

MINUTES

BOARD OF LIBRARY COMMISSIONERS CITY OF LOS ANGELES

January 27, 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 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 Elise Ruden; Library staff and members of the public.

2. **Opening Remarks:** None.

3. **Approval of the Minutes:**

a. Regular Meeting - October 28, 2021

It was moved by President Cao and seconded by Commissioner Edmonds to approve the Minutes of the Regular Meeting held on October 28, 2021. The motion passed with 3 Ayes (Cao/Edmonds/Salinas). Noes: 0. Absent: 2 (Eidmann/Franzen).

b. Special Meeting - December 16, 2021

It was moved by Commissioner Salinas and seconded by Commissioner Edmonds to approve the Minutes of the Special Meeting held on December 16, 2021. The motion passed with 3 Ayes (Cao/Edmonds/Salinas). Noes: 0. Absent: 2 (Eidmann/Franzen).

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:

Tech2go Program is expanding with the addition of Computer Bundles: Starting February, Tech2go Computer Bundles will be available for checkout from the Central Library and 26 branch libraries. The Tech2go Computer Bundles consist of a Chromebook and a hotspot for long-term loans. The Library developed this program to increase connectivity in communities with significant lack of broadband access. The

Library was awarded a \$1.7 million dollar grant from the Federal Communications Commission (FCC) Emergency Connectivity Fund to address digital equity and digital literacy. This will provide for a total of 2,000 Tech2Go Computer Bundles.

Chinese Neighborhood Science Storytime: The Library recently offered the first virtual Chinese Neighborhood Science Storytime as part of the Dive into Language Storytime series offered in multiple languages in communities around Los Angeles. The Chinese Neighborhood Science Storytime promotes the NASA GLOBE Clouds Challenge 2022 – Clouds in a Changing Climate, a program that runs through February 15.

ALA American Rescue Plan: Humanities Grants for Libraries: The Library received a \$10,000 grant from the National Endowment for the Humanities through the American Library Association. The Art, Music and Recreation Department at Central Library developed the program, "Looking at Art In the Street" that will consist of an art exhibit, a panel discussion, a program on the connection between music and street art from the 1970's to the present, a tour of the Los Angeles Arts District Street Art for viewing on the Library's website, and seven "Create Street Art" programs at Central Library and six other branch libraries.

LAPL is the nation's top-circulating library on OverDrive's platform for the third year in a row. The Library's overall circulation on OverDrive, which most people know through the Libby App, reached 8,691,799 in 2021.

New Americans Initiative continues to serve immigrant communities: During the month of December, the Lifelong Learning's Office of Civics and Community Services had 121 immigration appointments with partner providers; the largest number since moving to remote services. Library partners provide services in 15 categories, including help with naturalization applications, DACA, and financial coaching.

Recognition of LAPL Zine Collection: LAPL's Zine Collection was recently featured in KCRW's '5 things to Do' series and it was described as a 'Niche Nirvana.' Ziba Pérez, Young Adult Librarian and a member of the LAPL Zine Committee also contributed a chapter to the ALA Book, "Zines in Libraries." Mr. Szabo stated that zines are a great way to make sure LAPL collections are diverse in content.

Board President Cao commented that the UN passed a resolution in 2016 declaring Internet Access a human right, and she applauded the work that library staff are doing on that front. She asked about the length of the loans for the tech bundles.

Susan Broman, Assistant City Librarian, replied that it would be a six-month loan to match the grant period, and possibly longer if funds are available.

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. Approval for the acceptance of the third installment in the of the American Library Association Google Libraries Build Business (LBB) grant award for the Sea un Vendedor Ambulante Exitoso in Los Angeles/Successful Sidewalk Vending Program: APPROVED.

LIBRARY RESOLUTION NO. 2022-3 (C-2)

WHEREAS, On July 15, 2020, the American Library Association/Google "Libraries Build Business" grant announced that the Los Angeles Public Library (LAPL) is awarded \$85,000 for the "Sea un vendedor ambulante exitoso/Successful Street Vending" program; and the award is to be distributed in three almost equal payments of \$28,333.33, \$28,333.33 and \$28,333.34; and

WHEREAS, the third award has been distributed to the Library to Trust Fund 831 Account 359 and the total award is \$85,000; 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 third installment of American Library Association/Google "Libraries Build Business" grant award of \$28,333.34 for the "Sea un vendedor ambulante exitoso/Successful Street Vending" program; and

FURTHER RESOLVED, That the funds be deposited in Trust Fund 831, Account 359.

- c. **Approval for the acceptance of a grant from the Andrew W. Mellon Foundation, through the Internet Archive, for web archiving**

LIBRARY RESOLUTION NO. 2022-4 (C-3)

RESOLVED, That a stipend of \$1,100 from the Andrew W. Mellon Foundation passing through the Internet Archive for web archiving at Los Angeles Public Library (LAPL) be accepted and deposited in Trust Fund 831, Account 368; and

FURTHER RESOLVED, that expenditure of grant funds will be facilitated by the Library's Digitization and Special Collections Department.

Discussion Items

- d. **Approval of Recommendation to, in accordance with the California Environmental Quality Act (CEQA), review and consider the Initial Study (IS)/Mitigated Negative Declaration (MND); adopt the Mitigation Monitoring Program, and approve the project in concept as described in the IS for the Pio Pico-Koreatown Branch Library Park and Underground Parking Structure Project (W.O.E1908188) at 694 South Oxford Avenue: APPROVED**

City Librarian John F. Szabo asked the Board for approval of the findings and recommendation to, in accordance with the California Environmental Quality Act (CEQA), review and consider the Initial Study (IS)/Mitigated Negative Declaration (MND); find that, on the basis of the whole record, with the incorporation of described mitigation measures, there is no substantial evidence that the project will have a significant effect on the environment and that the MND reflects the City of Los Angeles' independent judgment and analysis; adopt the MND, adopt the Mitigation Monitoring Program, and approve the project in concept as described in the IS for the Pio Pico-Koreatown Branch Library Park and Underground Parking Structure Project (W.O.E1908188) at 694 South Oxford Avenue.

Mr. Szabo stated that this environmental report is for a significant project for which staff has provided information in the past. He said this is a wonderful project for the Library and the Koreatown community and it will significantly improve the experience of patrons and community members at the library. He said this project would put a park and an underground parking garage in place of the surface parking lot that is just under 11,000 square feet.

Mr. Szabo pointed out that this particular area of the city is specially in need of park space, since it is a park poor area of the city. This project was initiated by Council District 10 a few years ago and allocated funding for this project and recommended approval of this item as it is part of the approval for this project.

Discussion

Commissioner Salinas asked if there is a charge to use the parking lot and what would happen when the new structure is built. Mr. Szabo stated that there is a charge only if you are not using the library and it will be the same arrangement as it is currently.

Board President Cao asked about the timeline for completion. Joyce Cooper, Director of Branch Library Services, replied that after this Board approves the recommendations and the Memorandum of Agreement, they would go to two other Boards for approval, Board of Recreation and Parks and the Board of Public Works, respectively. Once approved, the Bureau of Engineering will be managing the bidding process. She said that once it breaks ground, the project will take about two years to complete.

Board President Cao inquired about the parking arrangements during construction. Ms. Cooper replied that the Library has been working with Council District 10 to identify alternative parking. In the interim, there will be re-striping of street parking spaces to accommodate more parking.

Commissioner Edmonds commented that the Board report had comments on public safety and concerns for folks who are unhoused and asked how the Library would handle public safety. Ms. Cooper answered that the Department of Recreation and Parks has experience managing these issues and the plans include installation of a fence around the park.

Commissioner Edmonds asked if the new Safety and Security for the Library will have outreach to the outdoor spaces of library facilities or would it only include inside of facilities. Ms. Cooper said that security is an ongoing conversation as the park is on library property, but Recreation and Parks would manage the park and operate by the rules set by Recreation and Parks.

Commissioner Edmonds inquired about community engagement and input before the plan were into place and whether there were concerns on public safety. Ms. Cooper answered that Council District 10 held two community sessions at the Pio Pico-Koreatown Branch before they went into the planning process for the park.

Commissioner Salinas said she is glad to see the project moving forward.

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

LIBRARY RESOLUTION NO. 2022-5

WHEREAS, The Pio Pico-Koreatown Branch Library is owned and operated by the Los Angeles Public Library (LAPL) and is located at 694 S. Oxford Avenue, Los Angeles CA 90005; and

Library Resolution
No. 2022-5

WHEREAS, The City of Los Angeles (City) and City of Los Angeles Department of Public Works, Bureau of Engineering (BOE) propose the construction and operation of a new park and underground parking structure on the site of the existing surface parking lot serving the Pio Pico-Koreatown Library (proposed Project); and

WHEREAS, According to the California Environmental Quality Act (CEQA), the proposed construction of the park and garage requires an evaluation to determine whether the proposed Project may have a significant effect on the environment; and

WHEREAS, BOE, acting as the Lead Agency, conducted the required CEQA environmental analysis and prepared a Final Initial Study/Mitigated Negative Declaration report and a Mitigation Monitoring Program report for the proposed Project; and

WHEREAS, BOE finds that, with incorporation of described mitigation measures, the proposed Project would not have a significant effect on the environment; and

WHEREAS, The Board of Library Commissioners is authorized through the Los Angeles City Charter, Section 534, to adopt environmental recommendations regarding LAPL properties:

THEREFORE RESOLVED, That the Board of Library Commissioners find that, on the basis of the whole administrative record, there is no substantial evidence that the proposed Pio Pico-Koreatown Branch Library Park and Underground Garage Project (Project) will have a significant effect on the environment and that the attached Mitigated Negative Declaration (MND) reflects the independent judgment and analysis of the City of Los Angeles; and

FURTHER RESOLVED, That the Board of Library Commissioners adopt the attached Final Initial Study/Mitigated Negative Declaration; and

FURTHER RESOLVED, That the Board of Library Commissioners adopt the attached Mitigation Monitoring Program; and

FURTHER RESOLVED, That the Board of Library Commissioners request the Bureau of Engineering to report quarterly in writing to the Los Angeles Public Library regarding the Mitigation Monitoring Program.

e. Approval of Memorandum of Agreement between the Library Department, the Department of Public Works - Bureau of Engineering and the Department of Recreation and Parks for the Joint Use of a portion of the Pio Pico-Koreatown Branch Library property located at 694 South Oxford Avenue for recreational and library purposes: APPROVED

City Librarian John F. Szabo recommended approval of the Memorandum of Agreement (MOA) between the Library Department (LAPL), Department of Public Works - Bureau of Engineering (BOE) and the Department of Recreation and Parks (RAP) for the Joint Use of a portion of the Pio Pico-Koreatown Branch Library property located at 694 South Oxford Avenue for recreational and library purposes subject to the terms and conditions of the MOA.

Mr. Szabo stated that the MOA governs the construction and installation of improvements on the property of the Pio Pico-Koreatown Branch Library. The construction would be led by the Bureau of Engineering and the park would be operated by RAP. He said that, as the Board Report indicates, the park will provide green space, benches, park lighting, children's playground, and Library staff will be able to provide programming and library related activities. For the Library, it would include restroom renovations, facade and signage improvements.

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

LIBRARY RESOLUTION NO. 2022-6 (C-4)

WHEREAS, the Library Department (hereinafter referred to as the "Los Angeles Public Library" or as "LAPL") owns the property located at 694 South Oxford Street, Los Angeles, CA 90005, known as the Pio Pico-Koreatown Branch Library; and

WHEREAS, the Department of Public Works, Bureau of Engineering (hereinafter referred to as "BOE") and the Department of Recreation and Parks (hereinafter referred to as "RAP") desire to improve a portion of the Pio Pico-Koreatown Branch Library for use as a park for recreational purposes, currently referred to as the Pio Pico Park; and

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

WHEREAS, LAPL, BOE, and RAP recognize that the proposed uses of the PREMISES described as a portion of Assessor Parcel Number (APN) 5093-006-900; would best serve the public at this time by providing recreational and LAPL purposes and desire to enter into a Memorandum of Agreement (MOA); and

Library Resolution
No. 2022-6 (C-4) Cont.

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

WHEREAS, RAP has the ability, resources and authority per City Charter Section 590(a)(1) to maintain the PREMISES for recreational and park purposes throughout the term of this MOA at no cost to LAPL; and

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

WHEREAS, RAP desires to use a portion of the PREMISES for recreational and park purposes and will assume all responsibilities and costs to operate and maintain the park portion of 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 LAPL for library purposes at no costs to LAPL; and

WHEREAS, LAPL, RAP and BOE recognize that the proposed use of the PREMISES would best serve the public at this time by providing recreational facilities and green space for the community while maintaining parking spaces available to LAPL patrons, and LAPL, RAP and BOE desire to enter into this MOA; and

WHEREAS, Los Angeles City Charter Section 534 grants the Board of Library Commissioners full control over all LAPL sites:

THEREFORE, RESOLVED, That the Board of Library Commissioners hereby approves the use of a portion of the Pio Pico-Koreatown Branch Library by RAP for joint recreational and Library purposes, subject to the terms and conditions of the MOA; and

FURTHER RESOLVED, That the Board of Library Commissioners approves the MOA between LAPL, BOE, and RAP for the improvement, use and maintenance of a portion of the Pio Pico-Koreatown Branch Library agreeing to the terms and conditions therein.

**f. Approval for the Release of a Request for
Qualifications (RFQ) to establish a list of qualified
providers of mental health services and/or social services: APPROVED**

City Librarian John F. Szabo recommended approval to release a Request for Qualifications (RFQ) to establish a list of qualified and experienced professionals to provide mental health services and/or social services to meet the needs of the Library and Library patrons. This is an effort of the Library Experience Office and the

Library's strategy of reimagining safety and security. This RFQ is an important piece of the solution and seeks to engage numerous entities who can provide social and mental health services.

Mr. Szabo stated that the Library wants to make sure that there is a far and wide outreach effort throughout the RFQ process. He noted that there is already a list of almost 200 entities that are potential respondents.

Commissioner Salinas asked whether this RFQ would result in a list of organizations that when the Library needs something specific in a certain area, it would go to this list that has already been compiled, and call on a particular organization that matches the needs of a particular branch.

Mr. Szabo replied that it would be exactly as Commissioner Salinas had explained it.

Commissioner Edmonds asked how the library is supporting those who don't have many resources but still want to seek a contract.

Karen Pickard-Four, Principal Librarian, Library Experience Office, stated the Library's Business & Economics Department will be hosting several workshops on how to apply for city contracts. She said currently staff is working with the Bureau of Contract Administration, the Business Inclusion Section, their Racial Equity Officer, and the Compliance Manager for the Bureau of Contract Affairs, who will be showing how this can be done to net the greatest diverse number of people who have never applied.

Commissioner Edmonds said she would like to hear how the engagement process went and whether they identified some best practices that can be used for future RFPs and RFQs.

Board President Cao said she appreciates the effort to make the process transparent and as simple as possible and to bring in people from all walks of life.

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

LIBRARY RESOLUTION NO. 2022-7

WHEREAS, The Los Angeles Public Library (Library) desires to issue a Request for Qualifications (RFQ) to establish a list of qualified and experienced professionals to provide mental health services and/or social services to meet the needs of the Library and Library patrons; and

WHEREAS, The term of the proposed contracts resulting from the RFQ will be for five (5) years; and

WHEREAS, The proposals submitted in response to the RFQ will be submitted electronically to the following: librarysocialservices_2022@lapl.org; and

Library Resolution
No. 2022-7 Cont.

WHEREAS, Funds are available in the Library Contractual Services Account 3040 to compensate the selected contractors for services, and no amount of compensation or work is guaranteed:

THEREFORE, RESOLVED, That the Board of Library Commissioners (Board) hereby authorizes the City Librarian, or designee, to release the RFQ to Provide Mental Health Services and/or Social Services and to advertise and distribute the RFQ to potential proposers; and

THEREFORE, FURTHER RESOLVED, That the Board finds, in accordance with Charter Sections 371(e)(10) and 1022, and Los Angeles Administrative Code Section 10.15(a)(10), that it is more economical that these services be performed by independent contractors than by City employees; and

THEREFORE, FURTHER RESOLVED, That the Board hereby authorizes the City Librarian and City Attorney to make technical corrections as deemed necessary.

**7. Oral Update from the Ad Hoc Committee
on Re-imagining Safety & Security**

Board President Cao reported that the Adhoc Committee on Reimagining Safety and Security met last week and among the matters discussed were the progress on the hiring process for social workers and other roles for the Library Experience Office; the Request for Qualifications (RFQ) that the Board passed at today's meeting; and the Urban Alchemy Pilot Program. She asked City Librarian John F. Szabo to provide further information.

City Librarian John F. Szabo reported that staff continues working with the City's Personnel Department on the classification specifications for the social worker that would be specific to the duties within the library; it has been approved by the Board of Civil Service Commissioner and the Library has formally requested the Personnel Department to administer the exam. The salary setting process for the Library Experience Ambassador positions has been approved by the Employee Relations Committee and it will go to the City Council Personnel, Audits, and Animal Welfare Committee, then to the full City Council for approval. The Library will begin hiring for the Library Experience Ambassador positions through the Bridge to Jobs Program.

Mr. Szabo said that approval of the RFQ for social and mental health services is a big step forward. He noted that the Ad Hoc Committee discussed the amendments to the Rules of Conduct, and provided an update on the number of staff that have received De-escalation Training and Hollaback Training. Lastly, he reported on the Urban Alchemy Pilot Project at the Hollywood-Goldwyn Branch Library. He asked Assistant City Librarian Susan Broman to provide further information.

Assistant City Librarian Susan Broman reported on a two-month pilot program to enhance safety at the Hollywood-Goldwyn Branch Library. The pilot was led by Urban Alchemy, a non-profit organization, who provided three practitioners, who have lived experiences as well as training in de-escalation and talking to people in crisis. They

worked with library staff and contract security to develop a full range of interactions with people coming into the Library.

Board President Cao thanked Mr. Szabo and Ms. Broman for providing the progress update.

8. Commissioners' Comments and Announcements

Board President Cao announced that the next Regular Meeting of the Board is scheduled for Thursday, February 10, 2022, at 11:00 a.m., via Teleconference.

9. Adjournment: The meeting was adjourned at 12:00 p.m.

ATTEST:

Bích Ngọc Cao
President

Raquel M. Borden
Board Executive Assistant