A Regular Meeting of the Board of Library Commissioners convened at 11:05 a.m. on the above-written date, held at the Central Library, 630 West 5th Street, Los Angeles, CA 90071, and via teleconference from the Westchester-Loyola Village Branch Library, 7114 W. Manchester Avenue, Los Angeles, CA 90045.

1. **ROLL CALL**

   **Present:**
   - President            Bích Ngọc Cao
   - Vice-President       Kathryn Eidmann
   - Commissioner         Dale Franzen
   - Commissioner         Mai Lassiter
   - Commissioner         Josefa Salinas (via teleconference)

   **Absent:** None

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

2. **APPROVAL OF MINUTES:**

   a. **Minutes of the Regular Meeting – November 8, 2018**

      The Motion to approve the Minutes of the Regular Meeting held November 8, 2018 was moved by Vice President Eidmann, seconded by Commissioner Lassiter, and approved by the following votes: 4 Ayes (Cao, Eidmann, Lassiter, and Salinas). Commissioner Franzen abstained.

   b. **Minutes of the Regular Meeting – December 13, 2018**

      The Motion to approve the Minutes of the Regular Meeting held December 13, 2018 was moved by Vice President Eidmann, seconded by Commissioner Franzen, and approved by the following votes: 5 Ayes (Cao, Eidmann, Franzen, Lassiter, and Salinas).

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

   (1) Margarita Fernandez, patron, talked about roof repairs needed at the Echo Park Branch Library and spoke in opposition of the Safe Parking Program at the Edendale Branch.
4. CITY LIBRARIAN’S COMMENTS AND ANNOUNCEMENTS

Assistant City Librarian Susan Broman reported that today City Librarian John F. Szabo is in Washington, D.C., attending the Urban Library Council convening on the topic of Artificial Intelligence and Digital Citizenship and how these technologies may impact how we serve our communities. She reported the following information on his behalf:

- **Explore L.A.** is a new initiative of the Los Angeles Public Library (LAPL) that gives LAPL cardholders access to explore LA museums and attractions. The Autry Museum, L.A. County Natural History Museum, L.A. Zoo, Japanese American National Museum, Kidscape Children’s Museum are some of the partners in this new initiative. From the Library’s website, cardholders can browse available offers and reserve digitally free or low-cost passes to participating organizations. To date, over 2,000 passes have been issued in less than a month since the initiative began.

- **Mobile Museum Fair:** On Sunday, January 13, the Los Angeles Public Library will offer the first-ever Mobile Museum Fair at the Central Library. It will include a variety of mobile museums, libraries on wheels, portable exhibits and programs. Participants will include Bob Baker Marionette Theatre, Aquarium of the Pacific on Wheels, Western Foundation of Vertebrate Zoology and the African American Museum of Miniatures and several more. It will also include tours of the Rare Books Room.

- **Teens Leading Change Initiative “Save the Waves Oceanic Awareness”:** Teen volunteers at the Granada Hills and Palisades Branch libraries have partnered on this initiative. The goal is to reduce pollution in the ocean. The teens recruited guest speakers from the non-profit organization “Heal the Bay” to help educate communities and to provide information about ocean pollution, increase awareness in their local communities, and learn on how to take action. A beach clean-up was scheduled at the Will Rogers State Beach on International Coastal Clean Up Day, then followed by another clean up on the Sepulveda Basin. The teens concluded their project by making Oceanic Awareness presentations for their local communities at each branch.

- **Memorial Branch Library featured in PBS:** The stained glass window at the Memorial Branch was featured on December 21st in the PBS series, Craft in America. Los Angeles High School student body and the alumni association deeded the land to the library and to the City of Los Angeles and commissioned the window as a tribute to 20 high school students who lost their lives during World War I. The window was created by Judson Studios, who now has been in business for more than 125 years in Highland Park. David Judson, who is the 5th generation owner of the studio, discussed the story behind the stained glass at a program at the Memorial Branch. Ms. Broman noted that the studio not only created that window but also created what is probably the most Instagramed feature in the Central Library, which is the chandelier globe in the Rotunda.
• **Central Library Escalators:** Upgrades to all 12 escalators of the Central Library have been completed, and the project received top honors in Elevator World magazine as Project of the Year. The Library Business Office and the contractor, KONE, were able to deliver new state-of-the-art elevator technology, while still supporting the original structures of the building and meeting the unique challenges of preserving this historic facility, as this Library is listed in the National Register of Historic Places.

  Board President Cao thanked Ms. Broman for the information and commented that she already used the Library’s Explore L.A. program to obtain museum passes.

5. **CITY LIBRARIAN’S REPORTS:**

   **Consent Items**

   Assistant City Librarian Susan Broman reviewed the Consent Calendar and recommended that it be approved.

   The Motion to adopt the following resolutions was moved by Commissioner Franzen, seconded by Commissioner Salinas, and approved by the following votes: 5 Ayes (Cao, Eidmann, Franzen, Lassiter, and Salinas).

   A. **Approved Acceptance of Gifts**

   **LIBRARY RESOLUTION NO. 2019-1**

   RESOLVED, That a gift of one Simple Scan Station with 17” Elo Touchcomputer and one 11 X 17” Book Edge Flat Bed Scanner, valued at $4,730.40, 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.

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   **LIBRARY RESOLUTION NO. 2019-2 (C-1)**

   RESOLVED, That a gift of $4,000 received from the Friends of West Los Angeles for donation to the Westwood Branch Library be accepted and deposited in Trust Fund 831, Account 333; and

   FURTHER RESOLVED, That a letter of thanks be sent to the Friends of West Los Angeles expressing the grateful appreciation of the Board and staff for the generous gift.
BOARD DISCUSSION ITEM(S)

B. Approved Purchase of Espresso Book Machine,
License Agreement, Maintenance and Service
Agreement and Fees for the use of the Machine

Susan Broman, Assistant City Librarian, recommended approval for the purchase of an Espresso Book Machine, maintenance and service agreement, license agreement, and fees for the use of the machine. She said this particular equipment will allow the Library to offer book printing services to patrons and will enhance the Library’s Initiative on self-publishing and promote programs for independent and self-published authors, poetry, and other do-it-yourself writing and creative outlets.

The Board had questions on the timeline for the installation of the machine, where it would be located, how this new service would be advertised to the public, and how the fees were determined.

Eloisa Sarao, Assistant Business Manager replied that the Espresso Book Machine would be installed 120 days after signing the purchase agreement.

Susan Broman, Assistant City Librarian, stated that the Espresso Machine would be located in the Central Library and it would promote this new service with a wide system campaign. She said use of the machine would be by appointment and the proposed fees are based on cost recovery for supplies.

The Motion to adopt the following resolution was moved by Commissioner Lassiter, seconded by Vice President Eidmann, and approved by the following votes: 5 Ayes (Cao, Eidmann, Franzen, Lassiter, and Salinas).

LIBRARY RESOLUTION NO. 2019-3 (C-2)

BE IT RESOLVED, that on January 10, 2019, the Board of Library Commissioners (“Board”) adopted the Library staff’s recommendations and approved a sole source Purchase Agreement with On Demand Books, LLC (“Contractor”) for an Espresso Book Machine (the “Equipment” or “EBM”) which includes a software license subscription to EBM Software, EspressNet and SelfEspress and an annual maintenance and service agreement with On Demand Books for parts and service of the Equipment; and

FURTHER RESOLVED, that the Board found in accordance with Charter Section 371(e)(7) and Los Angeles Administrative Code Section 10.15 (a)(7), that this Purchase Agreement is exempt from competitive bidding because Contractor is the sole manufacturer and service provider of the Equipment, including parts and maintenance services; and
FURTHER RESOLVED, that the Board found that book printing is a service that Los Angeles Public Library would like to offer its patrons to augment Library programs including but not limited to Nano-Wri-Mo and Self-E. These programs promote independent and self-published authors, poetry, and other do-it-yourself writing and creative outlets. The purchase of an EBM will facilitate this service.

FURTHER RESOLVED, that the Board approved the amount of $122,360 including sales tax for the purchase of the Equipment; and

FURTHER RESOLVED, that the Board approved the amount of $6,840 for payment of the annual maintenance and service fee for the Equipment; and

FURTHER RESOLVED that the Board approved the following the printing charges for use of the Equipment by library patrons: $25 initial set-up fee per book; $3.00 per book copy if under 100 pages; and, $6.00 per book copy if over 100 pages and an exemption for up to 10 copies of work and a waiver of set-up fees for Library patrons participating in Library programs whose content is sponsored by the Library.

FURTHER RESOLVED that the Board authorized the City Librarian and City Attorney, or their 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.

6. **PRESENTATION: DIY MEMORY LAB**

Suzanne Im, Librarian from Digitization & Special Collections, and Kurt Thum, Librarian from Pio Pico-Koreatown Branch Library Digital Media Lab, made a presentation on the DIY Memory Lab. They said the objective is to provide instruction/assistance, equipment, and workstations for patrons to transfer personal photos, slides, negatives, floppy disks, reel to reel tape, cassette tapes and videos from obsolete formats to current digital standards, as well as provide online resources for patrons to learn about on how to take care of digital possessions.

Ms. Im reported that on April 2018, a group of Library staff traveled to Washington, D.C., to attend training on personal archiving and digital preservation sponsored by District of Columbia Public Library (DCPL). They visited the Memory Labs at DCPL, Library of Congress, and the National Museum of African American History and Culture. After that training, staff solicited donations and offered two workshops a month on personal archiving and digital preservation at each Memory Lab Network, and procured equipment. Ms. Im said the Memory Lab space and the online resources guide are slated to be launched in February/March 2019.
Mr. Thum noted that the Memory Lab is modeled on the labs from the National Museum of African American History and Culture and the Washington D.C. Public Library. He showed a Power Point with the various types of equipment that has been donated for the lab and the new equipment they will be purchasing from a grant received from the Institute of Museum and Library Services (IMLS). He said they are also gathering a team of volunteers to assist in the lab.

**Discussion**

The Board discussed the possibilities of partnering with tech companies that have this type of equipment. Board President Cao suggested connecting with the Homeboy Industries, who has an electronic recycling company that has a museum of electronics, to see if they have some equipment they could donate.

The Board asked if staff would be promoting this service to seniors, who may want to preserve their memories but they may not know how to do it. Ms. Im replied that last year, staff had a conversation with the Manager of the City of Los Angeles Department of Aging about sending information to the senior centers about the Mobile Memory Lab. Ms. Im pointed out that the Mobile Memory Lab is different from the DIY Memory Lab. The Mobile Memory Lab is a Library Foundation funded program that would go to branch libraries and collect material history of Angelenos such as photos letter, diaries, objects and oral histories for digitization to make it available in the Library’s digital collection portal, but the originals are returned to the patrons. She said that with the Mobile Lab program, staff would be doing the digitization for the patrons rather than patrons doing it themselves.

Commissioner Salinas stated that she would like staff to make sure that language on the release forms is very simple for the average person to understand that those images would be available to the public to peruse online. Ms. Im said that they have consent forms but patrons don’t have to sign the release form if they don’t want their information posted online. She said they will make sure to make that very clear.

7. **VARIOUS COMMUNICATIONS**: None.

8. **COMMISSIONERS’ COMMENTS & REVIEW OF MATTERS PENDING**: None

9. **ADJOURNMENT**

There being no further business, the meeting was adjourned at 11:44 a.m.

ATTEST:

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Bích Ngoc Cao        Raquel M. Borden
President            Board Executive Assistant

Approved: January 24, 2019