

MINUTES

BOARD OF LIBRARY COMMISSIONERS CITY OF LOS ANGELES

August 12, 2021

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:

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

Absent: None

Also present via teleconference: City Librarian John F. Szabo; Assistant City Librarian Susan Broman, Deputy City Attorney Elise Ruden; Library staff and members of the public.

2. Opening Remarks: L.A. Poet Laureate Lynne Thompson opened the meeting reciting her poem, "Keepsakes."

3. Approval of the Minutes:

a. Minutes of the Regular Meeting - May 27, 2021: APPROVED

It was moved by Vice President Eidman and seconded by Commissioner Salinas to approve the Minutes of the Regular Meeting held on May 27, 2021. The motion passed with 5 Ayes (Cao, Edmonds, Eidmann, Franzen, and Salinas). Noes: 0. Absent: 0.

b. Minutes of the Regular Meeting - June 10, 2021: APPROVED

It was moved by Commissioner Salinas and seconded by Commissioner Edmonds to approve the Minutes of the Regular Meeting held on June 10, 2021. The motion passed with 5 Ayes (Cao, Edmonds, Eidmann, Franzen, and Salinas). Noes: 0. Absent: 0.

c. Minutes of the Regular Meeting - June 24, 2021: APPROVED

It was moved by Commissioner Salinas and seconded by Commissioner Edmonds to approve the Minutes of the Regular Meeting held on June 24, 2021. The motion passed with 5 Ayes (Cao, Edmonds, Eidmann, Franzen, and Salinas). Noes: 0. Absent: 0.

4. Public Comments on Matters

Within the Board's Jurisdiction: There were no requests for public comment.

5. City Librarian's Comments

and Announcements: City Librarian John F. Szabo reported the following:

- **Update on Rolling Reopening of Libraries:** On August 2, the Library returned to regular operating hours at all open library locations. Three branches are undergoing maintenance and remain closed. The Library is following the health orders from the Los Angeles County Health Services for wearing masks indoors regardless of vaccination status.
- **New Director of Systems:** Alex Mui has been appointed to the position of Director of Systems at the library. Alex has spent the last 14 years of his 16-year city career at the Library, and during that time he has demonstrated the skill, knowledge and expertise needed to manage LAPL's complex systems operation.
- **Library Volunteers:** Tomorrow, the Library will hold an online Volunteer Recognition event themed "Superheroes" to celebrate the time and energy volunteers devoted to LAPL in Fiscal Year 2020-2021. Since March 2020, they have served 33,363 hours and assisted 4,403 patrons. They include BEST Friends, the Friends group that supports the Science, Technology & Patents Department and the Octavia Lab, who published "Hidden Heroes, Historic Places" for which Commissioner Edmonds wrote the foreword. In the Adult Literacy program, 178 volunteers delivered 11,850 hours of instruction and 13,185 hours of learning through one-on-one tutoring to 193 learners. STAR readers joined librarians for virtual storytime programs from their branches. Currently, the library has a total of 5,605 volunteers, 78% of whom are adults, with 22% teens. The Library welcomed 520 new volunteers during the past fiscal year.
- **Zoom Milestone:** The Library recently passed an impressive Zoom minute milestone of 10 million Zoom minutes! Those were garnered from 200,000 participants from 77 countries.
- **Yale and Ord Street Park Grand Opening:** Last month library staff members joined elected officials and community leaders in celebrating the Grand Opening of Yale and Ord Street Park, a new terraced hillside park behind the Chinatown Branch. Chinatown Branch librarians envision using the new space for storytimes, teen council, neighborhood science programs and special events.
- **Outdoor Programming:** With the libraries now open, staff is being creative about developing outdoors programming from literature-based programs and workshops to nature-themed activities.
- **Library Retirees:** Several Library staff members retired recently. Since April 6 of this year, 16 LAPL employees have retired, taking with them more than 500 years of collective experience, knowledge and service to the library and to the City.

- **Vaccination Clinics at Library locations:** The Library is working in partnership with the Los Angeles County Department of Public Health Services, the Mayor's Office and Los Angeles Fire Department to provide vaccination clinics at 11 Library locations across the city. Mr. Szabo said that this is a great example of the Library offering its physical presence to make a difference in the communities.

6. City Librarian's Reports:

Consent Item(s)

- a. Acceptance of the Los Angeles County Department of Arts and Culture Community Impact Arts Grant for the Los Angeles Public Library's Adult Literacy Services

It was moved by Commissioner Salinas and seconded by Commissioner Franzen to approve the following resolution. The motion passed with 5 Ayes (Cao, Eidmann, Edmonds, Franzen & Salinas). Noes: 0. Absent: 0.

LIBRARY RESOLUTION NO. 2021-20 (C-19)

WHEREAS, On July 13, 2021 the Los Angeles County Department of Arts and Culture (LACDAC) announced on behalf of their department and Los Angeles County Board of Supervisors that Los Angeles Public Library Adult Literacy Services was awarded a 2021-22 Community Impact Arts Grant; and

WHEREAS, Adult Literacy Services will contract a teaching artist from DSTL Arts to instruct low-literate adults in the Adult Literacy program, a majority of whom are English learners, in poetry & literature during 3, 6-week sessions. Sessions will be open to all with priority given to enrolled Adult Literacy learners and volunteers; and

WHEREAS, The grant will pay for artist fees and fees paid to DSTL Arts which will be matched by \$11,520 local fees which will be used for additional payment for artist fees as well as project materials and supplies including an original book of written work produced by workshop participants which will be placed into the library's literacy centers and collections.

WHEREAS, In order to receive the funds, we ask that the Board delegate authority to sign the[ER1] contract with LACDAC to Principal Librarian Alicia Ramirez who oversees the Office of Education and Literacy; and

WHEREAS, This grant will allow Adult Literacy Services to expand on a successful pilot series of workshops funded by Los Angeles Public Library's IDEAS grants in January and February of 2021:

RESOLVED, That the Board of Library Commissioners accepts the Los Angeles County Department of Arts and Culture Community Impact Arts grant of \$5,480 for the Los Angeles Public Library's Adult Literacy Services;

Library Resolution
No. 2021-20 (C-19) Cont.

RESOLVED, That the Board of Library Commissioners will delegate authority to sign the contract with LADAC to Principal Librarian Alicia Ramirez who oversees the Office of Education and Literacy; and

FURTHER RESOLVED, That the funds be deposited in Trust Fund 831, Account No. 365.

Discussion Item(s)

- b. Approval of First Amendment to the following five (5)
contracts for the acquisition of library materials and services

City Librarian John F. Szabo recommended approval to amend five contracts to extend the term of each contract by one (1) year with two (2) one-year options to the following library materials vendors:

- 1) Baker & Taylor, LLC, Contract No. 811 (C-132891)
- 2) Brodart, Co., Contract No. 812 (C-132892)
- 3) Children's Plus, Inc., Contract No. 813 (C-132890)
- 4) Ingram Library Services, Inc., Contract No. 814 (C-132889)
- 5) Midwest Tape, LLC, Contract No. 815 (C-132888)

Discussion

Commissioner Salinas asked if there were records about the materials purchased from these vendors and if they included racial and ethnically sensitive materials. Mr. Szabo stated that the Library buys tens of thousands of items from a variety of publishers from the vendors, and staff could provide a breakdown on how the collections budget is divided in the various areas.

Commissioner Edmonds asked for clarification on the proposed terms. Mr. Szabo stated that the one year renewal provides the Library with flexibility to extend the contracts until a new Request for Proposals (RFP) is developed and released for bidding.

Commissioner Edmonds noted that the vendors are from the East Coast and that some of them have international subsidiaries, and asked whether the Library works with smaller vendors based in California or if any concerted effort has been made to work with local vendors.

Mr. Szabo replied that the Library does work with local book vendors. He said that companies the library is contracting with are able to provide a large volume of materials and have warehouses around the country as well as provide auxiliary services that smaller businesses are unable to provide.

It was moved by Commissioner Salinas and seconded by Commissioner Franzen to approve the following resolution. The motion passed with 4 Ayes (Cao, Eidmann, Franzen & Salinas). Noes: 0. Absent during voting: 1 (Edmonds).

LIBRARY RESOLUTION NO. 2021-21 (C-20)

WHEREAS, The Los Angeles Public Library (Library), provides books and non-books, including electronic materials, for adults, young adults, and children; and

WHEREAS, On November 8, 2018, the Board of Library Commissioners awarded five (5) contracts to provide library materials and services: 1) Baker & Taylor, LLC Contract No. 811 (C-132891); 2) Brodart Co. Contract No. 812 (C-132892); 3) Children's Plus, Inc. Contract No. 813 (C-132890); 4) Ingram Library Services, Inc. Contract No. 814 (C-132889); and, 4) Midwest Tape, LLC Contract No. 815 (C-132888); and

WHEREAS, The aforementioned five (5) contracts were executed on March 11, 2019, and are set to expire on March 10, 2022; and

WHEREAS, The Library requires the services of the aforementioned Contractors to provide a wide range of materials and vendor cost effective services for the timely provision of books and non-book materials for adults, teens and children, as well as selection of tools, physical processing, cataloging and other value added services; and

WHEREAS, Library staff recommends the approval of the First Amendments to extend the terms of the aforementioned contracts for one (1) year with two (2) one-year options to renew and continue with a maximum contract compensation of three-million dollars (\$3,000,000) per fiscal year (July 1st through June 30th); and

RESOLVED, That the Board of Library Commissioners adopt the City Librarian Board Report's recommendations and findings and approve the First Amendments to the five (5) aforementioned contracts for a term of one (1) year with two (2) one-year options to renew to ensure the ability of the Library to obtain library materials and services is uninterrupted; and

FURTHER RESOLVED, Authorize the City Librarian and City Attorney to make any necessary changes to the aforementioned five (5) First Amendments; and,

FURTHER RESOLVED, Authorize the President of the Board of Library Commissioners to execute the aforementioned First Amendments upon completion of the City's review and approval process.

7. Election of Officers for Fiscal Year 2021/22

President

It was MOVED by Vice President Eidmann, seconded by Commissioner Salinas to elect Board Member Bích Ngọc Cao as President of the Board of Library Commissioners for Fiscal Year 2021-22. The motion passed with 5 Ayes (Cao, Eidmann, Edmonds, Franzen & Salinas). Noes: 0. Absent: 0.

Vice President

It was MOVED by President Cao, seconded by Commissioner Salinas to elect Board Member Vice President Kathryn Eidmann as Vice President of the Board of Library Commissioners for Fiscal Year 2021-22. The motion passed with 5 Ayes (Cao, Eidmann, Edmonds, Franzen & Salinas). Noes: 0. Absent: 0.

8. Commissioners' Comments and Announcements:

- The next Regular Meeting of the Board is scheduled for Thursday, August 26, 2021, at 11:00 a.m. via Teleconference.

9. Adjournment: The meeting was adjourned at 11:40 a.m.

ATTEST:

Bích Ngọc Cao
President

Raquel M. Borden
Board Executive Assistant