

MINUTES

BOARD OF LIBRARY COMMISSIONERS CITY OF LOS ANGELES

January 13, 2022

A Regular Meeting of the Board of Library Commissioners was held via teleconference at 11:01 a.m. on the above-written date.

1. **Roll Call:**

Present:	President	Bích Ngọc Cao
	Vice-President	Kathryn Eidmann
	Commissioner	Dale Franzen
	Commissioner	Josefa Salinas
Absent:	Commissioner	Arianne Edmonds

Also present via teleconference: City Librarian John F. Szabo; Asst. City Librarian Susan Broman; Deputy City Attorney Basia Jankowski; Library staff and members of the public.

2. **Opening Remarks:** None.

3. **Approval of the Minutes:** None.

4. **Public Comments on Matters**
Within the Board's Jurisdiction: None.

5. **City Librarian's Comments**
and Announcements: City Librarian John F. Szabo reported the following:

- **The Linda Lindas performing at the Cypress Park Branch made the cut on three lists of iconic happenings in 2021:** The Linda Lindas continue to draw positive attention to the Los Angeles Public Library. They appeared in the Google "Year in Search" video for 2021, the New York Times round-up of Best Songs of 2021 (9 out of 25), and in Rolling Stones' list of 10 Moments That Made Us Smile in 2021.
- **The Enchantment of Books Winter Reading Challenge:** The Library had a successful Winter Reading Challenge with 3,300 participants signed up and over 1,000 who completed the challenge. Participants had the option of registering and tracking their reading on Beanstack or using a paper game board. Those who completed the activities were entered into a drawing to win a prize from The Library Store. Younger participants also had the chance to earn free books.
- **Strengthening Language Access in Los Angeles:** Mayor Garcetti issued and signed an Executive Order on Strengthening Language Access in the City of Los Angeles. Mr. Szabo and Principal Librarian Madeline Peña, the Library's liaison to the Language Access Working Group, joined the Mayor at City Hall for the signing of this new directive on International Migrants Day. The Directive installs a citywide

Language Access Coordinator to ensure that city services, information on how to participate in government, and opportunities to do business with the city are in the languages that are spoken in our communities. The Los Angeles Public Library (LAPL) has done great work in this area; notably, during the pandemic the Library's Translation Teams assisted the Mayor's Office and other City departments with translation of signage and other public information.

- **Publishers Weekly Highlights Librarian Alicia Rodriguez:** Recently, *Publishers Weekly* highlighted Central Southern Region Bilingual Outreach Librarian Alicia Rodriguez in the series *Read Alouds That Rock*. In the article, Alicia recalled her family's gift for storytelling and discussed how she encourages children, especially Spanish-language patrons, to tell the story with wordless picture books. She said that "this invitation allows the children to use their imaginations and develop storytelling abilities and language skills."
- **PBS SoCal story featured Librarian Vivienne Byrd:** The PBS SoCal story on *5 Ways Teachers Can Encourage Kids to be Neighborhood Scientists* featured Librarian Vivienne Byrd, who leads the Full STEAM Ahead Initiative. She shared how educators can make neighborhood science fun by igniting kids' curiosity and engaging in the science around them.
- **Street Fleet and Chatsworth Branch Library in Parade:** The Street Fleet vehicle "Ginger" and a float built by the Chatsworth Branch Library staff participated in the Chatsworth Holiday Parade & Festival. Library staff members walked the parade route waving hello to the crowd and handing out bags of library-themed materials. This is the third year that the Library has participated in the Chatsworth Holiday Parade.

6. City Librarian's Reports:

Consent Item(s)

It was moved by Commissioner Salinas and seconded by Commissioner Franzen to approve Consent Items a and b. The motion passed with 4 Ayes (Cao, Eidmann, Franzen, and Salinas). Noes: 0. Absent: 1 (Edmonds).

a. **Approval of Findings to Continue**

Teleconference Meetings Pursuant to AB 361: APPROVED.

(Public Hearing was held at the Regular Meeting of October 14, 2021.)

Determination in accordance with AB 361 Section 3 (e)(3) that, while the state of emergency due to the Covid-19 pandemic, as originally proclaimed by the Governor on March 4, 2020, remains active and/or state or local officials have imposed or recommended measures to promote social distancing, this legislative body has reconsidered the circumstances of the state of emergency and that the state of emergency continues to directly impact the ability of the members to meet safely in person and/or state or local officials continue to impose or recommend measures to promote social distancing.

b. Recommendation to Approve Transfer of Funds within Fund 300 for Information Technology Equipment: APPROVED.

City Librarian John F. Szabo recommended approval of the transfer of \$370,000 within Fund 300 for Information Technology equipment, specifically for self-checkout machines for branch libraries, and to replace centralized hard disk storage for all public computers.

LIBRARY RESOLUTION NO. 2022-1 (C-1)

WHEREAS, The Library Information Technology Section will commence two projects that will have direct impact on public services: 1) Procure and install ten self-service machines; 2) Replace centralized hard disk storage to support all public computers at all 73 libraries; and

WHEREAS, Library staff requested the transfer of \$370,000 from Office and Administrative Account 6010 to Furniture, Office and Technical Equipment Account 7300 within the Library’s Fiscal Year 2021-22 Budget to comply with City procurement and expenditure policies; and

WHEREAS, Sufficient funds have been budgeted in the Library’s FY 2021-22 Adopted Budget and are available in Office and Administrative Account 6010 for this transfer:

THEREFORE, RESOLVED, That the Board of Library Commissioners (Board) hereby approves the following transfer of \$370,000 from Office and Administrative Account 6010 to Furniture, Office and Technical Equipment Account 7300 within the Library’s Fiscal Year 2021-22 Budget, Fund 300, Department 44, as follows:

From:	<u>Acct. No.</u> 6010	<u>Account Name</u> Office & Administrative	<u>Amount</u> \$ 370,000
To:	<u>Acct. No.</u> 7300	<u>Account Name</u> Furniture, Office and Technical Equipment	<u>Amount</u> \$ 370,000

FURTHER RESOLVED, That the Board authorize the City Librarian to make any necessary technical changes.

Discussion Items

c. Recommendation to approve the Release of a Request for Proposals (RFP) for Exhibition Coordinator Services: APPROVED

City Librarian John F. Szabo recommended approval to release a Request for Proposals (RFP) to select a qualified Exhibition Coordinator to provide services to manage, coordinate, and plan exhibitions for the Library. Due to the amount of time it takes to plan exhibitions, the term of the contract would be for five years.

Discussion

Board President Cao asked whether any progress had been made by the city or the Library in ensuring that people of color and women have access or know how to apply for these opportunities.

Mr. Szabo stated that the Library is crafting existing and future procurements to do outreach to a much broader audience, and not rely solely on the City's website. Branch and Department managers are encouraged to reach out to potential partners, and the Public Relations and Marketing Office is assisting the Business Office in getting the word out. Workshops are being planned to assist individuals and businesses navigate the procurement process.

It was moved by Commissioner Salinas and seconded by Vice President Eidmann to approve Exhibit C. The motion passed with 4 Ayes (Cao, Eidmann, Franzen, and Salinas). Noes: 0. Absent: 1 (Edmonds).

LIBRARY RESOLUTION NO. 2022-2

WHEREAS, The Los Angeles Public Library (Library) desires to issue a Request for Proposals (RFP) to select a qualified Exhibition Coordinator to provide services to manage, coordinate, and plan exhibitions at the Central Library Getty Gallery, First Floor Gallery, the Annenberg Gallery and other Library facilities; and

WHEREAS, The proposals submitted in response to the RFP will be submitted electronically to the following: exhibition_coordinator_2021@lapl.org; and

WHEREAS, The term of the proposed contract resulting from the RFP would be for five (5) years; and

WHEREAS, Funds are available in the Library Contractual Services Account 3040 to compensate the selected contractor for services:

THEREFORE, RESOLVED, That the Board of Library Commissioners (Board) hereby authorizes the City Librarian, or designee, to release the RFP for Exhibition Coordinator Services and to advertise and distribute the RFP to potential proposers; and

THEREFORE, FURTHER RESOLVED, That the Board finds, in accordance with Charter Sections 371(e)(10) and 1022, and Los Angeles Administrative Code Section 10.15(a)(10), that it is more economical that these services be performed by an independent contractor than by City employees; and

THEREFORE, FURTHER RESOLVED, That the Board hereby authorizes the City Librarian and City Attorney to make technical corrections as deemed necessary.

7. Commissioners' Comments and Announcements

Board President Cao announced that the next Regular Meeting of the Board is scheduled for Thursday, January 27, 2022, at 11:00 a.m., via Teleconference.

8. Adjournment: The meeting was adjourned at 11:22 a.m.

ATTEST:

Bích Ngọc Cao
President

Raquel M. Borden
Board Executive Assistant

APPROVED: 3/10/22