

MINUTES

BOARD OF LIBRARY COMMISSIONERS CITY OF LOS ANGELES

Regular Meeting February 9, 2023

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

1. Roll Call:

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

Absent: None

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

2. Opening Remarks: None

3. Approval of the Minutes:

It was moved by Board President Cao and seconded by Vice President Eidmann to approve Minutes from the following meetings:

- Regular Meeting - October 13, 2022
- Regular Meeting - October 27, 2022
- Regular Meeting - November 10, 2022
- Regular Meeting - December 8, 2022
- Special Meeting - December 19, 2022
- Special Meeting - January 17, 2023

The motion passed with 3 Ayes (Cao/Eidmann/Edmonds) Noes: 0.
Absent: Franzen.

4. **Public Comments on Matters**

Within the Board's Jurisdiction: None.

5. **City Librarian's Comments and Announcements:**

African American History Month: Multiple library events are being held across the city in celebration of African American History Month. Changing Tones, LAPL's African American employee group, received a Trailblazer award from the Los Angeles Association of Black Personnel. Monique Atkinson, who is Chief Accountant at the Library also received a Trailblazer Award, for which she was nominated while she was working at the General Services Department.

How P-22 United Our City: Love Letters to LA's Favorite Cat: An LA MADE program will be presented jointly with the Library Foundation of Los Angeles to remember P-22. The event will be on February 22 in the Taper Auditorium and will have guest speakers from the National Wildlife Federation, the Natural History Museum, a Chumash and Tatavian elder, and others. LAPL will be launching a limited edition library card on February 22 featuring an iconic photo of P-22 that photographer Steve Winter took for National Geographic.

New Year Celebration: To celebrate the New Year, Central Library and many branch libraries offered performances and activities to celebrate the traditions of several different Asian cultures represented in L.A., including Cambodian, Chinese, Japanese, Korean, and Vietnamese.

Story Hackers, the television program that LAPL produces with KLCS, is coming back for Season 2 on Tuesday at 5 p.m. on KLCS. The debut season was very popular, starring Children's Librarians talking about storytelling and STEAM programs. The episodes are available on the Library's YouTube Channel.

Citizenship Ceremonies: USCIS held a citizenship ceremony in the Central Library's Taper Auditorium in January with adults from 20 different nations. The ceremony happened around the Dr. Martin Luther King Jr. Holiday and USCIS Deputy Director Irene Martin gave a very inspirational speech about the importance of civil rights and the responsibility of being a citizen.

"Be a Successful Vendor" Program: This street vendor education program, part of the New Americans Initiative, has had some great media coverage recently on Telemundo with a live broadcast from the Library's International Languages Department.

6. **City Librarian's Reports:**

Consent Item(s)

It was moved by Vice President Eidmann and seconded by Commissioner Franzen to approve the following resolutions. The motion passed with 4 Ayes (Cao/Eidmann/Edmonds/Franzen.) Noes: 0. Absent: 0.

a. **Approval of Findings to Continue**

Teleconference Meetings Pursuant to AB 361: APPROVED.

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.

Discussion Items

b. Transfer of funds within Library Department

Fiscal Year 2022-23 Budget for Digital Learning Labs: APPROVED

City Librarian John F. Szabo Exhibit B recommended approval of a transfer of funds within the Library Department's Fiscal Year 2022-2023 budget, for the Digital Learning Lab at Pio Pico-Koreatown Library and the Octavia Lab at Central Library to purchase supplies such as 3D printers and other technology.

It was moved by Vice President Eidmann and seconded by Commissioner Edmonds to approve the following resolution. The motion passed with 4 Ayes (Cao/Eidmann/Edmonds/Franzen.) Noes: 0. Absent: 0.

LIBRARY RESOLUTION NO. 2023-2 (C-2)

WHEREAS, The Fiscal Year 2022-23 Adopted Library Budget includes funding for the Digital Learning Labs in Library Account 3040 Contractual Services; and

WHEREAS, Staff requested the transfer of \$135,000 to Library Account 6010 Office and Administrative to allow staff to purchase supplies:

THEREFORE, RESOLVED, That the Board of Library Commissioners hereby approves the following transfer of funds within the Library's Fiscal Year 2022-23 Budget, Fund 300, Department 44.

<u>Account</u>	<u>Amount</u>
From: 3040 – Contractual Services	\$135,000
To: 6010 – Office and Administrative	<u>\$135,000</u>

TOTAL: \$135,000

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

c. Memorandum of Understanding (MOU) with the City of Downey for City of STEM and Los Angeles Maker Faire 2023 Events: APPROVED

City Librarian John F. Szabo recommended approval of a Memorandum of Understanding (MOU with the City of Downey to jointly produce the City of STEM and the Los Angeles Maker Faire 2023 event together as one big event at the L.A. State Historic Park in Chinatown. He stated that the MOU outlines the responsibilities of each entity.

It was moved by Commissioner Edmonds and seconded by Commissioner Franzen to approve the following resolution. The motion passed with 4 Ayes (Cao/Eidmann/Edmonds/Franzen.) Noes: 0. Absent: 0.

LIBRARY RESOLUTION NO. 2023-3 (C-3)

WHEREAS, from 2016 through 2019, the Library has presented a Maker Faire event at the Central Library, which has been free to the public;

WHEREAS, since 2015, the City of Downey has presented City of STEM, an annual free educational science-related event at the Columbia Memorial Space Center (Space Center), a department of the City of Downey, which has been free to the public;

WHEREAS, Library and Space Center now seek to jointly present a City of STEM event and Maker Faire event in 2023;

WHEREAS, both parties desire to enter into a MOU to describe roles, duties, and responsibilities to ensure a successful event.

THEREFORE, BE IT RESOLVED, that the Board of Library Commissioners (Board) adopts the recommendations and findings of the City Librarian's Board Report and approves the MOU between the Library and the City of Downey as stated in the report;

FURTHER RESOLVED, that the Board authorizes the City Librarian and the City Attorney to make technical and clerical changes, if needed, to the MOU;

FURTHER RESOLVED, that the Board authorizes the City Librarian and the Board Secretary to execute the MOU upon completion of all required approvals.

**d. Approval to Release a Request for Proposals (RFP)
for Network Core Switch and Router Replacement: APPROVED**

City Librarian John F. Szabo recommended approval to release a Request for Proposals for Network Core Switch and Router Replacement at the Central Library. He said this is an E-Rate project that qualifies for Federal funding and this is a project that will impact the entire system and about 85% of the cost would be paid by the FCC and the Library will be responsible for the remainder.

Vice President Eidmann asked about the timeline for the RFP process. Alex Mui, Director of Systems, replied that the process will take three to six months.

It was moved by Commissioner Franzen and seconded by Vice President Eidmann to approve the following resolution. The motion passed with 4 Ayes (Cao/Edmonds/Eidmann/Franzen). Noes: 0. Absent: 0.

LIBRARY RESOLUTION NO. 2023-4 (C-4)

WHEREAS, the Federal Communications Commission (FCC) makes funding available to schools and libraries for telecommunications projects through the Universal Service Administrative Company (USAC) under the Category 2 Information Technology Projects Program known as E-Rate;

WHEREAS, on February 9, 2023, Library staff requested that the Board of Library Commissioners (Board) approve the release of a Request for Proposals (RFP) for Network Core Switch and Router Replacement at the Central Library to allow contractors to competitively bid on the project. This project meets the requirements for E-Rate and is eligible for FCC funding;

WHEREAS, on February 9, 2023, the Board found, in accordance with Charter Sections 371(e)(2), 371(e)(10), and 1022, and Los Angeles Administrative Code Sections 10.15(a)(2) and 10.15(a)(10), that the services to be provided are professional, expert, and technical services of a temporary and occasional nature for which competitive bidding is not practicable or advantageous, and that it is more feasible to have this work performed by an independent contractor than by City employees;

WHEREAS, the selected contractor shall be directly compensated by the FCC for up to 85 percent of the approved project costs. The Library shall pay the remaining balance, including costs which the FCC may not approve but that must be performed for the project to be successfully completed;

WHEREAS, the term of the proposed contract resulting from the RFP will be for three years or upon completion of the project, whichever is shorter; and shall be subject to earlier termination by the Library should E-Rate not be funded by the FCC;

Library Resolution
No. 2023-4 (C-4) Cont.

WHEREAS, funds are available in the Library Contractual Services Account 3040 to compensate the selected contractor for services and materials in accordance with the proposed contract.

THEREFORE, BE IT RESOLVED, that the Board adopts the recommendations and findings of the City Librarian's Board Report and approves the release of the RFP for Network Core Switch and Router Replacement at the Central Library.

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

7. Commissioners' Comments and Announcements

- Vice President Eidmann commented that it is wonderful to see people back in the libraries and how much she enjoys going to the Silver Lake Branch every week with her children for Storytime.
- Next Board Meeting Notice: The next Regular Meeting of the Board is scheduled for Thursday, February 23, 2023, at 11:00 a.m. via Teleconference.

- 8. Adjournment**: The meeting was adjourned 11:29 a.m with the poem, *Epilogue*, by Oliver Tearle, recited by Commissioner Frazen.

ATTEST:

Bích Ngọc Cao
President

Raquel M. Borden
Board Executive Assistant