPLA). He said PPLA will donate the funding to construct the room that will be added to the existing building and pay for all the fixtures, furniture, and equipment for the room, which will used as a bookstore. The Department of City Planning has approved the design. He noted that the Library reached out to the original architectural designer of the original building and they have provided their support for the design. The contractor will be selected through the city’s bidding process and the construction will be managed by the Department of General Services.

After a brief discussion, it was MOVED by Commissioner Lassiter, seconded by Vice President Eidmann and unanimously carried that the following resolution be adopted:

**LIBRARY RESOLUTION NO. 2018-46 (C-35)**

WHEREAS, The Los Angeles Public Library (LAPL) owns, manages and controls the real property located at 861 Alma Real Drive, Pacific Palisades, CA 90272, identified as Assessor Parcel Number (APN) 4411-002-901, and known as the Palisades Branch Library. An exterior portion on the west side of the Branch, approximately 1,100 square feet, is currently landscaped and not being utilized by the LAPL for programming; and

WHEREAS, Pacific Palisades Library Association, Inc. (PPLA) is a California non-profit public benefit corporation organized to support the LAPL and operates under a Memorandum of Agreement (MOA) as a “Friends of the Library.” PPLA’s purposes are to support the Branch and LAPL, make services available to the community and to foster goodwill and understanding between the community and the Branch. Under the MOA, PPLA is authorized to engage in activities that increase community awareness
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of the Library, provide volunteer and program support, raise funds to enhance library services of a branch, department or special service, and advocate for the financial support of the LAPL. The PPLA currently operates a bookstore under the MOA which is located on the patio of the Branch. All proceeds from this bookstore provide funding for materials and programs that the LAPL would otherwise not be able to offer; and

WHEREAS, PPLA proposes to donate, at no cost to LAPL, capital improvements at the Branch by adding approximately 1,100 square feet of floor area (formerly landscaped grounds on the exterior of the building) to the existing Library site. The capital improvements will replace the patio bookstore, provide an indoor space for PPLA to sell books and materials, protect PPLA bookstore books and materials from the weather, provide security for PPLA materials, and provide additional space for the Branch to use for library programs, and community, educational and special events, and

WHEREAS, PPLA has the funds and resources to pay for the design and construction of the expansion of the Branch. PPLA shall have sole responsibility for making all payments for the design and construction of the expansion based on the accomplishment of milestones established in the construction schedule. In addition, the PPLA will furnish and provide the fixtures, furniture and equipment to operate the space as a bookstore. No City funds will be used for the design and/or construction of this project; and

WHEREAS, PPLA hired Rick Leslie of Rick Leslie Architects to design the capital improvements at the Palisades Branch Library. In December 2016, Rick Leslie Architects submitted a Master Land Use Application to the Los Angeles Department of City Planning (DCP) to receive a determination regarding the proposed capital improvements. On April 21, 2017, DCP issued a Director’s Determination Public Benefit Project report (Case No. DIR-2016-4871-PUB) approving the capital improvements to the Palisades Branch Library with certain conditions including parking, height, lighting and noise. The Director’s Determination report provides a Categorical Exemption, ENV-2016-4872-CE, for the proposed project consistent with the provisions of the California Environmental Quality Act (CEQA) and the City CEQA Guidelines. The project does not require mitigation or monitoring measures; and

WHEREAS, LAPL will review and approve the final design of the capital improvements, including fixtures, furnishings and equipment. During the project, LAPL will review and approve any changes in the scope of the project. If LAPL does not approve the design, fixtures, furnishings, equipment or changes in the scope of the project, LAPL, PPLA and GSD agree to meet to determine a viable solution; and
WHEREAS, the term of the Agreement between LAPL and PPLA shall commence after the completion of the construction of the capital improvements and a Certificate of Occupancy has been issued by the City. The Agreement shall be for five (5) years with the option to renew for an additional five (5) years; and

WHEREAS, the Agreement has been reviewed by the Office of the City Attorney as to form:

THEREFORE, RESOLVED, that the Board of Library Commissioners (Board) approve the Agreement between the Los Angeles Public Library (LAPL) and the Pacific Palisades Library Association, Inc. (PPLA) for capital improvements, operation and joint use of the Palisades Branch Library (Branch); and

FURTHER RESOLVED, that the Board authorize the City Librarian, or designee, to review and approve the final design of the capital improvements, including fixtures, furnishings, equipment and any changes to the scope of the project; and

FURTHER RESOLVED, That the Board authorize the City Librarian and City Attorney to make technical changes if needed to the Agreement; and

FURTHER RESOLVED, That the Board authorize the Board President to execute the contract.

E. Approved Supplemental Agreement No. 1 to Contract No. 728 with The Library Corporation for The Library’s Integrated Automated Library System

City Librarian John F. Szabo recommended approval of a supplemental one-year agreement with The Library Corporation (TLC) to continue services under Contract No. 728. He said extending this agreement will allow time for staff to prepare and release a request for proposals.

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

LIBRARY RESOLUTION NO. 2018-47 (C-36)

WHEREAS, on August 25, 2004, the Board of Library Commissioners (Board) and The Library Corporation (TLC) entered into Contract No. 728 (Council File 04-0841) wherein TLC provided hardware and software licensing, maintenance, and enhancements to the Library’s Integrated Automated Library System for a period of three (3) years with seven (7) one-year renewal options, set to expire August 25, 2014; and
WHEREAS, on September 26, 2013, the Board approved the First Amendment to Contract No. 728 (Library Resolution No. 2013-44 [C-36]) to include four (4) additional (1) one-year renewal options and modify Appendix D (“Products and Services Prices List) to incorporate new price list terms. The First Amendment to Contract No. 728 was executed on August 14, 2014 and expired on August 25, 2018; and

WHEREAS, the Library and TLC desire to continue Contract No. 728 to provide hardware and software licensing and maintenance to the existing Integrated Automated Library System and provide enhancements to migrate the system to a cloud-based platform, enhance the existing disaster recovery process, and replace the Standard Provisions for City Contracts (Rev. 03/09) with the Standard Provisions for City Contracts (Rev. 10/17 [V3]); and

WHEREAS, on November 8, 2018 the Board approved the following Ratification Clause which will be added to Section 6.01 (“Term”) of Contract No. 728 to include the following:

“Due to the need to continue the performance of Contract No. 728 to ensure uninterrupted service to the Library and patrons, TLC has begun performance of the services required hereunder prior to the execution of this Supplemental Agreement No. 1 to Contract No. 728. By its execution hereof, the BOARD hereby accepts such service subject to all the terms, covenants, and conditions, and ratifies Supplemental Agreement No. 1 to Contract No. 728 with TLC for such services”; and

WHEREAS, TLC has demonstrated the necessary skills and expertise to successfully perform the requested services and meet the expectations of the Library; and

WHEREAS, sufficient funds are available in the Library’s Contractual Services Account 3040 to compensate TLC for the services under Supplemental Agreement No. 1 to Contract No. 728:

THEREFORE, BE IT RESOLVED, That the Board of Library Commissioners approve Supplemental Agreement No. 1 to Contract No. 728 between the Library and TLC for a term of one year with two (2) one-year renewal options to provide hardware and software licensing and maintenance to the existing Integrated Automated Library System and provide enhancements to migrate the system to a cloud-based platform, provide increased security, and enhance the existing disaster recovery process; and
Library Resolution
2018-47 (C-36) Cont.

FURTHER RESOLVED, That the City Librarian and City Attorney be authorized to make technical changes, as needed, to Supplemental Agreement No. 1 to Contract No. 728; and

FURTHER RESOLVED, That the President of the Board of Library Commissioners is authorized to execute Supplemental Agreement No. 1 to Contract No. 728 upon the completion of the Mayor’s Office review in accordance with Executive Directive No. 3.

f. Approved award of contracts for Acquisition of Library Materials and Services

City Librarian John F. Szabo recommended approval to award contracts to the five firms that were responsive to the RFP process to provide library materials and related vendor services; Baker & Taylor, LLC; Brodart, Co.; Children’s Plus, Inc.; Ingram Library Services, Inc.; and Midwest Tape, LLC.

After a brief discussion, it was MOVED by Commissioner Salinas, seconded by Vice President Eidmann and unanimously carried that the following resolution be adopted:

LIBRARY RESOLUTION NO. 2018-48 (C-37)

WHEREAS, on June 14, 2018, the Board of Library Commissioners (“Board”) approved the release of a Request for Proposals (“RFP”) to find qualified entities to provide library materials and related vendor services. The RFP sought to establish contracts with multiple qualifying vendors for a wide range of materials and vendor cost effective services for the timely provision of book and non-book materials for adults, teens and children, as well as selection of tools, physical processing cataloging and other value added services (Library Resolution No. 2018-30 [C-23]); and

WHEREAS, the evaluation panel consisting of Library staff and subject matter experts has reviewed, evaluated and scored the five (5) proposals submitted on August 14, 2018, in response to the RFP in accordance with the three criteria stated in the RFP and recommends that the Board approve the award and execution of contracts to the five (5) firms found to be responsive to the RFP listed in the report, as follows:

1. Baker & Taylor, LLC
2. Brodart, Co.
3. Children’s Plus, Inc.
4. Ingram Library Services, Inc.
5. Midwest Tape, LLC
WHEREAS, Each contract will be awarded for a term of three (3) years which reflects a revision from the RFP term of one (1) year with two (2) one (1) year renewal options. This change will enable the Library to manage the contract more efficiently. No amount of work will be guaranteed and the work shall be awarded on an as-needed basis; and

WHEREAS, The Board found in accordance with Charter Section 1022 that it is more feasible to have the materials provided and services performed by independent contractors than by City employees; and

WHEREAS, Sufficient funds are available in the Library Materials Account 9010 and Trust Fund 831 to compensate Contractor for the requested services:

THEREFORE, BE IT RESOLVED, That the Board award contracts to the five (5) firms listed above to provide library materials and services to the Library; and

FURTHER RESOLVED, That the Board authorize the City Attorney and the City Librarian, or designees, to make technical changes if needed to the contract; and

FURTHER RESOLVED, That Board authorize the Board President to execute the five (5) contracts upon the completion of the Mayor’s Office review in accordance with Executive Directive No. 3.

g. Approved an agreement with TurningWest, Inc. to provide professional consultant service

City Librarian John F. Szabo recommended approval of the agreement with TurningWest, Inc. to continue to provide professional consultant services to the Library that was initiated with a short term agreement. The consultant is working on an assessment of security in the Central Library and seventy-two (72) Branch Libraries to develop training guidelines and identify additional resources to better provide a safe and inviting environment for Library patrons and staff.

Discussion

The Board had several questions about the vendor’s background and what would be accomplished during the period of the contract.

Susan Broman, Assistant City Librarian, responded that TurningWest is led by Edward Vidaurri, who has extensive experience in the field of mental health and has been working with the Department of Mental Health Services for many years. She said Mr. Vidaurri had started working with Library staff to assess training needs and service needs to help staff work with people suffering mental health problems. The intent is to involve all staff in helping establish guidelines. She noted that the Library has offered
training through a series of videos on working with people with mental illness, but more needs to be done to give staff the tools to deal with patrons. She said the contractor is going to determine what the training needs to consists of. The training would be a separate contract.

Board President Cao stated that she would like to take the training when they offer it.

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

**LIBRARY RESOLUTION NO. 2018-49 (C-38)**

WHEREAS, on April 17, 2018, the City Librarian executed a one (1) year Agreement, not to exceed $20,000, with TurningWest, Inc. (Contractor), to provide professional consultant services, including an assessment of mental health issues in the Central Library and seventy-two (72) Branch Libraries, and develop training guidelines and identify resources to better provide a safe and inviting environment for Library patrons and staff; and

WHEREAS, the funds in the one (1) year Agreement, dated April 17, 2018, in the amount of $20,000 have been exhausted during the initial assessment phase; and

WHEREAS, Library staff and Contractor found during the assessment phase of the one (1) year Agreement that the mental health issues affecting the Central Library and seventy-two (72) Branch Libraries were significantly greater in scope than originally anticipated and would require additional time for Contractor to complete the assessment and to develop and implement the training guidelines and to identify resources; and

WHEREAS, on November 8, 2018, Library staff recommended that the Board of Library Commissioners (Board) approve an Agreement with Contractor for a term of one (1) year in an amount not to exceed $100,000 to allow Contractor to complete the assessment of mental health issues; to assist Library staff in developing and implementing training guidelines for dealing with persons with mental health issues who patronize the Central Library and seventy-two (72) Branch Libraries; to implement surveys to provide a benchmark on current practices and resources; to design and initiate workshops for Library staff; to identify and conduct conversations with social services partners to identify solutions and/or opportunities for collaboration; and, to conduct workshops and prepare various reports on mental health issues as requested by the Library (i.e. the scope of work and contract deliverables); and

WHEREAS, on November 8, 2018 the Board found, in accordance with Charter Section 371(e)(2) and Los Angeles Administrative Code Section 10.15(a)(2) that the consulting services to be provided are professional and special services of a temporary and occasional nature for which competitive bidding is not practicable or advantageous; and
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No. 2018-49 (C-38) Cont.

WHEREAS, on November 8, 2018 the Board found, in accordance with Charter Sections 371(e)(10) and 1022, and Los Angeles Administrative Code Section 10.15(a)(10) that it is more feasible to have work performed by an independent contractor than by City employees; and

WHEREAS, the Contractor has the requisite skills and expertise, and based on experience observed by Library staff during the short-term agreement, Contractor is able and willing, to meet the needs of the Library; and

WHEREAS, Mr. Edward Vidaurri, the primary TurningWest, Inc., consultant previously served as the Mental Health Clinical District Chief for the Los Angeles County Department of Mental Health, he has a Master’s Degree in Social Welfare and a Master’s Degree in Education, and has participated in the Library’s Monthly Source event providing one-on-one assistance to patrons suffering from mental health care issues. The consultant’s familiarity with the issues, work experience and education will be valuable to Library staff, patrons and those afflicted with mental health issues who patronize the Central Library and seventy-two (72) Branch Libraries; and

WHEREAS, sufficient funds are available in the Library’s operating budget to compensate Contractor for the requested services:

THEREFORE, BE IT RESOLVED, that the Board of Library Commissioners award a contract to TurningWest, Inc., for a term of one (1) year, in an amount not to exceed $100,000, to provide professional consultant services to complete the assessment, assist Library staff in developing training guidelines and to identity resources for dealing with persons with mental health issues who patronize the Central Library and its seventy-two (72) Branch Libraries; and

FURTHER RESOLVED, that the Board authorize the City Librarian and City Attorney, or designees, to make technical changes if needed to the contract; and

FURTHER RESOLVED, that the Board authorize the Board President to execute the contract upon completion of the Mayor’s Office review in accordance with Executive Directive No. 3.

H. Approved award of contracts to 16 firms
to provide Marketing and Public Relations Consultant Services to the Library

City Librarian John F. Szabo recommended approval of contracts with 16 firms to provide Marketing and Public Relations Consultant Services to the Library. He said the Library selected these firms in 2017 through the city’s bidding process and awarding the contracts will give the Library the flexibility it intended to have when the list of firms was initially approved.
Discussion

Commissioner Lassiter had questions about the oversight of the contracts for the firms. Mr. Szabo replied that Peter Persic, Director of Public Relations and Marketing, coordinated the work the firms were doing and Madeleine Rackley, Business Manager, handled the procurement aspect.

Commissioner Salinas asked if the Board could see a preview of what the campaigns would look like before they come out and which campaigns they would be doing next.

Board President Cao stated that the Board is very deeply interested in the marketing of the Library and they want as many people as possible to use all the services the Library provides and wants to be kept informed on what they are doing with the marketing campaigns and their results. She asked Mr. Persic what would be the best way for him to provide those updates to the Board.

Peter Persic, Director, Public Relations and Marketing, replied that his office and the firms are working on the goals identified in the marketing plan. He said he could provide monthly updates via e-mail.

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

LIBRARY RESOLUTION NO. 2018-50 (C-39)

WHEREAS, on January 12, 2017, the Board of Library Commissioners (Board) approved the issuance of a Marketing and Public Relations Consultant Request For Qualifications (RFQ) to establish a pre-qualified list of on-call marketing and public relations consultants (Library Resolution No. 2017-3 [C-3]); and

WHEREAS, on June 8, 2017, the Board approved the pre-qualified list of sixteen (16) public relation consultants to provide as-needed and as-requested marketing and public relations consultant services to the Los Angeles Public Library (“Library”) (Library Resolution No. 2017-22 [C-21]); and

WHEREAS, on November 8, 2018 the Board found, in accordance with Charter Sections 371(e)(10) and 1022, and Los Angeles Administrative Code Section 10.15(a)(10) that it is more feasible to have the work performed by independent contractors than by City employees and the use of competitive bidding would be impractical due to the expert and temporary nature of the services; and

WHEREAS, on November 8, 2018, Library staff recommended the award and execution of contracts with the following sixteen (16) pre-qualified contractors to provide as-needed and as-requested marketing and public relations consultant services to the Library:
Library Resolution

WHEREAS, the proposed contracts include a process that Library staff will utilize to select the consultants for specific marketing and public relations work during the contract term as described in the report; and

WHEREAS, the proposed contracts will also replace Standard Provisions for City Contracts (Rev 03/09) required in the RFQ with Standard Provisions for City Contracts (Rev 10/17 [V.3]); and

WHEREAS, funds are available in the Library’s operating budget to compensate the CONTRACTOR(S) for services provided; and

THEREFORE, BE IT RESOLVED, that the Board award and execute contracts with the sixteen (16) pre-qualified contractors to provide as-needed and as-requested marketing and public relations consultant services to the 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 contracts upon completion of the Mayor’s Office review in accordance with Executive Directive No. 3.

I. Approved Library Department Proposed Budget for Fiscal Year 2019-20

City Librarian John F. Szabo recommended that the Library’s Proposed Budget Request for Fiscal Year 2019-20, totaling $193,931,086 be approved for transmittal to the Mayor’s Office. The Library will pay an estimated $75,409,616 (38.88%) in related costs (building maintenance, utilities, security services, fleet services, and employee benefits). He reviewed the budget packages and funding requests.
Discussion

Board President Cao asked what the Library’s goal was in terms of the amount in per capita expenditure in the future and what the timeline was to get there. City Librarian John F. Szabo replied that per capita expenditure should be between $8 and $12.

Commissioner Salinas inquired about the reasons for the lower revenue from fines and fees. Mr. Szabo answered that staff learned from the amnesty period that fines and fees are a barrier for some families to use the Library. Staff is looking at not just fines and fees from a revenue perspective but also at the costs of maintaining that system. He said revenue has also been decreasing due to the increase in the use of e-books and some decline in print circulation. He anticipates a conversation with the Board on revisions to policies on fines and fees.

Board President Cao had questions on the related costs and whether the amount increases every year because the Library is getting more services or was the Library getting charged more because its budget is bigger and whether they could request an audit. Mr. Szabo responded that since one of the elements of Measure L is the ability to audit related costs, he has personally spoken to the City Controller about his concerns regarding this area of the budget.

Vice President Eidmann inquired about the increase in security costs from year to year and whether there was a way to prevent it from increasing in the future. Mr. Szabo replied that the Library needs to have monitoring and security due to the security issues throughout the city. They need to keep staff, patrons and facilities safe.

Commissioner Salinas asked if active shooter training would be addressed in between the mental health and security training they are working on developing. Mr. Szabo said the Library has had that type of training and will continue doing that type of training as well as continue working with LAPD to offer additional training to staff at branch libraries and Central.

The Board also discussed the possibility of dealing with a smaller budget in the future since Measure L funds could be affected during an economic downturn.

Commissioner Lassiter asked if the Library was at the right staffing levels it needs to be with the personnel it currently has. Ms. Szabo replied that many positions had been added to innovate and to expand service hours associated with Measure L, but the number of additional Full Time Equivalent (FTE) positions added over the last two fiscal years had been relatively small in order to anticipate situations in which they may have to deal with budget decreases. Ideally, they wouldn’t want to use the entire Budget Stabilization Fund to address a single year.

It was MOVED by Vice President Eidmann, seconded by Commissioner Lassiter and unanimously carried that the following resolution be adopted:
LIBRARY RESOLUTION NO. 2018-51 (C-40)

WHEREAS, On November 8, 2018, the Board of Library Commissioners (Board) approved the Fiscal Year 2019-20 Proposed Library Budget in the amount of $193,931,086 to fund Library services and programs; and

WHEREAS, The Fiscal Year 2019-20 Proposed Library Budget continues support of the six LAPL Strategic Plan goals, including outreach and promotion to enhance public awareness of the Library’s services and programs, and the Library’s key initiatives and priorities:

RESOLVED, That the Board of Library Commissioners approve for transmittal to the Mayor’s Office the Fiscal Year 2019-20 Proposed Library Budget in the amount of $193,931,086, for funding Library services and programs; and

FURTHER RESOLVED, That the Board authorize the City Librarian to make any necessary technical revisions to the Fiscal Year 2019-20 Proposed Library Budget.

7. VARIOUS COMMUNICATIONS: None.

8. COMMISSIONERS’ COMMENTS & REVIEW OF MATTERS PENDING

a) January – June 2019 Board Meeting Schedule – Board President Cao asked fellow Board members to review the schedule and notify the Board Secretary when they would not be available to attend.

b) Election of Officers for Fiscal Year 2018-19

President

It was MOVED by Commissioner Eidmann, seconded by Commissioner Salinas, and unanimously carried that President Bich Ngoc Cao be re-elected President of the Board for Fiscal Year 2018-19.

Vice President

It was MOVED by President Cao, seconded by Commissioner Lassiter, and unanimously carried that Commissioner Kathryn Eidmann be re-elected Vice President for Fiscal Year 2018-19.

c) Next Board Meeting: The next Regular Meeting of the Board is scheduled for Thursday, December 13, 2018, at the Central Library.
9. **ADJOURNMENT:**

   There being no further business, the meeting was adjourned at 12:48 p.m.

ATTEST:

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Bích Ngọc Cao  
President

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Raquel M. Borden  
Board Executive Assistant

To be approved: January 10, 2019