

# MINUTES

## BOARD OF LIBRARY COMMISSIONERS CITY OF LOS ANGELES

**April 25, 2024**

A Regular Meeting of the Board of Library Commissioners was held at the Central Library starting at 11:03 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>

**Absent:** None

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

### 2. Opening Remarks: None.

### 3. Approval of the Minutes:

Board Retreat - February 29, 2024: APPROVED

It was moved by Vice President Blank and seconded by Commissioner Besser to approve the Minutes of the Board Retreat held on February 29, 2024. The motion passed unanimously with 4 Ayes (Besser/Blank/Shaw/Sims); Noes: 0. Absent: 0.

Regular Meeting - March 14, 2024: APPROVED AS AMENDED

Commissioner Besser requested an amendment to the Commissioners' Comments section on page 3, bullet point 3 of the Minutes as follows: Replace the word "digitizing" with "processing".

It was moved by Vice President Blank and seconded by Commissioner Sims to approve the Minutes of the Regular Meeting held on March 14, 2024 as amended. The motion passed unanimously with 4 Ayes (Besser/Blank/Shaw/Sims); Noes: 0. Absent: 0.

### 4. Public Comments on Matters

#### Within the Board's Jurisdiction: (1)

The Board heard one General Public Comment from a patron requesting that the Library work with City Council and County Board of Supervisors to advocate for digital equity and offset the digital divide in Los Angeles. He also spoke about finding solutions for the sunset of the laptop loan program, so adults can continue to borrow laptops from libraries.

**5. City Librarian's Comments**

**and Announcements:** City Librarian John F. Szabo reported on past and upcoming events and provided an update of the dual enrollment for the COHS program, stating that he and Board President Shaw had met with the Associate Vice Chancellor at the LA Community College District.

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

It was moved by Vice President Blank and seconded by Commissioner Besser to approve the following resolution. The motion passed unanimously with 4 Ayes (Besser/Blank/Shaw/Sims); Noes: 0. Absent: 0.

**a. Acceptance of gift from The Friends of the Chatsworth Branch Library****LIBRARY RESOLUTION NO. 2024-8**

RESOLVED, That a gift of new graffiti film including installation of 26 panes throughout the library, valued at \$5,460, received from The Friends of the Chatsworth Branch Library be accepted; and

FURTHER RESOLVED, That a letter of thanks be sent to The Friends of the Chatsworth Branch Library, expressing the grateful appreciation of the Board and staff for the generous gift.

**Discussion Items****b. Approval of transfer of funds within the Library's Fiscal Year 2023-24 Budget, Fund 300**

City Librarian John F. Szabo recommended approval for the transfer of \$200,000 from Various Office and Administrative 6010 to Contractual Services Account 3040 to within the Library's Fiscal Year 2023-24 Budget.

It was moved by Commissioner Besser and seconded by Vice President Blank to approve the following resolution. The motion passed unanimously with 4 Ayes (Besser/Blank/Shaw/Sims); Noes: 0. Absent: 0.

**LIBRARY RESOLUTION NO. 2024-9 (C-8)**

WHEREAS, The Technology Support Division area in Central Library needs a reconfiguration to accommodate the current and planned future staffing levels; and

WHEREAS, the Facilities Maintenance group budgeted \$230,000 for this project but the project cost is now \$430,000; and

Library Resolution  
No 2024-9 (C-8) Cont.

WHEREAS, Library staff requested the transfer of \$200,000 from Various Office and Administrative 6010 to Contractual Services Account 3040 within the Library’s Fiscal Year 2023-24 Budget to comply with City procurement and expenditure policies; and

WHEREAS, Sufficient funds have been budgeted in the Library’s 2023-24 Adopted Budget and are available in Office and Administrative Account 6010 for this transfer:

THEREFORE, RESOLVED, That the Board of Library Commissioners (Board) hereby approve the following transfer of \$200,000 from Office and Administrative Account 6010 to Contractual Services Account 3040 within the Library’s Fiscal Year 2023-24 Budget, Fund 300, Department 44, as follows:

From:	<u>Acct. No.</u> 6010	<u>Account Name</u> Office and Administrative	<u>Amount</u> \$ 200,000
To:	<u>Acct. No.</u> 3040	<u>Account Name</u> Contractual Services	<u>Amount</u> \$ 200,000

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

**c. Approval of Assignment and Assumption Agreement with Steven McCleave to transfer and assign all rights, title, and interest to SJ McCleave Events, Inc.\_\_\_\_\_**

City Librarian John F. Szabo recommended approval of the Assignment and Assumption Agreement to Contract No. C-143802 to transfer and assign all rights, title and interest to SJ McCleave Events, Inc. requested by Steven McCleave, dba SJ McCleave Events to change their legal name to SJ McCleave Events, Inc.

It was moved by Vice President Blank and seconded by Commissioner Sims to approve the following resolution. The motion passed unanimously with 4 Ayes (Besser/Blank/Shaw/Sims); Noes: 0. Absent: 0.

LIBRARY RESOLUTION NO. 2024-10 (C-9)

**WHEREAS**, on November 10, 2022, the Board of Library Commissioners (Board) awarded the contract for a Special Events Coordinator to Steven McCleave, dba SJ McCleave Events (Library Resolution No. 2022-40 [C-34]); and

**WHEREAS**, the aforementioned contract was executed on July 26, 2023; and Contractor legal name was listed as Steven McCleave, dba SJ McCleave Events; and

Library Resolution  
No. 2024-10 (C-9) Cont.

**WHEREAS**, on March 8, 2024, Steven McCleave, dba SJ McCleave Events requested to change their legal name to SJ McCleave Events, Inc.:

Library Resolution  
No. 2024-10 (C-9) Cont.

**THEREFORE, BE IT RESOLVED**, that the Board adopts the recommendations and findings of the City Librarian's Board Report and approves the Assignment and Assumption Agreement to Agreement No. C-143802 to transfer and assign all rights, title and interest to SJ McCleave Events, Inc.; and

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

**FURTHER RESOLVED**, that the Board authorizes the Board President and the Board Secretary to execute the contract upon the completion of all required approvals.

**d. Approval of Memorandum of Agreement (MOA) for the design, construction, maintenance and joint use of a portion of the Pio Pico-Koreatown Branch Library property.**

City Librarian John F. Szabo provided background information on the agreement for a project to turn the surface parking lot of the Pio Pico-Koreatown Branch Library into a park with subterranean parking. He said additional improvements will also be made to the facade, signage and restrooms of the library. He noted that this project discussion started about seven years ago and it is estimated to cost about \$25 million. He stated that this MOU was approved in January 2022, but the agreement has been updated; thus, requiring its approval again.

Vice President Blank asked if there would be an elevator coming from the parking lot and whether the park would be gated. Joyce Cooper, Director of Branch Library Services replied that there would be an elevator into the park and that the park would be gated.

Board President Shaw asked when construction would begin. Ms. Cooper replied that the Bureau of Engineering is planning groundbreaking for the end of May.

It was moved by Commissioner Besser and seconded by Commissioner Sims to approve the following resolution. The motion passed unanimously with 4 Ayes (Besser/Blank/Shaw/Sims); Noes: 0. Absent: 0.

LIBRARY RESOLUTION NO. 2024-11 (C-10)

**WHEREAS**, the Library Department (hereinafter referred to as the "the Library") owns property located at 694 South Oxford Avenue, Los Angeles, CA 90005, known as the Pio Pico Koreatown Branch Library and identified as Assessor Parcel Number (APN) 5093-006-900; and

Library Resolution  
No. 2024-11 (C-10) Cont.

**WHEREAS**, a portion of the Pio Pico Koreatown Branch Library property (hereinafter referred to as "PREMISES") is currently a parking lot used by Library patrons to access services and programs provided by the Pio Pico Koreatown Branch Library; and

**WHEREAS**, on December 16, 2015, the Los Angeles City Council approved a motion for the Department of Public Works Bureau of Engineering (BOE) to develop a concept/feasibility study, including estimated costs, for the provision of both parking and green space enhancement options for the development of a pocket park at PREMISES (Council File No. 14-1475); and

**WHEREAS**, BOE has the ability and resources to develop the PREMISES for recreational and park purposes at no cost to the Library, including the construction of an underground parking facility for park and library patrons; and

**WHEREAS**, the Department of Recreation and Parks (RAP) has the ability, resources and authority per City Charter Section 590(a)(1) to maintain the PREMISES for recreational and park purposes no cost to the Library; and

**WHEREAS**, BOE and RAP have dedicated funds to develop the PREMISES and construct an underground parking facility at no cost to the Library and the Library shall not be liable for any reimbursement to the City as this is not a function or responsibility of the Library; and

**WHEREAS**, RAP desires to use such PREMISES for recreational and park purposes and will assume all responsibilities and costs to operate and maintain the PREMISES; and

**WHEREAS**, improvements to the PREMISES proposed by BOE and to be maintained by RAP would also allow the PREMISES to be used by the Library for Library purposes at no cost to the Library; and

**WHEREAS**, Los Angeles City Charter Section 534 grants the Board of Library Commissioners full control over all Library sites, and on April 11, 2024, the Board of Library Commissioners approved the use of the PREMISES to be improved by BOE and to be maintained by RAP (Library Board Resolution No. 2024-11 [C-10]) subject to the terms and conditions of the MOA; and

**THEREFORE, BE IT RESOLVED**, that the Board of Library Commissioners approves the MOA between the Library, BOE, and RAP for the design, construction, improvements, use and maintenance of the Pio Pico Koreatown Branch Library property, subject to the terms and conditions of the MOA; and

**FURTHER RESOLVED**, that the Board of Library Commissioners hereby approves the MOA for the use of the Pio Pico Koreatown Branch Library by RAP for joint recreational and Library purposes, subject to the terms and conditions of the MOA.

**e. Approval to release a Request for Qualifications (RFQ) to find qualified and experienced entities to provide immigration assistance services and immigrant integration and inclusion projects.**

City Librarian John F. Szabo recommended approval to release the Request for Qualifications (RFQ) to find qualified and experienced entities to provide immigration assistance services and immigrant integration and inclusion projects as part of the New Americans Initiative.

It was moved by Vice President Blank and seconded by Commissioner Besser to approve the following resolution. The motion passed unanimously with 4 Ayes (Besser/Blank/Shaw/Sims); Noes: 0. Absent: 0.

**LIBRARY RESOLUTION NO. 2024-12 (C-11)**

**WHEREAS**, in 2012, the Library launched the ground-breaking Path to Citizenship Program, rebranded as the New Americans Initiative in 2016, which has helped thousands of people take their first step on the way to United States citizenship and active participation in civic life;

**WHEREAS**, on June 25, 2020, the Board of Library Commissioners (Board) approved the release of a Request for Qualifications (RFQ) to find qualified and experienced entities to enter into separate contracts to provide immigration integration and immigration assistance services. The RFQ was released on June 30, 2020, and on April 8, 2021, the Board awarded ten contracts for terms of three years; and

**WHEREAS**, Library staff have developed a new RFQ to solicit proposals from qualified and experienced entities to enter into new contracts to provide immigration assistance services and immigrant integration and inclusion projects and now requests approval to release the RFQ;

**WHEREAS**, the term of the proposed contracts will be for three years with an annual contract limit of \$1,000,000 per contract. All work shall be performed on an as-needed and as-requested basis; and

**WHEREAS**, funds are available in the Library's Contractual Services Account 3040 to compensate the selected contractors for services and materials in accordance with the proposed contracts.

**THEREFORE, BE IT RESOLVED**, that the Board adopts the recommendations and findings of the City Librarian's Board Report and authorizes the release of the RFQ for Immigration Assistance Services and Immigrant Integration and Inclusion Projects; 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 RFQ.

**7. Staff Presentation: Digital Equity**

Alia Brown, the FUSE Executive Fellow working closely with the Library's Digital Services Team, reported on her project working with the Library to lead the city's Advancing Digital Inclusion Across LA project to ensure that all Angelinos have access to the digital resources they need.

**8. Commissioners' Comments and Announcements****a. Appointment of Ms. Mayra Valadez to the Board of Library Commissioners**

Board President Shaw announced that the Board received a copy of a letter dated March 28, 2024, from Mayor Karen Bass to the Los Angeles City Council regarding the appointment of Ms. Mayra Valadez to the Board of Library Commissioners for the term ending June 30, 2026.

b. Board President Shaw acknowledged Commissioner Sims' parents, who were in attendance.

c. Commissioner Besser made the following comments

- Thanked Eva Mitnick, Director of Lifelong Learning, for facilitating her visit to the LA Historic Park for the City of STEM and Maker Faire and meeting with all the librarians that were staffing the LAPL booths, who were just incredible.
- Thanked the Library Experience Office staff for inviting her to participate in the Urban Voices program, which was very moving and represented Los Angeles.

d. **Next Board Meeting Notice** The next Regular Meeting of the Board is scheduled for Thursday, **May 9, 2024**, at **11:00 a.m.**, will be held at the Central Library, Board Room, 4th Floor, 630 West 5<sup>th</sup> Street, Los Angeles, CA 90071.

**9. Adjournment:** The meeting was adjourned at 12:08 p.m.

ATTEST:

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Valerie Lynne Shaw  
Vice President

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Raquel M. Borden  
Board Executive Assistant