

MINUTES

BOARD OF LIBRARY COMMISSIONERS CITY OF LOS ANGELES

December 8, 2022

A Regular Meeting of the Board of Library Commissioners was held via teleconference at 11:02 a.m. on the above-written date.

1. Roll Call:

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

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:

Passing of Commissioner Josefa Salinas:

Board President Cao shared that Library Commissioner Josefa Salinas had passed away on November 15, 2022. The Board Members and staff remembered and commented about Commissioner Salinas as a fellow member and friend, who had been on the Board of Library Commissioners since 2013. President Cao also spoke of Commissioner Salinas' career as a radio broadcaster for over 30 years noting that it was the way that she used her voice that had defined her work, and as a public servant, she engaged in countless community activities and always looked for opportunities to promote the great work of the Library.

Commissioner Franzen remembered Commissioner Salinas as a generous person that welcomed her with open arms when she joined the Board, sharing some history of the Library, and inviting her as a guest on her radio show.

Vice President Eidmann said Commissioner Salinas had deep dedication to the work of the libraries and that she felt fortunate to have had the opportunity to work with her through this commission and that the Library had the opportunity to benefit from her passion and her service.

City Librarian John F. Szabo said that Commissioner Salinas had been very generous with her time and was an enormous advocate and supporter of all of the Library's efforts on communicating and marketing library services. She was always lauding the work of library staff, whether they work on research or driving a truck moving materials around the library system. He noted that she will always be our "*Angelita de la Noche*" and that it was an honor to know her and to have her voice in this Commission.

Commissioner Franzen recited “Gracias a La Vida” by Violeta Parra in memory of Commissioner Salinas.

3. **Approval of the Minutes:** Regular Meeting - October 13, 2022 - CONTINUED

4. **Public Comments on Matters**
Within the Board’s Jurisdiction: None.

5. **City Librarian’s Comments**
and Announcements: City Librarian John F. Szabo reported the following:

LAPL’s 150th Anniversary: The Los Angeles Public Library, which was created in 1872, is celebrating its 150th Anniversary. An event was held yesterday at Central Library to kick off the celebration of this milestone, which will include 150 days of special programs across the city, an exhibit about the 150-year history of LAPL to open in March, and a reading challenge for all ages.

Tech2Go Expansion: Mayor Garcetti and Board President Cao joined the City Librarian for a press conference at the Baldwin Hills Branch Library to announce that LAPL’s popular Tech2go computer/hotspot bundle program is now expanding to all 73 Library locations. Mr. Szabo reported that LAPL has over 2,000 of these bundles in circulation and soon 5,000 more will be added, funded by the Federal Communications Commission (FCC) Emergency Connectivity Fund and also supported by funding from the Library Foundation of Los Angeles.

L.A. Comic Con: The Library participated in L.A. Comic Con last weekend, and photos on social media of pets and people in costume holding our library card were fantastic. Attendees signed up for library cards and learned about resources. LAPL staff moderated a panel discussion among creators, educators, and publishers discussing best practices for introducing graphic novels to kids and teens at home, libraries and classrooms. LAPL staff also were judges in the kids’ costume contest and announced the winners of a scavenger hunt that the Library designed to promote library resources and collections.

Voter Registration: In October, LAPL’s Civics & Community Services Office and Branch Library Services coordinated with the City Clerk’s Office to host voter registration tables at 19 of LAPL libraries. LAPL worked with the LA County Registrar Recorder hosted in-person vote centers at 3 branch libraries (Chinatown, Will and Ariel Durant and Palisades), in addition to the vote-by-mail boxes at all 73 libraries. Mr Szabo this is a wonderful way libraries support democracy.

6. **City Librarian’s Reports:**

Consent Item(s)

It was moved by Commissioner Franzen and seconded by Vice President Eidmann to approve the following resolutions. The motion passed with 3 Ayes (Cao/Eidmann/Franzen). Noes: 0. Absent: 1 (Edmonds).

- 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. **Approval to amend the acceptance of
California Library Literacy Services
(CLLS) Grant for Fiscal Year 2022/23:** APPROVED

LIBRARY RESOLUTION NO. 2022-43 (C-37)

WHEREAS, on August 24, 2022, the California State Library announced that the Los Angeles Public Library (LAPL) Adult Literacy Services and Family Literacy Services grant application was accepted; and

WHEREAS, on October 27, 2022, the Board of Library Commissioners accepted the California Library Literacy Services (CLLS) grant in the amount of \$243,240; and

WHEREAS, on November 30, 2022, an error was found in Recommendation 2 of the October 27, 2022 Board Report that needs to be amended. The funds must be deposited in Trust Fund 419, Account 371 instead of Account 366:

THEREFORE, BE IT RESOLVED, that the Board adopts the recommendations and findings of the City Librarian's Board Report and approves the amendment to correct the account number for the California Library Literacy Services (CLLS) grant for fiscal year 2022-23 that was approved on October 27, 2022. The funds must be deposited in Trust Fund 419, Account 371 instead of Account 366; and

FURTHER RESOLVED, that the Board hereby authorizes the City Librarian, or designee, to make technical and clerical corrections, if needed, to the original acceptance of the grant on October 27, 2022, and to this amendment.

- c. **Acceptance of gifts:** APPROVED

LIBRARY RESOLUTION NO. 2022-44 (C-38)

RESOLVED, That a gift of \$10,000 to be used for the branch adult materials budget at the Westwood Branch Library received from the Friends of West Los Angeles be accepted and that funds be deposited in Trust Fund 831, Account 340; and

Library Resolution
No. 2022-44 (C-38) Cont.

FURTHER RESOLVED, That a letter of thanks be sent to the Friends of West Los Angeles expressing the grateful appreciation of the Board and staff for the generous gift.

LIBRARY RESOLUTION NO. 2022-45

RESOLVED, That a gift of \$3,497.11 for supply purchases including three rotating shelves for paperback books, two book carts, and book processing and display materials to benefit the Donald Bruce Kaufman-Brentwood Branch Library received from the Friends of the Donald Bruce Kaufman Brentwood Branch Library be accepted; and

FURTHER RESOLVED, That a letter of thanks be sent to the Friends of the Donald Bruce Kaufman-Brentwood Branch Library expressing the grateful appreciation of the Board and staff for the generous gift.

Discussion Items

d. Approved contract to award Audiovisual Consultant Services contract to OB1 Films, LLC

City Librarian John F. Szabo recommended approval to award a contract to OB1 Films, LLC to provide Audiovisual Consultant Services to the Los Angeles Public Library on an as-needed and as-requested basis for a term of one (1) year with two (1) one-year options to renew. He stated that OB1 Films, LLC was one of two proposals received and a panel of Library staff reviewed and evaluated the proposals. OB1 Films, LLC received the highest overall score and was found to best meet the needs of the Library.

Discussion

Board President Cao had concerns about the low response to the request for proposals and asked staff to look into finding out what is holding back potential proposers from applying, whether it was the city's process or something else that the library can assist with to those interested in applying to make it through the process.

Mr. Szabo said that a good number of people at the end of the pre-proposal conference indicated that they would be submitting a proposal, but those proposals ultimately did not materialize. He said the Library has a practice of going back to ask if there was a particular barrier to submitting a proposal. He said this information is helpful in determining if there is something that the Library can correct, make easier or incorporate into the pre-proposal conferences, or if it is something that is inherent to the overall procurement process of the city.

It was moved by Vice President Eidmann and seconded by Commissioner Franzen to approve the following resolution. The motion passed with 3 Ayes (Cao/Eidmann/Franzen). Noes: 0. Absent: 1 (Edmonds).

LIBRARY RESOLUTION NO. 2022-46 (C-39)

WHEREAS, on August 26, 2021, the Board of Library Commissioners (Board) approved the release of a Request for Proposals for Audiovisual Consultant Services (RFP) to find a qualified and experienced entity to provide professional and technical services to manage, direct, plan, and coordinate the audiovisual, lighting and other technical aspects of meetings or productions staged in the Central Library Mark Taper Auditorium, Rotunda, Courtyards, or other Library facilities (Library Resolution No. 2021-23);

WHEREAS, on January 10, 2022, the RFP was released and Mandatory Pre-Proposal Conferences were held on February 23, 2022 and April 5, 2022. On May 3, 2022, the Library received two proposals: 1) OB1 Films, LLC and 2) John Powell; and

WHEREAS, Library staff reviewed the proposals and found both to be responsive to the RFP submittal requirements. An evaluation panel of Library employees reviewed and evaluated the proposals and OB1 Films, LLC received the highest overall score and was found to best meet the needs of the Library;

WHEREAS, on December 8, 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 to have this work performed by an independent contractor than by City employees;

WHEREAS, on December 8, 2022, the Board approved the award of a contract to OB1 Films, LLC for a term of one year with two one-year options to renew at the discretion of the City Librarian, or designee; in an amount not to exceed \$129,800 per fiscal year (July 1–June 30). No minimum 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 Contractor 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 the contract with OB1 Films, LLC to provide Audiovisual Consultant Services 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 contract; and

Library Resolution
No. 2022-46 (C-39) Cont.

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

8. Commissioners' Comments and Announcements:

a. Election of Officers for Fiscal Year 2022-23

President:

It was moved by Vice President Eidmann and seconded by Commissioner Franzen to re-elect Bích Ngọc Cao as President of the Board of Library Commissioners for Fiscal Year 2022-23. The motion passed with 3 Ayes (Cao/Eidmann/Franzen). Noes: 0. Absent: 1 (Edmonds).

Vice President:

It was moved by Board President Bích Ngọc Cao and seconded by Commissioner Franzen to re-elect Kathryn Eidmann as Vice President of the Board of Library Commissioners for Fiscal Year 2022-23. The motion passed with 3 Ayes (Cao/Eidmann/Franzen). Noes: 0. Absent: 1 (Edmonds).

9. Adjournment: The meeting was adjourned at 11:33 a.m.

ATTEST:

Bích Ngọc Cao
President

Raquel M. Borden
Board Executive Assistant