

# MINUTES

## BOARD OF LIBRARY COMMISSIONERS CITY OF LOS ANGELES

**September 12, 2024**

A Regular Meeting of the Board of Library Commissioners was held at the Central Library starting at 11:04 a.m. on the above-written date.

**1. Roll Call:**

<b>Present:</b>	President	<b>Valerie Lynne Shaw</b>
	Vice President	<b>Linda Blank</b>
	Commissioner	<b>Kelly Besser</b>
	Commissioner	<b>Hiram Sims</b>
	Commissioner	<b>Mayra Valadez</b>

**Absent:** None

**Also present:** City Librarian John F. Szabo, Asst. City Librarian Susan Broman; Deputy City Attorney Josh M. Temple; Administrative staff and members of the public.

**2. Opening Remarks:** Board President Shaw welcomed everyone to the meeting.

**3. Approval of the Minutes:** Regular Meeting - July 25, 2024

It was moved by Vice President Blank and seconded by Commissioner Sims to approve the Minutes of the Regular Meeting held July 25, 2024. The motion passed with 5 Ayes (Besser/Blank/Shaw/Sims/Valadez); Noes: 0. Absent: 0.

**4. Staff Presentation & Recognition:** Workday Implementation at the Library

Michael Bolokowicz, Director of Human Resources, and Monique Atkins, Chief Accountant III, provided an overview of the roles their staff played in the implementation of Workday, the City's new payroll system, and commended them for their dedication to ensure all 1,545 employees were successfully and correctly paid.

The Board presented certificates of recognition to Library staff who had a crucial role in the transition, training, and execution of Workday. From Payroll: Carolina Murillo, Roderick Arriola, Marcia Rauda, Rebecca Lopez, Breeana Rosales, Elsa Rivas and Sam Allen. From Human Resources: Kimberly Aviles and Ernesto Gomez. From Information Technology: Minh Ly and Mila Sabino Klevs. From Staff Development: Brooke Sheets, Gloria Grover, Kathy Lindemann and Novella Bland Terrell.

**5. Public Comments on Matters**

**Within the Board's Jurisdiction:** None.

**6. City Librarian's Comments**

**and Announcements:** City Librarian John F. Szabo reported on past and upcoming events.

**7. City Librarian's Reports:****a. Acceptance of gift from the Friends of the Sherman Oaks Library**

City Librarian John F. Szabo recommended acceptance of a gift from the friends of the Sherman Oaks Library via a grant from the Sherman Oaks Neighborhood Council in the amount of \$2,500 for the purchase of hygiene kit backpacks.

Commissioner Valadez said she was grateful that the Neighborhood Council had donated to the Friends Group and that she would love for other neighborhood councils who have the budget to potentially do it also for their local libraries. Vice President Blank suggested that the friends groups reach out to their neighborhood council in their area and ask for funds.

Mr. Szabo stated that there are a number of ways in which libraries interact with neighborhood councils, and some of them provide dollars to their local branch libraries to do various projects.

It was moved by Vice President Blank and seconded by Commissioner Valadez to approve the following resolution. The motion passed with 5 Ayes (Besser/Blank/Shaw/Sims/Valadez); Noes: 0. Absent: 0.

**LIBRARY RESOLUTION NO. 2024-28**

RESOLVED, that the Sherman Oaks Branch Library received a gift of Hygiene Kit Backpacks, valued at \$2,500, for the patrons of the Sherman Oaks Library via a grant from the Sherman Oaks Neighborhood Council.

FURTHER RESOLVED, that a letter of thanks be sent to the Sherman Oaks Friends of the Library and the Sherman Oaks Neighborhood Council, expressing grateful appreciation of the Board and staff for the generous gift.

**Discussion Items****b. Approval to appropriate \$170,000 from the Library's UUFB to the Contractual Services Account for the transition of library materials from the 14 Edition of the Dewey Decimal System to the 23rd Edition**

City Librarian John F. Szabo recommended approval to transfer funds in the amount of \$170,000 from the Library's Unreserved and Undesignated Fund Balance (UUFB) to Contractual Services from the previous Fiscal Year Budget 2023-24 and into the current Fiscal Year 2024-25 Budget and into the appropriate account to be used for the contract work for the transition the drama books and travel guidebooks collections to the Dewey Decimal Classification System 23<sup>rd</sup> Edition.

It was moved by Commissioner Besser and seconded by Vice President Blank to approve the following resolution. The motion passed with 5 Ayes (Besser/Blank/Shaw/Sims/Valadez); Noes: 0. Absent: 0.

**LIBRARY RESOLUTION NO. 2024-29 (C-25)**

WHEREAS, Sufficient funds in the amount of \$170,000 are available in the Library's Unreserved and Undesignated Fund Balance (UUFB); and

WHEREAS, Staff requested the appropriation of \$170,000 from the UUFB to the Contractual Services Account 3040 in the Library's Fiscal Year 2024-25 Budget to transition the drama books and travel guidebooks collections to the Dewey Decimal Classification system 23<sup>rd</sup> Edition:

THEREFORE, RESOLVED, That the Board of Library Commissioners hereby approves an appropriation of \$170,000 from the Unreserved and Undesignated Fund Balance, Fund 300, Department 44, Cash Balance to Fund 300, Department 44, Account 3040 Contractual Services;

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

**c. Approval to award a contract to Julie Lamba Consulting, LLC to provide leadership development consulting services.**

City Librarian John F. Szabo recommended approval to award a contract to Julie Lamba Consulting, LLC, for leadership development and organizational effectiveness consulting services that will be overseen by the new Leadership Development Office.

Vice President Blank had questions on whether this contract was related to the work with the strategic plan and what the impetus was to do this training now, rather than waiting for the strategic plan, which would outline not only sort of major goals for the library going forward, but also some of these same issues.

Assistant City Librarian Susan Broman replied that this contract is a continuation and expansion on the previous work focusing on the work for the Take the Lead Team, which was created five years ago as a grassroots staff led team that provides opportunities for leadership growth from at all levels of the organization.

Vice President Blank said she is a big supporter of team building, but this contract was not something the Board was made aware of as being processed now rather than waiting for the Strategic Plan where staff development will be addressed.

Ms. Broman replied that this work had been ongoing well before the pandemic with the objective to build up staff skills in moving into leadership positions and building their capacity for taking that next step.

It was moved by Commissioner Besser and seconded by Commissioner Valadez to approve the following resolution. The motion passed with 5 Ayes (Besser/Blank/Shaw/Sims/Valadez); Noes: 0. Absent: 0.

**LIBRARY RESOLUTION NO. 2024-30 (C-26)**

**WHEREAS**, the Library requires the professional and specialized services of a qualified consultant to develop and facilitate training sessions to enable the Library to team-build; define vision, mission and team purpose statements; draft key goals; and, outline the functions needed to support those goals and visions;

**WHEREAS**, Library staff transmitted a request to four qualified and experienced consultants to submit information regarding the ability to provide leadership development and organization effectiveness to consulting services to meet the needs of the Library;

**WHEREAS**, the Library received responses from three of the consultants. Library employees reviewed the responses and determined that Julie Lamba Consulting, LLC, best met the needs of the Library;

**WHEREAS**, on September 12, 2024, the Board approved the award and execution of a contract with Julie Lamba Consulting, LLC, to provide leadership development and organizational effectiveness consulting services for a term of one year:

**THEREFORE, BE IT RESOLVED**, that the Board adopts the recommendations and findings of the City Librarian's Board Report and authorizes the award and execution of a contract with Julie Lamba Consulting, LLC, to provide leadership development and organizational effectiveness consulting services; and

**FURTHER RESOLVED**, that the Board hereby authorizes the City Librarian and the City Attorney to make technical and clerical corrections, if needed, to the contract.

**d. Approval to award a contract to M. Arthur Gensler Jr. and Associates, Inc. to provide strategic plan consulting services.**

City Librarian John F. Szabo recommended the award of a contract to M. Arthur Gensler, Jr. and Associates, Inc. to provide strategic plan consulting services to the Library. He said that the contractors will work closely with the Public Relations & Marketing office to ensure community outreach and participation by providing multiple channels and avenues to participate in the process that will involve the Board, staff, and community, so everyone's voice and ideas about what they want their Los Angeles Public Library's mission, focus and vision are heard.

Mr. Szabo stated this contractor had worked on strategic plans for many large urban library systems so they have experience in working with libraries and understand that space, which is critically important to know what the possibilities are. He noted that the last strategic plan that was done well before the pandemic had expired and recommended approval.

Vice President Blank asked about the total cost estimate for the contract. Assistant City Librarian Susan Broman confirmed that, as the fee schedule states, costs will not exceed \$400,000.

It was moved by Vice President Blank and seconded by Commissioner Besser to approve the following resolution. The motion passed with 5 Ayes (Besser/Blank/Shaw/Sims/Valadez); Noes: 0. Absent: 0.

**LIBRARY RESOLUTION NO. 2024-31 (C-27)**

**WHEREAS**, the Library requires the professional services of a qualified consultant to oversee the strategic plan development process and guide staff in the completion of an updated strategic plan for the Library. The previous strategic plan for the Library was completed for the period 2015-2020;

**WHEREAS**, on February 23, 2023, the Board approved a Request for Proposals (RFP) for a Strategic Plan Consultant (Library Resolution No. 2024-09 [C-9]). The RFP was released on March 8, 2023. A pre-proposal conference was held on April 25, 2023;

**WHEREAS**, on May 10, 2023, the Library received 11 proposals. Library staff reviewed the proposals and found 10 proposals to be responsive to the RFP requirements. A panel of Library employees reviewed and evaluated the proposals. The proposal submitted by M. Arthur Gensler Jr. and Associates, Inc., (Gensler) was the highest ranked proposal, and staff determined that Gensler was the best fit for the Library;

**WHEREAS**, Library staff and Gensler met several times to discuss and negotiate the multiple options provided in the proposal and to finalize details of the proposed contract to ensure a comprehensive and meaningful strategic plan is developed for the Library. The resulting contract is expected to address the needs of the City's large and diverse communities; clearly identify service priorities, goals, and objectives; serve as a guide to drive decisions regarding programs, services, collections, technology, staffing, facilities, budget development and administration; and, provide coordination with qualified outreach consultants to develop and oversee a thorough and extensive outreach process to drive the development of the Library's Strategic Plan;

**WHEREAS**, on September 12, 2024, the Board approved the award and execution of a contract with Gensler to provide strategic plan consulting services for a term of one year with two one-year options to renew at the discretion of the City Librarian.

**THEREFORE, BE IT RESOLVED**, that the Board adopts the recommendations and findings of the City Librarian's Board Report and authorizes the award and execution of a contract with Gensler to provide strategic plan consulting services;

**FURTHER RESOLVED**, that the Board hereby authorizes the City Librarian to adjust the project work plan tasks as needed and as agreed to in writing by both Parties; and

Library Resolution  
No. 2024-31 (C-27) Cont.

**FURTHER RESOLVED**, that the Board hereby authorizes the City Librarian and the City Attorney to make technical and clerical corrections, if needed, to the contract.

**8. Commissioners' Comments  
and Announcements**

**a. Board of Library Commissioners FY 2024 - 2025 Work Plan**

Board President Shaw stated that the Board has a work plan for 2024-25 for its Board members. She asked the Commissioners to review it and provide input on whether they would like to add more tasks or areas they are interested in learning more about and projects they would like to work on.

Vice President Blank stated she would like to add a couple more internal groups to the list. Commissioner Besser requested to add Human Resources to her task list.

President Shaw asked members to submit their request to the Board Secretary.

- b.** Commissioner Sims introduced Gia Serrano, LAPL volunteer, who recently received her MILS from the University of Denver, and did her internship capstone project at The Sims Library of Poetry. He reported that she did a great curation of the collection and helped with several events at the Sims Library of Poetry. He said she represents people who were born and raised in this community who are giving their free time to the development of libraries, both public and private and thanked her for attending the meeting.

- c. Next Board Meeting Notice** The next Regular Meeting of the Board is scheduled for Thursday, September 26, 2024, at 11:00 a.m., will be held at the Central Library.

- 9. Adjournment:** The meeting was adjourned at 12:13 p.m. in memory of musician Frankie Beverly, an African American icon for the past 50 years.

ATTEST:

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Valerie Lynne Shaw  
President

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Raquel M. Borden  
Board Executive Assistant