

MINUTES

BOARD OF LIBRARY COMMISSIONERS CITY OF LOS ANGELES

October 13, 2022

A Regular Meeting of the Board of Library Commissioners was held via teleconference at 11:05 a.m. on the above-written date.

1. **Roll Call:**

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

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

2. **Opening Remarks:** None

3. **Approval of the Minutes:** There are no minutes submitted for approval.

4. **Public Comments on Matters**

Within the Board's Jurisdiction: The Board heard one public comment regarding a statement heard during a City Council protest in which a person made an inaccurate statement that "there are no libraries in CD 8".

5. **City Librarian's Comments**

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

The L.A. Libros Festival: More than 1,500 people attended the in-person and virtual Spanish and Bilingual book festival at the Central Library on Saturday, September 24. This festival offered storytelling and discussions with top authors and illustrators, fantastic musical performances, and arts and crafts projects. The festival began with a day of virtual programming on Friday, which was streamed live to 52 classrooms. The festival was presented in partnership with LA Librería and REFORMA.

Digital Inclusion Week: The first week in October was Digital Inclusion Week, a nationwide campaign to bring awareness to the inequity in digital access. This year's theme was "Turning Our Moment into Movement." LAPL highlighted programs that provide access to technology year-round with Tech2Go mobile hotspots and computer bundles, and other resources.

Housing Authority announces lottery for Section 8 Housing Voucher Waiting List:

A press conference was held at Central Library by Mayor Eric Garcetti and Douglas Guthrie, Executive Director of the Housing Authority of the City of Los Angeles (HACLA) to announce the opening of the online lottery for Section 8 housing voucher waiting list. From October 17-30, some of the most vulnerable residents will visit the library seeking to join the waiting list lottery to access affordable housing. The Library will offer Internet access and email setup assistance in addition to special HACLA Ambassador-led workshops to assist with the online application.

LA for All: Jené Brown and the LAPL Street Team represented the Library at a recent *L.A. For All* event to commemorate the first anniversary of the anti-hate campaign created by the L.A. Civil Rights and Equity Department. The Library continues to stand united with them in celebrating L.A.'s diversity. Staff interacted with 475 patrons and issued 13 library cards at the event.

YMCA Stair Climb: After a two-year hiatus, the YMCA Stair Climb at the U.S. Bank Tower returned and an LAPL team returned to participate to make the 75-story climb, greeted participants at a library outreach table in Maguire Gardens, which counted 828 interactions.

Harvest Moon Festival: More than 25 people recently gathered at the Lincoln Heights Branch Library for a Harvest Moon Celebration with award-winning author Tran Thi Minh Phuoc. The event, traditionally celebrated by many East and Southeast Asian communities, included storytelling, crafts and dancing. One of the attendees told staff it was his daughter's first time at the library. Those attending also had the chance to win a copy of the author's newest book *All About Vietnam: Projects & Activities for Kids*.

Heritage Preservation for a Sustainable Future: Ani Boyadjian, Principal Librarian of Research & Special Collections, presented last month in Yerevan, Armenia, at the "Heritage Preservation for a Sustainable Future" International Conference, dedicated to the 510th Anniversary of Armenian printing. She highlighted LAPL's role in community building, digitization and digital preservation efforts in public libraries. The conference was hosted by the National Library of Armenia and included keynote speakers from the International Federation of Library Associations and the Internet Archive.

Financial Literacy: October is Financial Planning Month and the Library offers financial literacy with online and in-person events highlighting the importance of saving and smart investing practices that apply to everyone. The Library partners with LA Saves to offer a series of in-person programs at several branch libraries on financial literacy. Staff is working with the Financial Planning Association of Los Angeles to host financial planning days on October 1st and October 15th, for which patrons can register for free private telephone consultations with a certified financial planner.

6. City Librarian's Reports:**Consent Item(s)**

It was moved by Commissioner Salinas and seconded by Commissioner Edmonds to approve the following resolutions. The motion passed with 3 Ayes (Cao/Edmonds/Salinas). Noes: 0. Absent: 2 (Eidmann/Franzen).

- 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. **Acceptance of gift from the Friends
of the Platt Branch Library: APPROVED**

LIBRARY RESOLUTION NO. 2022-34 (C-28)

RESOLVED, That a gift of \$3,000 received from The Friends of the Platt Branch Library, for the "Hot Off the Press Bestseller Program" 2022/2023 at the Platt Branch Library be accepted and deposited into Trust Fund 831, Account 257; and

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

- c. **Acceptance of grant from the California Library
Literacy Services (CLLS) for English language learning
for the Library's Adult Literacy Services for Fiscal Year 2022/23: APPROVED**

LIBRARY RESOLUTION NO. 2022-35 (C-29)

WHEREAS, On September 19, 2022 announced that the Los Angeles Public Library (LAPL) English language learning grant application was accepted and is eligible for a \$137,500 grant; and

WHEREAS, The entire English language learning grant of \$137,500 is available to claim now; and

WHEREAS, These funds must be accepted by the Board of Library Commissioners to activate this award:

THEREFORE BE IT RESOLVED, That the Board of Library Commissioners accept the California Library Literacy Services (CLLS) grant of \$137,500 funds designated for English language learning services for the Los Angeles Public Library's Adult Literacy Program for Fiscal Year 2022/23; and

FURTHER RESOLVED, That the funds be deposited in Trust Fund 419, Account 366.

Discussion Items

**d. Approval to Award contracts for
Mental Health Services and/or Social Services: APPROVED**

City Librarian John F. Szabo recommended approval to award three contracts for mental health services and/or social services to the following providers: CTG Family Therapy Incorporated, Special Service for Groups, Inc. and to SISTAHFRIENDS for a term of (5) five years for work to be performed on an as-needed and as-requested basis. He reported that of the eight proposals received, only these three proposals were submitted on time.

Mr. Szabo also requested authorization to repost the Request for Qualifications (RFQ) previously approved by the Board on January 27, 2022, and to include a rolling submission due date of no later than December 6, 2022, to find additional qualified entities to provide mental health services and or social services to assist Library patrons.

DISCUSSION

Board President Cao said she was pleased to see that these contracts are up for approval and about the recommendation to get more organizations on board, so she would definitely like to have the RFQ process restarted as well. She asked if there is anything they could do differently that could bring in more proposals.

Mr. Szabo replied that staff will endeavor to reach out again to the extensive list of recipients. He said the challenge of this process was the timeline. He applauded Karen Pickard-Four and the Public Relations's Marketing team, Madeleine Rackley from the Business Office, for doing a great job on outreach including special workshops on how to do business with the city. Staff reached out through Neighborhood Councils, the L.A. County Department of Mental Health, LAPL's social media platforms, and the City's procurement platform. Staff were encouraged to promote it to local organizations. The RFQ received media coverage including an LAist article, an interview with KPCC and KCRW radio stations and Fox Channel 11 and Channel 35.

President Cao stated she really appreciated all that work put into this item and that she had seen many of those posts, and mentioned that the procurement process with the city is very onerous, especially for smaller companies. She asked if for the firms that submitted everything but had not made it on time, could they be reconsidered to resubmit the same information.

Mr. Szabo replied that staff is going to ask those proposers to resubmit their proposals if the Board approves the reissue of the RFQ; staff is optimistic that they will resubmit.

Commissioner Salinas asked if all of the proposals provide the exact same services, or if they differ on what they specialize in.

Mr. Szabo replied that each of the organizations provide a slightly different set of services. He asked Karen Pickard-Four, who leads the Library Experience Office, to speak about the scope of services that the organizations being

recommended will provide. Ms. Pickard-Four provided information about each of the three contracts before the Board.

Commissioner Edmonds asked if the Board could get feedback from those who have participated in the process to learn how their experience was in order to prepare for the next RFQ process.

It was moved by Commissioner Edmonds and seconded by Commissioner Salinas to approve the following resolution. The motion passed with 3 Ayes (Cao/Edmonds/Salinas). Noes: 0. Absent: 2 (Eidmann/Franzen).

LIBRARY RESOLUTION NO. 2022-36 (C-30)

WHEREAS, On January 27, 2022, the Board of Library Commissioners (Board) approved the release of a Request for Qualifications (RFQ) to provide Mental Health Services and/or Social Services at the Library (Library Resolution No. 2022-7); and

WHEREAS, The RFQ was released on February 18, 2022, with a proposal due date of May 18, 2022; and

WHEREAS, Addendum No. 1 to the RFQ was released on April 5, 2022 and revised the due date for proposals to June 30, 2022, and changed the Mandatory Pre-Proposal Conference date to May 18, 2022; and

WHEREAS, Addendum No. 2 to the RFQ was released on May 27, 2022 and revised the due date for proposals to July 14, 2022, and scheduled an additional Mandatory Pre-Proposal Conference for June 15, 2022; and

WHEREAS, Library staff reviewed eight submitted proposals and found the following three proposals were submitted on time:

1. CTG Family Therapy Incorporated
2. Special Service for Groups, Inc.
3. SISTAHFRIENDS

WHEREAS, Library staff further found that two of three proposals were responsive to the RFQ submittal requirements and that the proposal submitted by SISTAHFRIENDS lacked several documents; and

WHEREAS, An evaluation panel of Library employees reviewed the three proposals and found the three proposers were qualified to perform the proposed services; and

WHEREAS, On October 13, 2022, Library staff requested that the Board award contracts to the three proposers and waive informalities for SISTAHFRIENDS as the proposal was submitted on time and all required documents have since been received by the Library; and

Library Resolution
No. 2022-36 (C-30) Cont.

WHEREAS, On October 13, 2022, Library staff recommended that the Board authorize the RFQ to be reposted with a rolling submission due date of no later than December 6, 2022, to allow qualified organizations that were unable to meet the first deadline an opportunity to be considered and allow staff to present contract award recommendations to the Board as the proposals are submitted, reviewed and evaluated; and

WHEREAS, On October 13, 2022, the Board found, in accordance with Charter Sections 371(e)(10) and 1022, and Los Angeles Administrative Code Section 10.15(a)(10), that the services to be provided are professional, expert, and technical services of a temporary and occasional nature, and that it is more feasible and economical to have this work performed by an independent contractor than by City employees; and

WHEREAS, On October 13, 2022, the Board waived informalities as stated in the City Librarian's Board Report and approved the award of a contract to the three Contractors for a term of five years; and, an amount not to exceed \$860,267 per contract for Fiscal Year 2022-23. The amount of the contracts for future years will be determined by the adopted budget each fiscal year. No amount of work or compensation is guaranteed and all work will be performed on an as-needed and as-requested basis; and

WHEREAS, Funds are available to compensate the Contractors for services in accordance with the Agreement:

THEREFORE, BE IT RESOLVED, That the Board adopts the recommendations and findings of the City Librarian's Board Report and approves contracts with the three aforementioned organizations to provide Mental Health Services and/or Social Services for the Library; and

FURTHER RESOLVED, That the Board authorizes staff to repost the RFQ, substantially in the form on file in the Board Office and previously approved by the Board on January 27, 2022, and to include a rolling submission due date of no later than December 6, 2022; and

FURTHER RESOLVED, That the Board authorizes the City Librarian and the City Attorney to make technical changes, if needed, to the contracts and the RFQ; and

FURTHER RESOLVED, That the Board authorizes the Board President to execute the contracts upon the completion of the Mayor's Office review, in accordance with Executive Directive No. 3, and the approval of the City Council.

8. Commissioners' Comments and Announcements

a. Next Board Meeting Notice

The next Regular Meeting of the Board is scheduled for Thursday, October 27, 2022, at 11:00 a.m., tentatively via Teleconference.

9. **Adjournment:** The meeting was adjourned at 11:35 a.m.

ATTEST:

Bích Ngọc Cao
President

Raquel M. Borden
Board Executive Assistant