A Regular Meeting of the Board of Library Commissioners was held at the Silver Lake Branch Library, 2411 Glendale Boulevard, Los Angeles, CA 90039, convening at 11:01 a.m. on the above-written date.

1. **ROLL CALL**

   **Present:**  
   Vice-President Kathryn Eidmann  
   Commissioner Dale Franzen  
   Commissioner Josefa Salinas

   **Absent:**  
   President Bích Ngọc Cao  
   Commissioner Mai Lassiter

   **ALSO PRESENT:** John F. Szabo, City Librarian; Basia Jankowski, Deputy City Attorney; Maryanne Kuk, President and Founding Member of the Friends of the Silver Lake Library; and staff.

2. **OPENING REMARKS:**

   Vice President Eidmann welcomed everyone to the Board of Library Commissioners’ Meeting being held at the Silver Lake Branch Library, which this week is celebrating the 10th Anniversary of its opening. She said this is her community library where she attends programs with her son. She also wished Commissioner Franzen a Happy Birthday.

   **Literary Appreciation**

   Commissioner Salinas read a poem from The Love Poems of Rumi titled, “Looking For Your Face.”

3. **APPROVAL OF MINUTES:** None.

4. **REMARKS BY THE NORTHEAST AREA MANAGER AND THE SILVER LAKE BRANCH SENIOR LIBRARIAN**

   **Northeast Area Manager**

   Kian Daizadeh, Area Manager, welcomed the Board to the Northeast Area. He stated that the region is served by 13 branch libraries and has the unique distinction of having the first established branch and the newest branch in the library system, Benjamin
Franklin and Silver Lake, respectively. The region also has three branch libraries listed on the National Register of Historic Places; they are the Lincoln Heights Branch, Malabar, and Robert L. Stevenson Branch.

Mr. Daizadeh provided an overview of the branch libraries in the region, including programs, initiatives, and collaborative partnerships. He introduced the following Senior Librarians from the region that were in attendance at the meeting: Dora Suarez from Arroyo Seco Regional, Neils Bartels from Edendale, Yan Wen from Malabar, Victoria Sikora from Echo Park; and Lisa Palombi, Senior Librarian from the Silver Lake Branch.

**Silver Lake Branch Senior Librarian**

Lisa Palombi, Senior Librarian, stated that the Silver Lake Branch began serving the Silver Lake community in 2009. This facility was designed by Architect Barry Milofsky, a resident of Silver Lake. He incorporated modern architecture themes to reflect the styles of Richard Neutra and Rudolph Schindler. The public art project, which incorporates quotes of famous Silver Lake residents, was designed by Christina Ulke.

Ms. Palombi introduced staff members and provided an overview of the programs and services offered at the branch. She said a piano is located on the second floor and the optimal acoustics has expanded the branch’s reputation as being an exemplary venue for musical performances. The branch currently has five STAR readers, two therapy dogs, a music composition teacher, and a growing Teen Volunteer Corps.

Ms. Palombi noted that the Friends of Silver Lake Library was established three years before the building opened and its members were participants during design and construction discussions. The Friends run a bookstore, conduct membership drives, fundraise, and volunteer for bigger events.

5. **PUBLIC COMMENTS ON MATTERS WITHIN THE BOARD’S JURISDICTION:**

Maryanne Kuk, President and Founding Member of the Friends of the Silver Lake Library, spoke about the Friends suggestion 20 years ago to then City Librarian Fontayne Holmes to add the Silver Lake Branch as project 36 using Bond funds remaining from projects that came under budget. She said more funds were found by then Councilmember Eric Garcetti to purchase land, prepare plans, and build this beautiful branch. She stated that during the course of those few years, the Friends group was formed by five dedicated library lovers.

6. **CITY LIBRARIAN’S COMMENTS AND ANNOUNCEMENTS**

City Librarian John F. Szabo reported the following:
• **New Exhibit, “Our Voice: Celebrating Coretta Scott King Illustrator Awards”** is opening this week in the Central Library’s Getty Gallery. The exhibit has over 100 original images of artwork from children’s books that have received the Coretta Scott King Book Award. The award is given annually by the American Library Association to outstanding African American authors and illustrators of books for children and young adults that demonstrate an appreciation of African American culture and universal human values. This exhibit will be on view until January 26, 2020.

• **Friends of the Library Annual Breakfast Symposium:** The 2019 Annual Citywide Friends Breakfast Symposium was held last month during the National Friends of the Library Week (October 20-26). The Los Angeles Public Library recognized its 68 Friends of the Library groups and presented them with certificates of appreciation.

• **New Digital Resource - Transparent Language Online:** The Library is now offering this online language learning program, which has more than 120 languages, including more than a dozen Native American languages and 26 languages for ESL students.

• **LAPL Book Bikes featured in Access Daily:** The LAPL’s three (3) Book Bikes and Zine Bike were featured on Access Daily with Mario Lopez. Mario Lopez from Univision also came to the Library to do a program in Spanish about the Spanish Language Collection.

• **Mini Maker Faire:** On December 7, the Library will host its fourth Mini Maker Faire at Central Library. The Maker is a venue with over 120 booths for makers to show hobbies, experiments, and projects. The Faire is part of the Library’s Full STEAM Ahead Initiative.

• **Proposed Budget for Fiscal Year 2020-21:** Mr. Szabo stated that the Library’s proposed budget would be on the December 12th Agenda.

6. **CITY LIBRARIAN’S REPORTS:**

   **Consent Items**

   City Librarian John F. Szabo recommended approval of the Consent Calendar.

   It was MOVED by Commissioner Salinas, seconded by Commissioner Franzen and unanimously carried 3/3 that the following resolutions be adopted:

   **A. Approved Acceptance of Gifts**

   **LIBRARY RESOLUTION NO. 2019-44**

   RESOLVED, That a gift of consisting of installation of a front entrance garden, valued at $3,900, received from the Friends of Little Tokyo Branch Library for the benefit of the Little Tokyo Branch Library be accepted; and
Library Resolution
No. 2019-44

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

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LIBRARY RESOLUTION NO. 2019-45

RESOLVED, That a gift of a MAR-LINE Rotor Square 5 tier Video/Paperback Display, valued at $2,350.69, received from the Friends of the Mar Vista Library for the Mar Vista Branch Library be accepted; and

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

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LIBRARY RESOLUTION NO. 2019-46

RESOLVED, That a gift of $2,000 received from Carolyn Misumi in memory of her father, Saburo Misumi, for donation to the Benjamin Franklin Branch Library be accepted and deposited in Trust Fund 831, Account 340; and

FURTHER RESOLVED, That a letter of thanks be sent to Carolyn Misumi expressing the grateful appreciation of the Board and staff for the generous gift.

Discussion Items

B. Approved Amendment No. 1 to four Contracts for Immigration Assistance and Outreach Services

City Librarian John F. Szabo recommended approval to amend four (4) contracts for Immigration Assistance and Outreach Services that would increase the amount and extend the term for one additional year.

It was MOVED by Commissioner Franzen, seconded by Vice President Eidmann and unanimously carried to adopt the following resolution:

LIBRARY RESOLUTION NO. 2019-47 (C-36)

WHEREAS, On January 2019, the Los Angeles Public Library (Library) and Contractors entered into four (4) Immigration Assistance and Outreach Contracts to provide immigration assistance and outreach services to Library patrons for the term of one (1) year and not to exceed twenty thousand dollars ($20,000) with the following four firms:
Library Resolution
No. 2019-47 (C-36)

1. Coalition for Humane Immigrant Rights (CHIRLA) Contract No. 806 (C-132686) executed on January 23, 2019

2. PARS Equality Center (PEC), Contract No. 807 (C-132687) executed on January 23, 2019

3. Centro CHA, Inc. Contract No. 808 (C-132688) executed on January 23, 2019

4. Council of Mexican Federations in North America (COFEM) Contract No. 809 (C-132716) executed on January 29, 2019; and

WHEREAS, Library staff recommends the approval of Amendment No. 1 to extend the terms of the aforementioned contracts for an additional one (1) year and increase compensation by an additional sixty thousand dollars ($60,000) to a maximum contract compensation of eighty thousand dollars ($80,000), to allow Library staff sufficient time to develop and perform a Request for Qualifications (RFQ) process; and

WHEREAS, the Board of Library Commissioners found, in accordance with Charter Sections 371(e)(10) and 1022 and Los Angeles Administrative Code Section 10.15(a)(10) that the work can be performed more economically by an independent contractor than by City employees and the use of competitive bidding would be undesirable or impractical due to the temporary nature of the services; and

WHEREAS, funds are available in the Library’s Contractual Services Account 3040 to continue this service:

THEREFORE, RESOLVED, that the Board of Library Commissioners approve Amendment No. 1 for each of the aforementioned contracts to continue to provide immigration assistance and outreach services at the Branch Libraries and Central Library; and

FURTHER RESOLVED, that the City Librarian and City Attorney be authorized to make technical changes to the Agreements, if needed; and

FURTHER RESOLVED, that the Board President is authorized to execute the aforementioned Agreements.
C. Approved a Supplemental Agreement  
Contract No. 805 with to continue consulting  
services for the Safety and Security Project  

LIBRARY RESOLUTION NO. 2019-48 (C-37)  

WHEREAS, on November 13, 2018, Library (LAPL) and Amanda Liv de Hoyos Carlson (Contractor) entered into Contract No. 805 for one year to provide professional consultant services to develop a framework for staff at all levels to develop recommendations for the LAPL Safety and Security Project (Project) at the Branch Libraries and Central Library; and  

WHEREAS, LAPL seeks to extend the term of the agreement with Contractor one additional year to allow Contractor and Library staff sufficient time to continue the implementation of the Project, and increase the total compensation to the Contractor by an additional $43,200 for total contract compensation not to exceed $138,200; and  

WHEREAS, the Contractor has agreed to the proposed supplemental contract and wishes to provide professional consultant services to continue development of the Project in accordance with the same terms and conditions of Contract 805, except as revised by this Supplemental Agreement; and  

WHEREAS, the Board of Library Commissioners found, in accordance with Charter Sections 371(e)(10), and 1022; as well as Los Angeles Administrative Code Section 10.15(a)(10), that the work can be performed more economically by an independent contractor than by City employees, and the use of competitive bidding would be impractical due to the temporary nature of the services; and  

WHEREAS, the Contractor has demonstrated the necessary skills and expertise to successfully perform the requested services and meet the expectations of the Library; and  

WHEREAS, LAPL has sufficient funds available within the Various Special Account 9510 budget to compensate the Contractor for materials and services provided under this Supplemental Agreement to Contract No. 805:  

THEREFORE, RESOLVED, that the Board of Library Commissioners approve Supplemental Agreement to Contract No. 805 for a period of one year from the date of execution by the Board to Amanda Liv de Hoyos Carlson, a sole proprietor, to provide professional consultant services to continue development of the Safety and Security Project in accordance with the same terms and conditions of Contract 805, except as revised by this Supplemental Agreement; and  

FURTHER RESOLVED, that the City Librarian and City Attorney be authorized to make technical changes to the contract if needed; and  

FURTHER RESOLVED, that the Board President is authorized to execute the contract.
7. **PRESENTATION: Take the Lead**

Julie Lamba, FUSE Executive Advisor, working on Leadership Development for the Los Angeles Public Library (LAPL), along with Emily Rose Oachs, Administrative Clerk, Youth Services, and Edwin Rodarte, Senior Librarian, Emerging Technologies, provided an overview of *Take the Lead*, a program with the goal to help every LAPL employee develop and practice leadership skills.

Ms. Lamba stated that *Take the Lead* will take a comprehensive approach to leadership development, embedding new practices within daily, weekly, monthly, and annual operations. More specifically, LAPL uses five complementary approaches to leadership development: defining, observing, learning, fostering and systematizing so that every LAPL employee will be able to develop and practice leadership skills. She said that to-date, they have delivered a comprehensive, innovative leadership development strategy that is tailored to LAPL’s needs and challenges.

Ms. Lamba reported that six organization-wide leadership values, under the banner “Take the Lead” have been established and rolled out. The values are: adaptable, effective, empowering, ethical, inclusive and visionary. She said they have 35 *Take the Lead* Ambassadors who would bring these values across the system and have engaged 75 Change Champions to lead 45 discussions related to the leadership values, reaching over 450 staff members organization-wide. They have also conducted executive coaching pilots for 35 executive and management team leaders and completed an initial benchmark survey on the State of Leadership at LAPL.

Emily Rose Oachs, Administrative Clerk, Youth Services, spoke about her role as a member of the *Take the Lead* team and about being part of the communications sub-committee and story-telling campaign. She said the program does encourage ownership on the everyday tasks and mindfulness about acting in ways to make others feel the same way and to have stronger dedication.

Edwin Rodarte, Sr. Librarian, Emerging Technologies, stated that he was on the Take the Lead Leadership Planning Team. He was specifically involved in the data portion, surveys and tracking development. He said the program contributed to his personal betterment. He feels the leadership program is a tool to engage other staff in the process as well. He sees the culture of the organization changing.

Ms. Lamba concluded by stating that they are engaging in opportunities to share this work across the library world, government agencies, and nonprofits.

Commissioner Franzen asked if this program would be ongoing or if there was a timeline of completion.

City Librarian John F. Szabo replied that this program is intended to become a part of LAPL culture.
8. **VARIOUS COMMUNICATIONS**: None.

9. **COMMISSIONERS’ COMMENTS & REVIEW OF MATTERS PENDING**: None.

10. **ADJOURNMENT**

    There being no further business, the meeting was adjourned at 12:00 p.m.

ATTEST:

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Kathryn Eidmann                             Raquel M. Borden
Vice President                               Board Executive Assistant

Approved: April 9, 2020