M I N U T E S

BOARD OF LIBRARY COMMISSIONERS
CITY OF LOS ANGELES

December 13, 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 Dale Franzen
COMMISSIONER Mai Lassiter
COMMISSIONER Josefa Salinas

ABSENT: NONE

ALSO PRESENT: John F. Szabo, City Librarian; Susan Broman, Asst. City Librarian; Arletta Maria Brimsey, Deputy City Attorney; Jane Chung, Policy Analyst, Neighborhood Services, Mayor’s Office; Cecilia Castillo, Legislative Deputy, 3rd Council District; Juan Fregoso, Field Deputy, 13th Council District; and staff.

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

It was MOVED by Commissioner Salinas, seconded by Commissioner Franzen, and unanimously carried that the Minutes of the Regular Meeting held July 12, 2018 be approved as submitted.

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

(1) Margarita Fernandez, patron, spoke in regard to maintenance issues at the Echo Park Branch Library.

(2) Aaron Paley, patron, expressed his disapproval on the manner the ALOUD Program Director Louise Steinman and Associate Director Maureen Moore were dismissed, about the management of the Library Foundation of Los Angeles and asked for transparency.

(3) Chuck Levin, patron, 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) Marybeth Menaker spoke 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. She said it has bothered her that nothing had been said by the Library about this.

(5) Charles Gelsinger protested the dismissal of the ALOUD Program Director Louise Steinman and Associate Director Maureen Moore.

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Board President Cao stated that in regard to ALOUD, she had held meetings to find more information. She said she could not comment on personnel matters, but the ALOUD Program would continue and it is a program the Library is very proud to be part of. She stated she had asked the Library Foundation for more transparency on its programs.

4. CITY LIBRARIAN’S COMMENTS AND ANNOUNCEMENTS

City Librarian John F. Szabo reported the following:

- **DTLA Mini Maker Faire** was held at the Central Library on Saturday December 1st, 2018. Last year, it had 1,800 attendees. This year, it had 8,175 attendees. NASA’s Jet Propulsion Laboratory, USC, UCLA, and non-profit maker organizations participated. It was a very successful event that fits the Library’s STEAM Initiative.

- **NASA Insight Mars Mission Landing** live stream was hosted on November 26, 2018 at Central Library and 24 branches. Ascot Branch in South LA had the highest attendance with about 120 people. NASA was present and distributed posters, decals, pens, and other giveaways. Mr. Szabo said it was a great opportunity for the library to promote the all the other STEAM programs that are offered throughout the year.

- **Staff Development Day**, held on November 14, 2018 at the Los Angeles Convention Center, was attended by more than 1,100 employees. It was not organized by the Library Administration, but a large committee of library staff from all classifications and throughout the organization. The theme was, “We are all in.” There were workshops offered on a variety of topics from financial planning to dealing with stress. The committee did a tremendous job and it was incredibly successful.

- **Tech for Seniors Program launched by Teen Volunteers** at the Westwood Branch, as part of the Teens Leading Change Initiative. The teens wanted a project to make the Westwood Branch accessible to older adults who are physically unable to visit the library. The program addresses social isolation and loneliness among seniors and these teens have partnered with local senior homes in West LA and visited them to gather their wish list of e-books, e-movies, e-magazines to load on kindles for those seniors.
• **Winter Reading Challenge** begins December 14, 2018 and ends January 14, 2019. Last year, 3,189 participants signed up online, documenting all of the minutes they are engaged in reading books.

• **LA Made**, coordinated by Librarian II Wendy Westgate, is a series of cultural programs throughout the Library system that essentially celebrates all things created in Los Angeles. The third season, which was from February 2018 through November 2018, offered a total of 166 programs - 22 in the Mark Taper Auditorium at Central and 144 programs in branch libraries. Every single branch in the system had two programs. The total attendance was about 5,500. The brochure will be out soon for season four, which will be launched on February 2019, and all the programs can be found at lapl.org.

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 Lassiter and unanimously carried that the following resolutions be adopted:

   A. **Approved Acceptance of Gifts**

      **LIBRARY RESOLUTION NO. 2018-52**

      RESOLVED, that a gift of three (3) display racks valued at $2,379.97 received from the Friends of the Chatsworth Library to be utilized by the Chatsworth Branch Library be accepted; and

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

   B. **Approved acceptance of $5,000 grant to establish a Memory Lab at the LAPL.**

      **LIBRARY RESOLUTION NO. 2018-53 (C-41)**

      WHEREAS, The Los Angeles Public Library (LAPL) was awarded one (1) of seven (7) grants given to libraries across the country to build Memory Lab digitization stations and establish public programs based on the District of Columbia Public Library (DCPL) model; and

      WHEREAS, the award of the $5,000 grant is for the purchase of equipment as part of the Memory Lab program at LAPL, which will enable the public to digitize personal and family keepsakes in analog formats for purposes of preservation and
access. Formats include home movies, compact cassette recordings and other audio/visual materials, as well as photographs and slides. The Library will also build an online reference site and provide free workshops on personal archiving and digital preservation for the public; and

Library Resolution
No. 2018-53 (C-41) Cont.

WHEREAS, Grant expenditures will be facilitated by the Library’s Digitization and Special Collections department:

THEREFORE, BE IT RESOLVED, That the Board of Library Commissioners accept a grant award of $5,000 from the Institute of Museum and Library Services passing through District of Columbia Public Library (DCPL) to establish a Memory Lab at LAPL; and

FURTHER RESOLVED, That the Board of Library Commissioners authorize the grant funds to be deposited in Library Services Trust Fund 419, Account 347; and

FURTHER RESOLVED, That the Board of Library Commissioners authorize the City Librarian to make technical changes if needed.

C. Approved Appointment of Chief Accounting Employee

LIBRARY RESOLUTION NO. 2018-54 (C-42)

WHEREAS, The Chief Accounting Employee for the Library is the authorized person responsible for all aspects of accounting, auditing, budgeting, payroll, financial analysis and financial reporting for the Library:

THEREFORE, RESOLVED, That the Board of Library Commissioners (“Board”) approve the appointment of Madeleine M. Rackley, Library Business Manager, as the Chief Accounting Employee of the Library Department, effective immediately; and

FURTHER RESOLVED, That the Board authorize Eloisa R. Sarao, the Assistant Library Business Manager, to act as Chief Accounting Employee of the Library Department in the absence of the Library Business Manager; and

FURTHER RESOLVED, That the Board authorize Peter Fong, Departmental Chief Accountant, to act as Chief Accounting Employee of the Library Department in the absence of the Library Business Manager and the Library Assistant Business Manager.
BOARD DISCUSSION ITEMS

D. Approved transfer of funds from within Library’s Fiscal Year 2018-19 Budget

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

LIBRARY RESOLUTION NO. 2018-55 (C-43)

WHEREAS, The Library transfers funds between salaries accounts each year to ensure that Libraries are properly staffed; and

WHEREAS, Staff requests the transfer of $325,000 to various salary accounts within the Library’s Fiscal Year 2018-19 Budget:

THEREFORE, RESOLVED, That the Board of Library Commissioners (“Board”) hereby approves the following transfer of funds within the Library’s Fiscal Year 2018-19 Budget, Fund 300, Department 44:

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>From: 1010 – Salaries General</td>
<td>$325,000</td>
</tr>
<tr>
<td>To: 1070 – Salaries As-Needed</td>
<td>300,000</td>
</tr>
<tr>
<td></td>
<td>1090 – Salaries Overtime</td>
</tr>
<tr>
<td>TOTAL:</td>
<td>$325,000</td>
</tr>
</tbody>
</table>

FURTHER RESOLVED, That the Board authorizes the City Librarian to make any necessary technical corrections.

E. Approved transfer of funds from within Library’s Fiscal Year 2018-19 Budget

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

LIBRARY RESOLUTION NO. 2018-56 (C-44)

WHEREAS, The FY 2018-19 Adopted Library Budget includes funding to implement the Library Marketing Plan in Library Account 2120 Printing and Binding and Account 6010 Office and Administrative; and
WHEREAS, Staff requests the transfer of $669,966 to Library Account 3040 Contractual Services to allow staff to use the Marketing and Public Relations contractors to perform portions of the Marketing Plan implementation:

Library Resolution
No. 2018-56 (C-44) Cont.

THEREFORE, RESOLVED, That the Board of Library Commissioners hereby approves the following transfer of funds within the Library’s Fiscal Year 2018-19 Budget, Fund 300, Department 44:

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>To: 3040 – Contractual Services</td>
<td>$669,966</td>
</tr>
<tr>
<td>From: 2120 – Printing and Binding</td>
<td>$153,663</td>
</tr>
<tr>
<td></td>
<td>6010 – Office and Administrative</td>
</tr>
<tr>
<td>TOTAL:</td>
<td>$669,966</td>
</tr>
</tbody>
</table>

FURTHER RESOLVED, That the Board authorizes the City Librarian to make any necessary technical corrections.

BOARD DIRECTIVE

Commissioner Lassiter requested that written information on the timeline for the Marketing Plan be included with every agenda about the campaigns.

F. Informational Report on the Comprehensive Homeless Strategy
   Safe Parking Program Pilot

City Librarian John F. Szabo informed the Board that the Library has been in discussion with the Mayor’s Office and with Council Districts 3 and 13 offices regarding the Safe Parking Program (SPP), which allows homeless individuals and families who reside in their vehicles to park legally in designated parking lots. He said the City has an agreement with Los Angeles Homeless Services Authority (LAHSA) to oversee the program with the assistance of a non-profit service provider to manage and oversee the parking lots. The Edendale Branch Library (CD 13) and the West Valley Branch Library (CD 13) have been discussed as possible SPP sites. The SPP is operated at night, and participants would be arriving after the library closes and leave before the library opens.

Mr. Szabo stated that the Library would not incur any costs, but needs some assurances regarding each library. The approach being discussed with the Mayor’s Office and council offices is issuing permits as it currently does for filming and use of library facilities. The permits would include provisions for security, maintenance, etc. The permit would also enumerate how many vehicles each lot can accommodate. The non-profit partner that LAHSA will contract with will be responsible for the operation
and the background checks on the participants. It would begin as a pilot program for about six months and it would be evaluated throughout that time.

Mr. Szabo stated that in some instances there are some advantages to having the Safe Parking Program operate at the Edendale Branch because they had been some issues when the library is closed so having added security there could reduce those issues. He stated that this is also an opportunity for the Library to play a role in helping to address the homeless crisis. He said he anticipates there will be community conversations and meetings whether be of concern or support. There had already been at Edendale and there will be at the West Valley to hear from the community.

**Discussion**

Commissioner Salinas had questions on liability for the library, and about the timeline to process the application permits and background checks to approve individuals to park at the Safe Parking lots.

Mr. Szabo stated that there will be specific language about liability in the permit. He said he could get information in regard to how long the process takes, from announcing the lot is available to the application process to allowing people to park. He said Library staff will be visiting the Department of Transportation (DOT) lot where the program is being operated currently.

Arletta Maria Brimsey, Deputy City Attorney, added that there will be provisions in the agreement regarding indemnification and insurance so the city and the Library will be protected.

Vice President Eidmann asked if the funding for security and sanitation services would be provided by LAHSA and not from the Library’s budget. She also asked if SPP participants would be processed into the Coordinated Entry System.

Mr. Szabo replied that those security and sanitation costs are not coming from the Library budget. He said security and sanitation issues will be included in the agreement. He stated that the Department of Transportation (DOT) has a site and there are some others. He said LAHSA would work with the provider to process their participants into the Coordinated Entry System, but the Library can also assist individuals to apply for the services provided through the Source, like at Edendale, where the Library hosts the Source once month.

**Presentation**

Cecilia Castillo, Legislative Deputy, Councilmember Bob Blumenfield’s Office, Council District 3, informed the Board that the Safe Parking provider had presented the program for the West Valley Branch and they are communicating with the library’s friends group to present the program to them as well. She offered to provide a link to a video of the a safe parking lot operating currently in a private site in
Koreatown at a church so the Board could see how that site looks like. She also indicated that the Safe Parking at the DOT lot is in Councilman Krekorian’s District and has been in operation since July.

**Discussion**

Commissioner Lassiter asked if staff from the Library could visit the DOT site.

Madeleine Rackley, Business Manager, reported that Library is making arrangements for a team of Library employees to go visit the DOT lot at the beginning of January to observe how it works and to speak to the operator personally.

Commissioner Lassiter requested to make sure that group includes someone from the Edendale and the Valley libraries.

Commissioner Lassiter also asked if the participants would include families with children. Mr. Szabo replied that it was his understanding that Safe Parking providers have identified family participants for this program.

**Presentation**

Juan Fregoso, Field Deputy, Echo Park Area, Council District 13, informed the Board that the Council Office has been working closely with LAHSA and the Edendale Library. He stated that there will be a permit process to admit participants into the Safe Parking Program (SPP). He noted that there is a lot of misconception about the type of people that would be using the SPP services. However, the majority of SPP participants are students, parents and families that have active car registration, no felonies, go through an extensive background check, and are most likely working, in transition, currently unemployed, or studying.

Mr. Fregoso said the Edendale Branch could accommodate 6 to 7 vehicles, each vehicle will receive two parking spaces. After being vetted, participants will receive their permit to come in and park their car to have a safe place to sleep. Once they check in, they are not allowed to come and go. Sanitation services would be available such as portable potty and wash station for basic necessities. He noted that according to LAHSA, participants are in SPP about 3 to 6 months.

Mr. Fregoso noted that there are a lot concerns about the homeless individuals that hang around the library all day and night. Having security on site will keep the lot in the LAPD radar. He said LAPD is very supportive and overall, he feels the community has been supportive also.

**Public Comments**

1) Joelle Dobrow, library patron, spoke in opposition to having the Safe Parking Program at the Edendale Branch Library. She said the branch is already used
excessively by homeless patrons, that it would be costly to run the branch 24 hours a day, and that it would affect circulation and patron attendance.

2) Holly Thiercof, library patron, read a letter from Ida Talala written in opposition to the Safe Parking Program at the Edendale Branch.

Commissioner Lassiter stated that it seems that the Edendale Branch is already overwhelmed by homeless people on a daily basis so extending services overnight is something that needs to be considered.

Mr. Szabo replied that many of the concerns that the community has expressed are the same concerns the Library has as an organization and it will make certain to address them in the permitting agreement. He said that leading up to the issuance of permitting, he would keep the Board informed and updated on the pilot.

SAFE PARKING PROGRAM (Taken out of Order)

Commissioner Salinas stated she would like to go visit the Safe Parking Program at the DOT lot to see how it works; Commissioner Franzen stated she would like to visit that Edendale Branch.

Vice President Eidmann stated that it is important to remember that homeless people are members of our community and the library system is committed to meet the needs of all of its patrons. She hopes that using the Edendale Branch as a pilot site for this type program is done in coordination and making sure the library has the proper staff and training.

Commissioner Franzen asked if the Edendale Branch had been chosen after every other location in that community had already been explored. Mr. Szabo replied that the Library was approached about the Edendale Branch by the Mayor’s Office and he was not aware if other sites had been under consideration.

Public Comment (Taken out of Order)

Joelle Dobrow stated that there are two churches adjacent to the branch and they are very active with the homeless community, such as feeding them, so it is easy for Edendale Branch to be targeted for the SPP program.

Presentation

Jane Chung, Policy Analyst, Neighborhood Services, Mayor’s Office, reported that the Edendale Branch location was proposed by the community organization SELAH Neighborhood Homeless Coalition. She said SELAH (Silver Lake, Echo Park, Los Feliz, Atwater Village, Hollywood) approached the Mayor’s Office and presented their ideas. The Mayor’s Office worked closely with the Library to understand their concerns, feasibility and what it would require to use that parking for the SPP.
Discussion

Commissioner Salinas asked how long has the Safe Parking Program been in place and whether there was some data available. Ms. Chung replied that the first one started in 2016 and that she could get data information to them.

Commissioner Lassiter asked about the overall cost for the six months of the pilot program. Ms. Chung replied that cost would be determined between LAHSA and Safe Parking LA, but it is her understanding that it would cost about $100,000 for security and sanitation (portable toilets, wash stations).

Commissioner Salinas asked if that amount would be monthly or annually. Ms. Chung said it would be annually, based on the numbers from their other locations. She said that right now they don’t have the money set aside for SPP.

Commissioner Salinas asked if this would be the first pilot program. Ms. Chung replied that there are six different sites currently, some are privately led, like the church in Koreatown, but the DOT lot is the first City Safe Parking.

Vice President Eidmann asked if there was a component to educate the public about the successes and history of the program.

Ms. Chung stated that as of now Safe Parking LA has taken upon themselves to partner and find sites. She said that Safe Parking is not a city program, and currently, there is no centralized public education.

6. VARIOUS COMMUNICATIONS:

Received and filed letter from Community Partners re: Termination of MOU for the Use of Facilities in the Pio Pico-Koreatown Branch for the Operation of a Public Makerspace.

7. COMMISSIONERS’ COMMENTS & REVIEW OF MATTERS PENDING

- Commissioner Salinas stated that patrons expect the Board to take a stand on various issues; therefore, it is very essential that the Board be provided with as much information as possible and they need to know how the communities feel about these particular issues.

- Cancellation Notice of Next Board Meeting: The Board Meeting scheduled for Thursday, December 27, 2018, at the Central Library will be cancelled due to reduced staffing levels.

8. ADJOURNMENT

There being no further business, the meeting was adjourned at 12:24 p.m.

ATTEST:
To be approved: January 10, 2019