MINUTES
BOARD OF LIBRARY COMMISSIONERS
CITY OF LOS ANGELES
March 28, 2019

A Regular Meeting of the Board of Library Commissioners convened at 11:04 a.m. on the above-written date, held at the Central Library, 630 West 5th Street, Los Angeles, CA 90071.

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 – February 14, 2019:

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

Student Success Library Card Update: The Library had tremendous success issuing a library card to every student of LAUSD. In the current year, this initiative is being expanded to private and charter schools. The Library is also working closely with adult schools that are part of LAUSD to integrate the library into adult school curriculum at LAUSD. Over the last several months, Library staff has been making presentations at campuses of LAUSD Division of Adult and Career Education on library resources available to adult learners, reaching about 1,500 adult students, most of them English learners, and 75 teachers, and invited them to visit the Central Library on field trips. To date, 1,419 adult students and teachers have come to the Central Library for tours.
Neighborhood Science Program is a pilot program launched in partnership with NASA to help patrons become citizen scientists. The program began in January and is running through May 2019, with librarians at several branches teaching individuals how to collect data about clouds, air, water, and soil. NASA scientists then use this information to validate satellite data in the quest to discover about environmental and climate change. This program increases scientific environmental literacy and falls in the Library’s Full STEAM Ahead Initiative. To fund this program, the Library is working with an organization called Global Learning and Observation to Benefit the Environment (GLOBE) to secure an LSTA technology grant from the California State Library.

Career Online High School Graduation: On Saturday April 20, 2019, a ceremony and lunch will be held for graduates of the program. The Mayor has been to many of these graduations. It is very moving and an excellent demonstration of the incredible impact the Library has on our patrons. This program is funded through the Library Foundation of Los Angeles as well as scholarships from the California State Library.

Film screening of “The Public” was held on March 16 at the Central Library. The film is about public libraries and the issue of homelessness. Emilio Estevez, who wrote the screen play and stars in the film as a librarian, began his work for the film at the Central Library and credits the librarians here for much of his inspiration for the story. The Public has been screened at the American Library Association, at various libraries across the country and with homelessness advocacy groups. The Library invited reporter Beverly White to be in conversation with Emilio Estevez. Emilio does mention this Library at many of his screening presentations. The film is being released in over 200 theaters nationally on April 5th.

President’s Volunteer Service Awards: A ceremony was held on March 8th to recognize Library volunteers who have contributed a large number of hours, most of them over 100 hours. In 2018, Library volunteers provided service to nearly 77,000 patrons at all of LAPL libraries that totaled 164,500 hours of service. Volunteers receive service award pin and a letter. The Mayor is very proud of the Library’s robust volunteer program.

“Read While You Wait” is a community literacy program launched last year at Kev’s Barbershop located in Leimert Park. This program, which aims at promoting reading among school aged children, particularly boys through positive association with quality books in non-academic settings, was featured on Channel 35. The Library is looking to expand this program out to other barbershops and laundromats in the community. Kev’s is a wonderful partner and it has been incredibly successful.

Girl Scout Patches: There is a Girl Scout patch that can be earned at the Library. Two of our librarians came up with this great idea to encourage visits to the Library. The patch was launched last week with many Girl Scouts coming to the library and earning their patches and learning about the Library resources.
**Chinatown Vertical Park Project** behind the Chinatown Library is now under construction. The park is a great way to use a piece of land that is unlikely to be used for any other purpose and it has been designed with the Library as well as the residential areas in mind. Mr. Szabo said that it is great to see the park under construction and looks forward to its completion.

**Cal-State Northridge** Dean of the College of Science and Mathematics, Jerry Stenner, sent a very kind letter to the Library thanking the Library for providing space at the Northridge Branch Library for students to take their final exams in December of last year when there was a mass shooting threat on campus. Hundreds of students took their mathematics exams at the Northridge Branch Library. Mr. Szabo said he is always proud of staff for stepping up and helping out in their communities.

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Board President Cao asked for information to be sent to her on the number of Student Success Library Cards that have been issued and how many are expected to be issued to private, charter, and adult schools in the future.

Mr. Szabo stated that the agreement with LAUSD includes affiliated charter schools, but separate agreements will be entered into with the private schools, which will be a separate agreement with each school.

Commissioner Lassiter mentioned that private schools are under the California Association of Independent Schools and there is also with a consortium of LA Private Schools for elementary and secondary schools, and it might be an easier way to reach out to the private schools through them.

Commissioner Lassiter suggested that the Girl Scouts could earn a patch from the Library also when they sell their cookies and reach their sales goals.

Board President Cao mentioned that she has seen a screening of “The Public” with Mother Jones where Emilio Estevez spoke about LAPL. She also said she would be attending the Career Online High School graduation.

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 Commissioner Lassiter and unanimously carried 3/3 that the following resolutions be adopted:
A. **Approved Acceptance of Gifts**

**LIBRARY RESOLUTION NO. 2019-10 (C-8)**

RESOLVED, That a gift of $10,000 toward the purchase and installation of Motorized Blackout Roller Shades, valued at $14,231, received from the Friends of the Sunland-Tujunga Branch Library for the benefit of the Sunland-Tujunga Branch Library be accepted; and

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

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**LIBRARY RESOLUTION NO. 2019-11 (C-9)**

RESOLVED, That a gift of $3,000 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 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.

B. **Approved Transfer of Funds within Fund 300, Fiscal Year 2018-19 Budget**

**LIBRARY RESOLUTION NO. 2019-12 (C-10)**

WHEREAS, Funds in the amount of $100,000 are available in the Library’s Printing and Binding Account; and

WHEREAS, Staff requested the transfer of $100,000 to Account 6010 Office and Administrative within the Library’s Fiscal Year 2018-19 Budget to ensure sufficient funds are available for various office supplies through the end of the fiscal year:

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>
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</thead>
<tbody>
<tr>
<td>From: 2120 – Printing and Binding</td>
<td>$100,000</td>
</tr>
<tr>
<td>To: 6010 – Office and Administrative</td>
<td>100,000</td>
</tr>
</tbody>
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TOTAL: $100,000
C. Approved Transfer of Funds within
Fund 300, Fiscal Year 2018-19 Library
Budget for As-Needed Salaries

LIBRARY RESOLUTION NO. 2019-13 (C-11)

WHEREAS, the Library transfers funds between salaries accounts each year to ensure that libraries are properly staff; and

WHEREAS, staff requested the transfer of $500,000 to Account 1070 Salaries As-Needed within the Library’s Fiscal Year 2018-19 Budget:

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>
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<tbody>
<tr>
<td>1010 – Salaries General</td>
<td>$500,000</td>
</tr>
<tr>
<td>To: 1070 – Salaries As-Needed</td>
<td>500,000</td>
</tr>
<tr>
<td>TOTAL:</td>
<td>$500,000</td>
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</tbody>
</table>

D. Approved Memorandum of Agreement
With Step-Up, Inc. and Bridging the Gap
for a mural at the Will & Ariel Durant
Branch Library

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

LIBRARY RESOLUTION NO. 2019-14 (C-12)

WHEREAS, the Will and Ariel Durant Branch Library (BRANCH) is owned and operated by the Los Angeles Public Library (LAPL) and is located at 7140 W. Sunset Boulevard, Los Angeles CA 90046; and

WHEREAS, STEP-UP, Inc., (STEP-UP) operates Michael’s Village located at 7160 W. Sunset Boulevard, Los Angeles, CA 90046, which provides permanent supportive housing to approximately 30 people adjacent to the BRANCH; and

WHEREAS, Arts Bridging the Gap (ABG) initiates, designs and provides top level education art experiences and programs to bring together diverse organizations and create powerful partnerships; and
WHEREAS, LAPL owns the wall between the BRANCH and Michael’s Village on property owned and operated by LAPL; and

WHEREAS, STEP-UP and ABG desire to design, install and maintain a mural on the wall between Michael’s Village and the BRANCH, at no cost to LAPL, for the enjoyment of the residents of Michael’s Village; and

WHEREAS, ABG will provide and coordinate all efforts to install and maintain for the proposed mural on the wall; and

WHEREAS, all installation costs, maintenance costs and removal costs for the proposed mural will be borne by STEP-UP; and

WHEREAS, on March 28, 2019, the Board of Library Commissioners approved the Memorandum of Agreement (MOA) between LAPL, STEP-UP and ABG to install and maintain the proposed mural on LAPL property at the BRANCH and authorized the City Librarian to execute the MOA; and

WHEREAS, on October 10, 2018, the Department of Cultural Affairs granted conceptual and final approval of the mural (Exhibit C of the MOA); and

WHEREAS, STEP-UP and Arts Bridging the Gap have provided a waiver of proprietary rights in writing (Exhibit D of the MOA); and

WHEREAS, upon the completion of the mural, LAPL shall own the proposed mural and may terminate this MOA without cause and may remove the mural with no obligation, liability or consideration to STEP-UP and ABG:

THEREFORE RESOLVED, That the Board of Library Commissioners approve the MOA, substantially in the form on file, with STEP-UP, Inc., a 501 (c)(3) charitable organization, and Arts Bridging the Gap, a 501 (c)(3) charitable organization, to design, install and maintain a mural at the Will and Ariel Branch Library, which is owned and operated by the Los Angeles Public Library (LAPL); and

FURTHER RESOLVED, That the Board of Library Commissioners authorize the City Librarian to execute the MOA with STEP-UP Inc., a 501 (c)(3) organization, and Arts Bridging the Gap, a 501 (c)(3) charitable organization; and

FURTHER RESOLVED, That the Board of Library Commissioners authorize the City Attorney and the City Librarian to make technical changes to the MOA if needed.
6. **PRESENTATION: Library’s Shipping Department**

Eloisa Sarao, Assistant Business Manager, stated that the Shipping Department, which is part of the Business Office, has grown since the early 1990s when it had 14 staff members working in that department. Due to the expansion of the Central Library, opening of new libraries and the new materials circulation system, the Shipping Department has grown as well to meet the needs of the Library. She introduced George Valdivia, who has been working for the city 24 years and he is currently the Senior Store Keeper in charge of the Shipping Department.

George Valdivia, Senior Store Keeper, stated that he manages the shipping and receiving of library materials and supplies, oversees a warehouse where the library stores documents, furniture, and equipment and also provides support for library events. He said the Shipping Department currently has 34 staff members working three shifts in the classifications of messenger clerks, delivery drivers, warehouse workers and event attendants, as well as a fleet of 15 vehicles to move books, supplies, and equipment to and from Central Library, 72 branch libraries and City Hall.

Mr. Valdivia spoke of the logistics that it takes to efficiently transport books, mail and office supplies daily through the library system in a timely manner. He said that Store Manager Richard Sakata processes requests and manages supplies inventory and coordinates deliveries of approximately 610 boxes delivered monthly; and Ricardo Ortiz coordinates the event attendants that assist with the delivery and pick up, set up and breakdown of furniture and equipment needed for events at the libraries and other event locations.

Mr. Valdivia concluded his presentation by mentioning that the Shipping Department had been featured in the Alive! Newspaper from the City Employees Club, in which the article covers how the books travel throughout the Library system and what it takes to accomplish it.

**Discussion**

Board President Cao thanked Mr. Valdivia for his presentation and the entire Board applauded him and his team for the great work they do for the Library.

Commissioner Lassiter asked if all the vans from the Shipping Department were wrapped to advertise the Library. Mr. Szabo replied that all new shipping vehicles are wrapped.

Commissioner Lassiter inquired about obtaining a copy of the Alive! Newspaper article on the Shipping Department.
7. **VARIOUS COMMUNICATIONS**: None.

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

9. **ADJOURNMENT**

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

ATTEST:

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Bích Ngọc Cao                Raquel M. Borden
President                    Board Executive Assistant

Approved: April 11, 2019