A Regular Meeting of the Board of Library Commissioners convened at 11:07 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  
   Vice-President Kathryn Eidmann  
   Commissioner Dale Franzen  
   Commissioner Josefa Salinas  

   Absent: Commissioner Mai Lassiter  

   ALSO PRESENT: John F. Szabo, City Librarian; Susan Broman, Asst. City Librarian; Basia Jankowski, Deputy City Attorney; and staff.

2. **APPROVAL OF MINUTES: Regular Meeting – April 11, 2019**

   It was MOVED by Commissioner Salinas, seconded by Vice President Eidmann, and unanimously carried that the Minutes of the Regular Meeting held April 11, 2019 be approved as submitted.

3. **PUBLIC COMMENTS ON MATTERS WITHIN THE BOARD’S JURISDICTION (Taken out of Order)**

   Tom LaBonge, former representative of the 4th Council District, offered suggestions for promoting the Library, and spoke in support of recognition for Carolyn Kozo Cole, former Photo Collection Librarian, for her contributions in forming the Friends group supporting the collection and for her work on the Shades of LA project.

4. **CITY LIBRARIAN’S COMMENTS AND ANNOUNCEMENTS (Taken out of Order)**

   City Librarian John F. Szabo reporting the following:
Update on the Fiscal-Year 2019-20 Proposed Library Budget: The Library's total budget in the Mayor's Proposed Budget remains at about $194,000,000. In anticipation of an increase of approximately $8,000,000 in employee salaries and associated costs, changes were made to the budget approved by this Board in November 2018. Alterations and improvements for 72 branch libraries were reduced $3,000,000 and $200,000 for Central Library; replacements for public access computers have been reduced by $1,400,000; the public relations and marketing budget was reduced by $650,000; six new positions were removed; several smaller projects were removed or reduced. The proposed increase in library materials was reduced from over 1 million dollars to $950,000, bringing the total materials budget to $16,240,000 for FY 2019-2020. The funds available for the Facilities Master Plan were also reduced, but funding is sufficient to begin work on the project.

Commissioner Salinas questioned the reduction in funding for marketing and promotion, since those funds would be used to help expand and grow the Library’s audience. Mr. Szabo replied that because $8 million dollars in adjustments had to be made, funds had to be taken from several areas within the proposed budget.

Vice President Eidmann asked if there was a contingency plan for when facility emergencies, since funding for capital improvements and repairs is one of the areas funding was taken from. Mr. Szabo replied that if emergency projects costs exceed available funds, staff would look at the existing budget to pull dollars from or they would recommend taking funds from the Library Budget Stabilization Fund.

A Limited Edition New Art Library Card was recently unveiled with a design that blends imagery from Japanese mythology with LA graffiti art created by artist Gajin Fujita. Fujita, an LA native who grew up in Boyle Heights, used the Robert Louis Stevenson Branch and remembers Pearl Yonezawa as a children’s librarian. Ms. Yonezawa, who still works at the Library as a senior librarian at the Los Feliz Branch, was able to attend the launch event, and a video promo was created celebrating the card and their reunion. The card featured in the LA Times and it is available at every single LA Public Library location.

The Mayor’s State of the City Address was held at the Lincoln Heights High School on April 17th. Mayor Garcetti spoke about the Green New Deal, homelessness, Measure EE for education funding, and as always, he mentioned libraries; specifically, school libraries and school librarians. Mr. Szabo said there seems to be a renewed attention on the importance of schools libraries and it is very significant to have the Mayor of Los Angeles voice support and recognize the importance of school librarians.

A Career Online High School Graduation ceremony for 36 graduates was held on Saturday April 20, with Board President Cao in attendance. To date, 251 students have graduated from the program and there are 344 currently enrolled. The Library conducted a survey of past graduates and learned that 75% are working, a third reported having a better or more satisfying jobs since earning their diplomas, nearly half said they earn more money, and nearly half said they are enrolled in trade school, community college, or university. This is a great example of the Library’s impact in the community.
Coretta Scott King Book Award 50th Anniversary: This American Library Association book award is given annually to outstanding African American authors and illustrators of books for children and young adults that demonstrate appreciation of African American cultural and universal human values. LAPL will be celebrating the 50th anniversary of this book award with programming at multiples branches throughout the year, including a Coretta Scott King 50th Book Award Reading challenge and an exhibit of original art work from Coretta Scott King Book Award winning books. This exhibit will be in the Getty Gallery from November 8, 2019 - January 27, 2020.

On April 27, which it would have been Mrs. King’s 92nd birthday, a celebration was held at the Central Library with special guest, Dr. Claudette S. McLinn, chair of the book award committee and Executive Director of the Center for the Study of the Multicultural Children’s Literature. Jené Brown, Principal Librarian is on the Executive Board for the Coretta Scott King’s Book Awards and has been instrumental in planning these events. The reading challenge, created here at LAPL, has already been replicated by a number of libraries across the country.

New Exhibits at the Central Library:

- “Jose Ramirez: En Su Propia Tierra/In His Own Soil” is an exhibit of paintings on display in the Getty Gallery through August 4th. Ramirez is a Mexican-American third grade LAUSD teacher and a children’s book illustrator. The exhibit also has images of Jose’s garden taken by photographer Gary Leonard.

- “On Location: Ansel Adams in Los Angeles” Exhibit is on display in the Annenberg Gallery. The images were taken by Ansel Adams when he was hired by Fortune Magazine to take photographs of the Aerospace industry in Los Angeles in 1940, which he later donated to the Los Angeles Public Library.

- “Senior Art Exhibit: Connect, Create, Contribute” is being presented in partnership with the Department of Aging in celebration of Older Americans Month. The exhibit contains art pieces, paintings, photography, and collage created by senior citizens who reside in Los Angeles. This exhibit is in Lower Level 3 and will be on display through May 31st.

- Vintage Jewish Fashions Poster Exhibit: This exhibit is on loan through September from the Museum of Jewish People in Tel Aviv and it is being rotated through six branch libraries, starting at the Robertson Branch.

LA Times Festival of Books: was held on April 13 and 14 at the USC campus. Library outreach staff issued 567 library cards, distributed 1,150 LAPL branded items and logged more than 2,700 interactions with visitors. This event is a great way to promote the library.

Palms-Rancho Park Branch Library celebrated Bengali New Year with a program that included Indian food, henna tattoos, mandala crafts, stories, and dance performances.
Asian Pacific American Heritage Month programs are being offered across the library system. For example, the Northridge Branch is having a Korean Classical Music and Dance Company performing ceremonial court and social folk dances and John Muir Branch is having an origami program.

Mayor Richard J. Riordan visited the Central Library with his wife along with the Riordan Foundation. They came to present a major gift to the Library Foundation of Los Angeles to support Live Homework Help.

Random Statistic of the Day: EV Charging stations are part of Library sustainability efforts. In Fiscal Year 2017-18, there were 8,228 sessions at EV charging stations parking spaces at branch libraries. The number for the year to date July 1st to present is already well surpassed and more than doubled last fiscal year’s numbers.

Retirement of Senior Librarian Maggie L. Johnson: Members of the community, neighborhood council, friends of the library, current and retired LAPL staff and family joined Councilmember Paul Koretz last Sunday at the Palms-Rancho Park Branch Library to celebrate the contributions she made to the Library since being hired in 1968.

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 Vice President Eidmann and unanimously carried that the following resolutions be adopted:

A. Approved Acceptance of Gifts

LIBRARY RESOLUTION NO. 2019-18 (C-15)

RESOLVED, that the gifts to the “Hot Off The Press” Bestseller Program from the following Friends Groups be accepted and deposited in Trust Fund 831, Account No. 257:

$3,000 From the Friends of the Platt Branch Library to the Platt Branch Library

$3,000 From the Friends of Westwood Recreation Complex DBA Friends of West Los Angeles to the Westwood Branch Library

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 their generous gifts.
B. **Approved transfer of funds**

**LIBRARY RESOLUTION NO. 2019-19 (C-16)**

WHEREAS, Staff requested the appropriation of $50,000 from the Unreserved and Undesignated Fund Balance (UUFB) to the Office and Administrative Account 6010 to procure laptops for Tech Kiosks to allow Library patrons to use the devices within the Library; and

WHEREAS, Funds are available in the Library’s UUFB account for the appropriation:

THEREFORE, RESOLVED, That the Board of Library Commissioners hereby approves an appropriation of $50,000 from the UUFB Account 2539, Fund 300, Department 44, to Office and Administrative Account 6010, Fund 300, Department 44.

**BOARD DISCUSSION ITEMS**

C. **Approved revisions to six Marketing and Public Relations Contracts**

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

**LIBRARY RESOLUTION NO. 2019-20 (C-17)**

WHEREAS, On January 12, 2017, the Board of Library Commissioners (Board) approved the issuance of a Marketing and Public Relations Consultants 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 Resolution No. 2017-22 [C-21]); and

WHEREAS, On November 8, 2018, the Board approved the award and execution of contracts with the sixteen (16) pre-qualified contractors to provide as-needed and as-requested marketing and public relations consultant services to the Library in a timely and efficient manner (Library Resolution No. 2018-50 [C-39]); and

WHEREAS, On May 9, 2019 the Board approved revisions to the following six (6) Marketing and Public Relations Consultant Contracts approved by the Board on November 8, 2018, but not yet executed, to add the contractors’ legal names to the contracts:
1) Broadthink to CCJW, Inc. DBA Broadthink.
2) CMC Inc. Marketing Agency – California Marketing Concepts to CMC, Inc. DBA CMC, Inc. Marketing Agency - California Marketing Concepts
3) Rogers Finn Partners, Inc. to Finn Partners, Inc. DBA Rogers Finn Partners
4) Golin / Harris Communications, Inc. to Golin / Harris International, Inc.
5) Hershey Cause Communications to Cause Communications
6) Yes Design Group to YESDESIGNGROUP, Inc.

THEREFORE, BE IT RESOLVED, That the City Librarian and City Attorney be authorized to make technical changes to the contracts if needed; 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.

D. Approved First Amendment to Supplemental Agreement No. 5 of Contract No. 736 with Sencorp White, Inc. for the Maintenance of the Compact Shelving at the Central Library

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

LIBRARY RESOLUTION NO. 2019-21 (C-18)

WHEREAS, on October 3, 1993, the renovated Central Library opened with a new compact shelving system manufactured and installed by White Systems, Inc.; and

WHEREAS, on August 4, 2005 the Board of Library Commissioners approved issuance of a Request for Bids (RFB) for the maintenance of the compact shelving system at the Central Library. White Systems, Inc. was the only firm to respond to the RFB; and

WHEREAS, on October 6, 2005, the Board of Library Commissioners approved Contract No. 736 between the City of Los Angeles and White Systems, Inc. The contract was approved for a three-year period, June 14, 2006 through June 13, 2009; and since 2009, the Board has approved extensions of the contract for one year periods; and
Library Resolution
No. 2019-20 (C-17)

WHEREAS, on May 28, 2009, the BOARD approved Amendment No. 1 to Contract No. 736 to extend the term of the contract through June 13, 2010; and

WHEREAS, on March 25, 2010, the BOARD approved Amendment No. 2 to the Contract No. 736 to extend the term of the contract through June 13, 2011; and

WHEREAS, Contract No. 736 expired on June 13, 2011. Thereafter on July 7, 2011 the BOARD approved Supplemental Agreement No. 1 to Contract No. 736 (This should have been labeled as a Supplemental Agreement to Contract No. 736) between the City and White Systems, Inc., to extend the term of the contract through June 13, 2012; and

WHEREAS, on January 26, 2012 the BOARD approved Amendment No. 1 to Supplemental Agreement No. 1 to Contract No. 736 (this should have been labeled as the First Amendment to the Supplemental Agreement to Contract No. 736) to extend the term of the contract through June 13, 2013; and

WHEREAS, as on February 14, 2013 the BOARD approved Amendment No. 2 to Supplemental Agreement No. 1 to Contract No. 736 (this should have been labeled as the Second Amendment to the Supplemental Agreement to Contract No. 736) to extend the term of the contract through June 13, 2014; and

WHEREAS, on February 27, 2014 the BOARD approved Amendment No. 3 to Supplemental Agreement No. 1 to Contract No. 736 (this should have been labeled as the Third Amendment to the Supplemental Agreement to Contract No. 736) to extend the term of the contract through June 13, 2015; and

WHEREAS, on March 17, 2015 the BOARD approved Amendment No. 4 to Supplemental Agreement No. 1 to Contract No. 736 (this should have been labeled as the Fourth Amendment to the Supplemental Agreement to Contract No. 736) to extend the term of the contract through June 13, 2016; and

WHEREAS, on October 31, 2015, Connell Limited Partnership acquired White Systems, Inc. and changed its name to Sencorp White, Inc. and has continued to be the sole provider of maintenance services for the brand and model of compact shelving at the Central Library; and

WHEREAS, on May 26, 2016, the Board approved Supplemental Agreement No. 2 to Contract No. 736 (this should have been labeled as the Fifth Amendment to the Supplemental Agreement to Contract No. 736) between the Library Department and Sencorp White, Inc. to extend the term of the contract through June 13, 2017 and accepted the assignment of the contract from White Systems to Connell Inc., Limited Partnership and its name change to Sencorp White, Inc.; and
Library Resolution
No. 2019-21 (C-18) Cont.

WHEREAS, on June 8, 2017, the Board approved Supplemental Agreement No. 3 to Contract No. 736 (this should have been labeled as the Sixth Amendment to the Supplemental Agreement to Contract No. 736) between the Library Department and Sencorp White, Inc. to extend the term of the contract through June 13, 2018; and

WHEREAS, on June 14, 2018, the Board approved Supplemental Agreement No. 4 to Contract No. 736 (this should have been labeled as Supplemental Agreement No. 2 to Contract No. 736) between the Library Department and Sencorp White, Inc. to extend the term of the contract through June 13, 2019; and

WHEREAS, on May 9, 2019, the Board of Library Commissioners found Sencorp White, Inc. is the sole manufacturer of the compact shelving system and parts used at the Central Library, and is the sole provider of maintenance services for this brand and model of compact shelving; and

WHEREAS, the BOARD found pursuant to Charter Section 372(e)(2) that this is a sole source contract for the performance of professional, expert, technical, or other special services for which competitive bidding is not practicable or advantageous; and

WHEREAS, the Board of Library Commissioners found pursuant to Charter Section 371(e)(10) and 1022 and Los Angeles Administrative Code Section 10.15(a)(10) that the use of competitive bidding would be undesirable, impractical or impossible because Sencorp is the sole manufacturer and the sole provider of maintenance such that the work can be performed more economically by Sencorp White, Inc. than by City employees and because the City's Personnel Department and Library's Human Resources department have also determined that City employees do not have the expertise to perform the work required; and

WHEREAS, Funds are available in the Library's Contractual Services Account:

RESOLVED, That on May 9, 2019, the Board of Library Commissioners approved the First Amendment to Supplemental Agreement No. 2 to Contract No. 736 with Sencorp White, Inc., formerly White Systems, Inc., extending the term of the contract one year to June 13, 2020; and

FURTHER RESOLVED, that the City Librarian and City Attorney be authorized to make technical changes if needed to the amendment prior to execution; and

FURTHER RESOLVED, that the City Attorney be authorized to correct where appropriate references in the Statement of Facts and in the Agreement regarding the description of the agreement.
6. **PRESENTATION:** None.

7. **VARIOUS COMMUNICATIONS:**

   Received and filed letter from the Board of Echo Park Neighborhood Council in support of expanding The Source program to include the Echo Park Branch and Edendale Branch libraries.

8. **COMMISSIONERS’ COMMENTS & REVIEW OF MATTERS PENDING:**

   a) **July-December 2019 Meeting Schedule**

      Board President Cao asked Board Members to review the July – December 2019 Meeting Schedule and to notify the Board Secretary of their availability to attend the Board Meetings.

   b) Commissioner Franzen was congratulated for the 14 Tony Award nominations received for her Broadway Show “Hadestown.” Commissioner Franzen stated that the announcement for the Tony nominations were made in front of the New York Public Library, which is amazing because of her involvement here with the Library.

   c) Commissioner Salinas commented that she works with a gang intervention program where she has met four students who are in the Career Online High School Program.

9. **ADJOURNMENT**

   There being no further business, the meeting was adjourned at 11:53 a.m.

ATTEST:

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Bích Ngọc Cao            Raquel M. Borden
President                Board Executive Assistant

Approved: June 13, 2019