A Regular Meeting of the Board of Library Commissioners convened at 11:03 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 Dale Franzen
Commissioner Mai Lassiter
Commissioner Josefa Salinas

Absent:  Vice-President Kathryn Eidmann

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

OPENING REMARKS: Well of Scribes

City Librarian John F. Szabo reported on the recovery of a section of the Well of the Scribes, a 1926 cast bronze that was part of the three pools on the Central Library’s West Lawn garden. The artwork had been missing since 1969 when the garden was replaced with a parking lot. A recent article by journalist Brandon Reynolds from Alta, a journal about architectural history in California, led to the return of the artwork to the Los Angeles Public Library.

Mr. Szabo stated that two months ago, Floyd Lillard, an antique dealer from Bisbee, Arizona, contacted the Library stating that he had purchased the bronze piece ten years ago and he wanted to return it to the Library. The artwork is now in the Central Library’s Rare Books Room. A press conference was held to announce the recovery of this piece 50 years after it went missing. Mr. Szabo said he is hopeful the remaining two pieces might also be discovered.

APPROVAL OF MINUTES:

a) Regular Meeting – July 11, 2019: Approved

It was MOVED by Commissioner Salinas, seconded by Commissioner Lassiter to approve the Minutes of the Regular Meeting held on July 11, 2019 as submitted. Motion passed 3/4 (Commissioner Franzen abstained).
b) **Regular Meeting – July 25, 2019:** Postponed

c) **Regular Meeting – August 8, 2019:** Approved

It was MOVED by Commissioner Salinas, seconded by Commissioner Franzen to approve the Minutes of the Regular Meeting held on August 8, 2019 as submitted. Motion passed 3/4 (Commissioner Lassiter abstained).

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

Ansu John, patron, stated that she had recently moved to Los Angeles and that attending events and programs at the Los Angeles Public Library had helped her learn a lot about Los Angeles and develop a sense of place. She stated that she would like to show a movie at the Library about what it takes to get tap water to Los Angeles from the Owens Valley. She asked for assistance on the process to get approved for this type of programming request.

**CITY LIBRARIAN’S REPORTS:**

**Consent Items**

City Librarian John F. Szabo reviewed the Consent Calendar and recommended its approval.

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

**A. Approved Acceptance of Gifts**

**LIBRARY RESOLUTION NO. 2019-34 (C-27)**

RESOLVED, That a gift of $3,000 received from The Friends of the Chinatown Branch Library for the benefit of the Chinatown Branch Library be accepted and deposited in Trust Fund 831, Account 340; 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. 2019-35**

RESOLVED, That the donation of 19 book carts valued at $1,900 received from Cornerstone Research to the Los Angeles Public Library for use by the Central Library be accepted; and

FURTHER RESOLVED, That a letter of thanks be sent to Cornerstone Research expressing the grateful appreciation of the Board and staff for the generous donation.
B. Approved Acceptance of ALA Grant for Great Stories Club Series on Truth, Racial Healing & Transformation

LIBRARY RESOLUTION NO. 2019-36 (C-28)

RESOLVED, That the Board of Library Commissioners approve acceptance of the American Library Association - 2019 Great Stories Club Grant award of $1,150 for Teen’Scape; and

FURTHER RESOLVED, That the funds be deposited in Trust Fund 831, Account No. 353.

C. Approved acceptance of CLLS Baseline Grant for Adult Literacy Services - Fiscal Year 2019/20

LIBRARY RESOLUTION NO. 2019-37 (C-29)

WHEREAS, On August 22, 2019, the California State Library announced that the Los Angeles Public Library (LAPL) Adult Literacy Service program grant application was accepted and was eligible for a baseline $18,000 grant and $70,000 designated for family literacy. The Los Angeles Public Library and the Library Foundation of Los Angeles provide matching funds to make LAPL eligible for this grant; and

WHEREAS, The remainder of LAPL’s 2019/20 CLLS award will be determined by applying a CLLS formula. The formula will include the amount of local dollars expended by the LAPL and the LFLA on Adult Literacy Services in 2018/19 added to a per capita amount based on the adult learners enrolled for tutoring in the Adult Literacy Services program by the Los Angeles Public Library in 2018/19; and

WHEREAS, These funds must be accepted by the Board of Library Commissioners to activate this award:

THEREFORE BE IT RESOLVED, That the Board of Library Commissioners accept the California Library Literacy Services (CLLS) baseline grant of $18,000 and additional $70,000 designated for family literacy for the Los Angeles Public Library’s Adult Literacy Services for Fiscal Year 2019/20; and

FURTHER RESOLVED, That the funds be deposited in Trust Fund 419, Account 352.

Discussion Items

D. Adopted Revised Fines and Fees Schedule (Publication date: September 27, 2019)

(In accordance with Government Code Section 66018, the Board held a Public Hearing on the Revised Fines and Fees Schedule for the Library Department. There were no public comments received for this item.)
City Librarian John F. Szabo stated that staff is recommending approval of the Revised Fines and Fees Schedule related to fees charged for reproduction services for the Photo Collection and to include a new Fee Schedule for services dealing with the new digital media labs; Octavia Lab at the Central Library and at Pio Pico-Koreatown, as well as any other lab added to other libraries in the system. He said staff also took this opportunity to make other edits on items that are no longer relevant.

**Discussion**

Commissioner Franzen stated that the $5.00 a day for late fees for the music scores seemed very high and she asked if there was a way to lower that fine. Commissioner Salinas added that the $1 a day fine for late DVDs is also high. Commissioner Lassiter said she found it difficult to approve this item, which still includes fines such as the fine for books reserved but not picked up and asked whether people were paying the fines.

Mr. Szabo replied that the Library would be bringing forward for approval a new policy recommendation on fines and fees during the current fiscal year. He noted that fines is a revenue category that is declining due to significant growth in e-media circulation, but there is still a significant amount of physical circulation materials. He stated that the new policy recommendation would be to lower or eliminate some fines.

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

**LIBRARY RESOLUTION NO. 2019-38 (C-30)**

WHEREAS, the Los Angeles Public Library (LAPL) may set fees to recover the cost of materials, labor and equipment for services offered by LAPL, including loans, mailing, use of LAPL facilities, reproductions, and media use of collections; and

WHEREAS, the LAPL periodically updates its fines and fees to recover the cost of such services; and

WHEREAS, the Fines and Fees Schedule has not been updated since 2010; and

WHEREAS, LAPL recently opened the Digital Media Lab, which contains various types of new printing and reproduction equipment for public use; and

WHEREAS, LAPL staff recommends updating the Fines and Fees Schedule for the Photo Collection and other reproduction services, and establishing a new fee schedule for the Digital Media Lab to provide LAPL cost recovery:

THEREFORE, RESOLVED, that the Board of Library Commissioners adopt the revised Fines and Fees Schedule that includes updates for the Photo Collection and other reproduction services, and a new fee schedule for the Digital Media Lab; and
Library Resolution

FURTHER RESOLVED, that the Board of Library Commissioners authorize the City Librarian, or designee, to deposit funds received from the fees from the Digital Media Lab in a newly established Trust Fund 831, Account 351, which will be used to pay for the ongoing supply needs for the Digital Media Lab; and

FURTHER RESOLVED, that the Board of Library Commissioners authorize the City Librarian, or designee, to make technical corrections to the revised Fines and Fees Schedule as necessary.

E. Approved award of contract to Perkins+Will for Consultant Services for Phase I of the Los Angeles Public Library Facilities Master Plan

City Librarian John F. Szabo recommended approval to contract with Perkins+Will to develop a new Facilities Master Plan for the Los Angeles Public Library. He said Perkins+Will would work on Phase I of the Facilities Master Plan and explained what the project would entail.

Commissioner Franzen asked whether Perkins+Will had done this type of work on other libraries. Mr. Szabo replied that Perkins+Will is a national architectural firm that has built and designed libraries as well as facilities master plans for other institutions.

Commissioner Franzen asked if the plan was for updating the entire library system. Mr. Szabo stated that the intent of the Master Plan is to have a set of recommendations for improvements to existing facilities and recommendations for any new construction. He said that the set of recommendations will have a significant price tag, which would lead to another important conversation on how to fund those improvements.

Commissioner Salinas had questions about the cost of Phase I, and also asked if the costs for Phase II and III were known and what would they include. Mr. Szabo stated that the cost of Phase II is not known.

Commissioner Franzen asked if Phase I would involve all of the stake holders at all of the libraries being interviewed and libraries assessed, both architecturally and on what the community wants. Mr. Szabo replied that stake holder input is included in Phase I but there will be additional community input in Phase II also.

Commissioner Salinas asked how long they anticipate Phase I would take. Madeleine Rackley, Business Manager, answered that Phase I would take approximately eight months to complete.
Commissioner Franzen asked Mr. Szabo if he expects that there will be recommendations for new libraries in certain areas that haven’t been addressed. Mr. Szabo replied that it is entirely possible. He said that after the last Bond was issued there was a plan that recommended new facilities but that plan was not implemented. As dynamic as libraries are and the new ways libraries are serving the communities, there is need for more square footage for learning activities, makerspaces, digital learning spaces, programing, exhibits, etc.

Commissioner Lassiter stated that increasing the size or adding a new facility also increases the costs for additional staff and maintenance. Mr. Szabo stated that at the end of Phase II they will have a detailed scope of what the actual projects would be and the estimate on operational impact.

Commissioner Franzen said she supports this investigation because she fully believes this work is essential to serve the public, especially young people, because things are changing very fast and the Library cannot fall behind.

Commissioner Lassiter requested that the Board be provided with updates regularly during this process.

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

**LIBRARY RESOLUTION NO. 2019-39 (C-31)**

WHEREAS, The Los Angeles Public Library (LAPL) owns and operates facilities throughout the City of Los Angeles. The Central Library and the 72 LAPL branches range in age from 10 to 102 years old, with 17 buildings being more than 50 years old; and

WHEREAS, On April 13, 2017, the Board of Library Commissioners approved the issuance of a Request for Proposals (RFP) for a Library Facilities Master Plan (Plan). The intention of the RFP was to seek proposals from qualified firms to lead an extensive, system-wide planning and development process to create the Plan to guide the LAPL for ten (10) to twenty (20) years. The Plan was divided into two phases; and

WHEREAS, The RFP was released on April 28, 2017, and seven (7) proposals were received by August 25, 2017; and

WHEREAS, LAPL established a panel of reviewers who evaluated the proposals according to the criteria included in the RFP; and
Library Resolution

WHEREAS, Based on an evaluation of the written proposals, in-person presentations and follow-up written questions and answers, the review panel determined that Perkins + Will best met the criteria identified in the RFP and demonstrated professional and technical expertise developing and implementing facilities master plans:

THEREFORE RESOLVED, That the Board of Library Commissioners approves the Agreement between the Los Angeles Public Library (LAPL) and Perkins + Will for consultant services for Phase I of the Los Angeles Public Library Facilities Master Plan; and

FURTHER RESOLVED, that the City Attorney and the City Librarian, or designee, are authorized to make technical changes to the Agreement.

VARIOUS COMMUNICATIONS: None.

COMMISSIONERS’ COMMENTS & REVIEW OF MATTERS PENDING:

Next Board Meeting Announcement

The next regular meeting of the Board is scheduled for Thursday, October 24, 2019, at the Central Library at 11:00 a.m.

ADJOURNMENT

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

ATTEST:

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Bích Ngoc Cao             Raquel M. Borden
President                  Board Executive Assistant

Approved: January 9, 2020