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  
   - Vice-President  
   - Commissioner  
   -  
   **Absent:**  
   - Commissioner  
   - Commissioner  

   ALSO PRESENT:  
   - John F. Szabo, City Librarian;  
   - Susan Broman, Asst. City Librarian;  
   - Elise Ruden, Deputy City Attorney;  
   - Henry Gambill, President, Librarians’ Guild;  
   - Lisa Palombi, Executive Vice President, Librarians’ Guild; and staff.

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

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

   Alma Catalan, member of the Boyle Heights Neighborhood Council, read a resolution by the Boyle Heights Neighborhood Council. The Council’s resolution requested the Board consider the construction of a new public library in the Boyle Heights community, and make improvements to the current libraries.

4. **CITY LIBRARIAN’S COMMENTS AND ANNOUNCEMENTS**

   City Librarian John F. Szabo reported the following:

   - **State Senator Holly Mitchell** recently visited the Hyde Park-Miriam Matthews Branch Library, and held a Milk and Cookies Program. Following the Summer Lunch meal, they were served to the children and Senator Mitchell read the children’s book, *Don’t Touch My Hair*. The Library issued Senator Mitchell the new Gajin Fujita art card.
• **Indigenous Literature Conference**: The Library hosted the fourth Indigenous Literature Conference in the Mark Taper Auditorium last weekend. Civil Rights activist and labor leader Dolores Huerta was in attendance. The event included literature readings and discussions in Mayan, Zapotec and other languages.

• **Gajin Fujita** continues to be an incredible ambassador and representative of our libraries. Recently, he led an art workshop at the R.L Stevenson Branch Library with students from the Oscar De La Hoya Animo Charter High School in Boyle Heights. They learned stenciling, lettering techniques, spray painting and created their own artwork as part of the workshop.

• **The LAPL’s Diversity & Inclusion Apprenticeship Program** recently welcomed a group of nine college students. The goal of the program is to present a career in librarianship to an audience of high school and college students. During a paid 12-week apprenticeship, they are mentored by staff from the Engagement and Outreach Department and from multiple branch libraries. The apprentices develop a project that is aligned with the Library’s mission as well as their passions and community needs. They also visit other library systems to expand their experience and view of libraries. This program started with a grant from the Public Library Association (PLA) a few years ago and due to its success, the Los Angeles Public Library (LAPL) has created its own program.

• **Apollo 11 50th Anniversary** was celebrated at the Library with many events and programs. The events included a live webcast, film screenings, crafts, lectures, and STEAM programs. The live webcast was produced by NASA and featured a guided recreation of Apollo 11’s journey showing how crewmembers and Mission Control Houston accomplished the historic mission to the moon. An exhibit from the Library’s Photo Collection titled, “Over Our Heads: Los Angeles Goes from Stargazing to Moon Landing” is on display in the History and Genealogy Department until February 2, 2020.

5. **CITY LIBRARIAN’S REPORTS:**

   **BOARD DISCUSSION ITEMS**

   A. Consulting services agreement with Sutherland Consulting Group dba EdTechnologyFunds, Inc.

   City Librarian John F. Szabo stated that the Federal Communications Commission (FCC) makes federal funds available to schools and libraries for a variety of telecommunications services through a competitive program known as E-Rate. The Library could be eligible to receive up to $5 million dollars in E-Rate funding. Due to the complexity of the application process, the Library needs to contract with an E-Rate consultant for assistance with the application and project implementation.
Mr. Szabo stated that a Request for Proposals (RFP) would not be necessary because the Library wishes to piggyback on a contract the City of Riverside has with Sutherland Consulting Group dba EdTechnologyFunds, Inc. He said this consultant has worked with a variety of other libraries, including San Diego and Los Angeles Counties.

Mr. Szabo noted that policy conversations relative to Internet filtering with the Board, library staff, and labor leadership will happen before final application for E-Rate funding. Mr. Szabo recommended approval of both items (Exhibits A & B) to allow for the possibility of applying for funds, without obligating the Board to any policy decisions at this time.

Public Comments

(1)
Henry Gambill, President, Librarians’ Guild, spoke against applying for E-Rate funds from the FCC due to its requirement of compliance with the Children’s Internet Protection Act (CIPA), which requires the installation of filtering technology. Mr. Gambill said the Guild’s position is that filtering technology takes away intellectual freedom.

(2)
Lisa Palombi, Executive Vice President, Librarians’ Guild, also spoke against approval of the agenda items to seek E-Rate funding, citing CIPA requirements of filtering technology because it would result in taking away intellectual freedom and resources from residents.

Discussion

Vice President Eidmann asked if E-Rate funding would make up for some of the reduction in this fiscal year’s budget for technology funding.

Susan Broman, Assistant City Librarian, replied that all projects listed on the Request for Proposals (Exhibit B) are necessary projects to update the Library’s communications infrastructure, cybersecurity, and emergency responsiveness. E-Rate funding will allow the Library to expedite these projects. Without E-Rate funding, projects listed will be completed as budget funds permit on an extended schedule.

Commissioner Salinas asked if the Library were to move forward and be eligible to receive the funds, would filtered only access be mandated or would the Library be able offer patrons the option to have filtered or unfiltered access.
Ms. Broman replied that in order to be CIPA compliant the Library would need to filter access to the Internet. Additionally, for legal purposes, to be in compliance the Supreme Court Ruling, the Library also needs to offer adults the ability to use the Internet with unfiltered access.

Mr. Szabo stated that several libraries across the country receive this funding and offer both, filtered and unfiltered Internet access; one of them is the Los Angeles County Public Library.

Commissioner Salinas stated that she needed more information on filtering and CIPA compliance requirements. She inquired about the possibility of delaying the vote since only three members are present. Commissioner Salinas said it would be very helpful to have input from all five members due to the importance of these items.

Mr. Szabo asked Ms. Broman to speak about the options and how it would affect the timeline if they chose to table it two weeks.

Ms. Broman stated that two weeks could be accommodated but there is a certain amount of time involved with the RFP process as well as with the contracts, which need to be in place in order to be eligible to apply. Should the Board wish to see this at a later date, then they would probably have to move it to next year and go through the same process of investigation whether or not they would like to be CIPA compliant and apply for E-Rate funding.

Mr. Szabo stated that the Library would only move forward with the E-Rate application if a policy recommendation came through. It would require an internal conversation with staff and labor about the implications and options, and provide the public an opportunity for input.

Board President Cao stated that she was satisfied with moving these items forward to explore the possibility of the funding. However, to get a better understanding, when the discussion about internet filtering takes place, she would like to see the potential vendors they would use before making a decision. She asked if it would be possible to have live demos. President Cao said she would also like to visit any of the libraries that have implemented different types of filtering to see how it works.

Vice President Eidmann stated that she agreed with moving these items forward to have a full discussion. It would allow all parties an opportunity to review the options and implications of each. Prior to making a decision, Vice President Eidmann requested more information about the user experience at other libraries that receive E-Rate funding, as well as any academic studies or work done on the impact of filtering.
It was MOVED by Vice President Eidmann, seconded by Commissioner Salinas and unanimously carried 3/3 that the following resolution be adopted:

LIBRARY RESOLUTION NO. 2019-28 (C-24)

WHEREAS, the Los Angeles Public Library (Library), wishes to provide federally-funded E-Rate projects that include disaster recovery, re-cabling, network switches and wireless access point upgrades, annual licenses and maintenance, Central Library data center uninterrupted power supply (UPS) replacement, and replacement of all Library intermediate distribution frame UPS; and

WHEREAS, the Sutherland Consulting Group dba EdTechnologyFunds, Inc. (Contractor) provides assistance with the preparation and development of Request for Proposal (RFP) documents, application for federal funds, contract development, and project implementation for E-Rate Category 2 Information Technology Projects; and

WHEREAS, the Library seeks a Contract for professional consulting services to assist the Library with E-Rate Category 2 Information Technology Projects; and

WHEREAS, the Contractor has the experience, expertise and ability to provide comprehensive E-rate program support and management for the E-Rate Projects to meet the needs of the Library; and

WHEREAS, the City of Riverside engaged in a Contract with the Contractor that identified 31 subtasks associated with E-Rate project support, of which the Library will require assistance with 25, and the City of Riverside has confirmed the Contractor to be an expert and highly satisfactory E-Rate services provider; and

WHEREAS, the Library wishes to use the services delineated within City of Riverside’s Contract No. 0021897 that identified 31 subtasks associated with E-Rate project support; of which the City will require assistance with 25 and the City of Riverside has confirmed the Contractor to be an expert and highly satisfactory E-Rate services provider; and

WHEREAS, the Board of Library Commissioners finds, in accordance with Charter Sections 371(e)(10) and 1022 and Los Angeles Administrative Code Section 10.15(a)(10), that the services to be provided are professional, expert, and technical services of a temporary and occasional nature, and that it is more economical and feasible to have this work performed by an independent contractor than by City employees; and that competitive bidding is not advantageous because the Library is entering into a Contract with the Contractor on an existing scope of work established by the City of Riverside; and

WHEREAS, funds are available in Account 3040 of the Library’s operating budget to compensate Contractor for these services:
Library Resolution

THEREFORE, BE IT RESOLVED, that the Board of Library Commissioners approve a Contract between the Library and Contractor for a term of three years to provide consulting services for E-Rate Category 2 Information Technology Projects; and

FURTHER RESOLVED, that the City Librarian and City Attorney be authorized to make technical changes, as needed, to the Contract; and

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

B. Release of Request for Proposals (RFP) for E-Rate Category 2 Information Technology Projects

City Librarian John F. Szabo recommended approval of this item stating that if the Library Department does apply and is awarded E-Rate funding by the Federal Communications Commission (FCC), then the RFP would allow the Library to receive bids for the projects that would be implemented with that funding.

It was MOVED by Vice President Eidmann, seconded by Commissioner Salinas and unanimously carried 3/3 that the following resolution be adopted:

LIBRARY RESOLUTION NO. 2019-29

WHEREAS, the Los Angeles Public Library (Library), provides digital transmission services to the public and Library staff; and

WHEREAS, the Federal Communications Commission makes funding available to schools and libraries for telecommunications services through a program known as E-Rate, and a Request for Proposals (RFP) process is required to allow contractors to competitively bid on various systems projects that meet the E-Rate requirements and are eligible for receipt of FCC funds; and

WHEREAS, the Library wishes to compete for an estimated $5 million in E-Rate funds available through the Federal Universal Service Fund proceeds:

RESOLVED, that the Board of Library Commissioners authorize the City Librarian, or designee, to approve the Request for Proposals (RFP) for various E-Rate systems projects, authorize the release of the RFP, and advertise the RFP to potential proposers; and
RESOLVED, that the Board of Library Commissioners finds, in accordance with Charter Sections 371(e)(10) and 1022, that it is more economical and feasible to have the work performed by independent contractors than by City employees; and

FURTHER RESOLVED, that proposals must be submitted to the Office of the Board of Library Commissioners, 630 West Fifth Street, Los Angeles, CA 90071, at a date and time selected by the City Librarian, or designee.

6. **PRESENTATION: Explore L.A.**

Teri Markson, Senior Librarian, Exploration and Creativity Department, presented an overview of Explore L.A., a cultural program launched by Los Angeles Public Library in December 2018. She said Explore L.A. gives LAPL cardholders access to LA museums and attractions by obtaining passes from the Discover & Go platform on LAPL’s website. Ms. Markson noted that Discover & Go was originally created by the Contra Costa County Public Library. Currently, LAPL has 21 partners including the L.A. Zoo, L.A. County Natural History Museum, The Broad, Grammy Museum, Skirball Cultural Center, Japanese American National Museum and Kidspace Children’s Museum.

Ms. Markson stated that the program is open to L.A. residents 18 and over with a LAPL card in good standing. Patrons can browse available offers and reserve digital free or low-cost passes to participating organizations. Each partner develops their own offer and determines what to provide to the patrons. This ranges from a single admission to a full family pass for two adults and four kids. For partners with attractions that are already free, they provide discounts to their gift shops. Since its launch in December, patrons have made over 8,000 reservations (2,000 during this summer).

Ms. Markson reported that the Library provides each partner a quarterly report sorted by zip code showing the number of reservations made. She said two partners restrict passes by zip code; for example, the L.A Zoo passes are for city residents only. Kidspace was restricting passes but they’ve been so happy that they have expanded the number of passes and opened up to all Library patrons from the entire city.

Board President Cao asked which attractions are the most popular; how many people get to go a day per attraction; and how much are Angelinos saving by using these passes.
Ms. Markson replied that based on how quickly reservations get made the most popular are the Natural History Museum, the La Brea Tar Pits, and the Skirball Cultural Center. The Natural History Museum and the La Brea Tar Pits both provide 100 passes per month. Some other partners offer 10 per month. The Museum of Jurassic Technology initially started with 10, but readjusted their monthly limit to 40. Ms. Markson will provide information on how much patrons are saving at a later date.

Vice President Eidmann asked if patrons were able to use printers at their local libraries to print passes. Ms. Markson replied that the branch libraries have been instructed to help patrons print passes if someone isn’t able to print the pass at home.

Vice President Eidmann thanked Ms. Markson for providing this amazing service for patrons, which helps access attractions and educational institutions.

7. **VARIOUS COMMUNICATIONS**: None.

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

   a) **Election of Officers – Fiscal Year 2019-20**: Postponed.

      It was MOVED by Vice President Eidmann, seconded by Commissioner Salinas and unanimously carried to postpone the Election of Officers until all members are present.

9. **ADJOURNMENT**

    There being no further business, the meeting was adjourned at 12:00 p.m.

ATTEST:

__________________________     ____________________________
Bích Ngọc Cao                  Raquel M. Borden
President                      Board Executive Assistant

Approved: January 23, 2020