MINUTES
BOARD OF LIBRARY COMMISSIONERS
CITY OF LOS ANGELES
February 13, 2020

A Regular Meeting of the Board of Library Commissioners convened at 11:02 a.m. on the above-written date, held at the Central Library, 630 West 5th Street, Los Angeles, CA 90071.

1. ROLL CALL

Present: President Bích Ngọc Cao
Vice-President Kathryn Eidmann
Commissioner Dale Franzen
Commissioner Mai Lassiter

Absent: Commissioner Josefa Salinas

ALSO PRESENT: Susan Broman, Asst. City Librarian; Basia Jankowski, Deputy City Attorney; and staff.

2. OPENING REMARKS: Literary Appreciation

Vice President Commissioner Eidmann honored Maggie Nelson, poet, critic, and author of The Argonauts.

3. APPROVAL OF MINUTES: None.

4. PUBLIC COMMENTS ON MATTERS WITHIN THE BOARD’S JURISDICTION: None.

5. CITY LIBRARIAN’S COMMENTS AND ANNOUNCEMENTS

Asst. City Librarian Susan Broman reported the following:

- Reward Offer for Missing Well of Scribes: Alta magazine, in collaboration with the Los Angeles Public Library, are offering a $10,000 reward for information leading to the return of the missing sections of the Well of Scribes. The poster was unveiled at a press conference and the offer has received wide coverage including ABC, KTLA and articles in LA Times and Wire Service.
• **53rd International Antiquarian Book Festival:** The Library participated in the International Antiquarian Book Festival for the first time, where it displayed a variety of items from LAPL’s Special Collections focused on Suffrage. City Librarian John F. Szabo was a panelist and highlighted Ray Bradbury’s influence and his support of libraries, in honor of Ray Bradbury’s 100th Birthday this year.

• **Historical Portraits Project:** This week, the Library debuted a new set of digital art on the Atrium video wall consisting of a series of short films depicting six notable Angelenos from LA’s past to recognize and showcase the diverse nature of the people that lived in Los Angeles and who helped build the city. They include Dolores del Rio, Jefferson Edmonds, Tessa Kelso, Biddy Mason, Toyo Miyatake, and Pio Pico.

• **“Off the Clock: Art Exhibit by LAPL Staff”**: Over 60 Los Angeles Public Library employees provided their talents for an art exhibit varying from water colors, textiles, drawings, multimedia, sculptors, and photography. The artwork is on display at the Central Library, Cypress Park, Harbor City–Harbor Gateway, Valley Plaza and West Valley Regional Branch libraries through May 3, 2020.

• **LAPL’s Social Media Post on Kobe Bryant’s booklist goes viral:** Keith Kesler, Social Media Librarian, created and posted on social media an article on books mentioned by Kobe Bryant, which he titled, “Kobe’s Bookshelf.” The post went viral and Keith was interviewed by the Library Journal for an in-depth piece about creating the post and the public reaction to it.

• **Mayor of Urayasu, Japan, visited Central Library:** Etsushi Uchida, Mayor of the city of Urayasu, was interested in visiting several Southern California landmarks including the Central Library. Urayasu is the home of Tokyo Disneyland.

5. **CITY LIBRARIAN’S REPORTS:**

   **Consent Items**

   It was MOVED by Commissioner Franzen, seconded by Vice President Eidmann and unanimously carried that the following resolutions be adopted:

   A. **Recommendation to accept gifts**

   **LIBRARY RESOLUTION NO. 2020-10**

   RESOLVED, that the gifts received from the following Friends Groups be accepted:

   $7,123.00 From the Friends of Baldwin Hills Library for the benefit of the Baldwin Hills Branch Library (Value of AV equipment)
Library Resolution
No. 2020-10 (Cont.)

$6,223.98 From the Friends of the Platt Library for the benefit of the Platt Branch Library (Value of a Kawai K-300 Upright Piano)

$1,762.25 From the Friends of the Kaufman Brentwood Branch Library for the benefit of the Donald Bruce Kaufman-Brentwood Branch Library (Value of AV equipment)

B. Recommendation to accept gift

LIBRARY RESOLUTION NO. 2020-11

WHEREAS, The DIY Memory Lab is located in the Octavia Lab at Central Library and consists of Do-It-Yourself personal archiving and digitization stations that contain archival grade equipment to help patrons preserve their memories and archives digitally. The DIY Memory Lab can digitize multiple formats of material, including slides, negatives, photos, VHS and VHS-C, DV and MiniDV, ¼” U-Matic, super 8 and 8mm film, compact audio cassette and reel to reel audio tape; and

WHEREAS, DIY Memory Lab was the fruit of an IMLS grant award in 2017 and Los Angeles Public Library is one of seven partner libraries nationwide in the Memory Lab Network; and

WHEREAS, Staff members reached out to KJLA Studios in 2018 to inquire if they had any obsolete equipment they were willing to donate for LAPL DIY Memory Lab use; and

WHEREAS, KJLA is the Los Angeles home for Azteca America. Azteca America is an American Spanish-language broadcast television network that is owned by Azteca International Corporation subsidiary of TV Azteca. KJLA is carried in Los Angeles on approximately 2.8 million cable homes and 2 million DBS satellite homes. KJLA can also be seen on Channel 57.1 digital over the air in the Los Angeles market; and

WHEREAS, Procurement of obsolete or older equipment is important and essential for the DIY Memory Lab because patrons are using this service to digitize older, obsolete formats; and

WHEREAS, in total, sixty-five (65) pieces of equipment were donated by KJLA Studios, from the period July 2018 to December 2019, with a market value of over $30,000. Equipment for these formats is often no longer readily available for purchase, making this generous donation especially timely, helpful and significant.
Library Resolution
No. 2020-11 (Cont.)

THEREFORE BE IT RESOLVED, That a donation of sixty-five (65) pieces of high grade professional audiovisual equipment for the DIY Memory Lab on behalf of the KJLA / The Complex Studios to the Los Angeles Public Library be accepted; and

FURTHER RESOLVED, That a letter of thanks be written to Tony Solano, Chief Engineer of KJLA / The Complex Studios for facilitating this generous donation.

Discussion Item(s)

C. Recommendation to approve release of a Request for Proposals (RFP) for Special Events Coordinator Services

Assistant City Librarian Susan Broman recommended approval to release a Request for Proposals (RFP) to select an experienced Special Events Coordinator for the Library.

It was MOVED by Vice President Eidmann, seconded by Commissioner Franzen and unanimously carried that the following resolution be adopted:

LIBRARY RESOLUTION NO. 2020-12

WHEREAS, The Los Angeles Public Library (LAPL) desires to issue a Request for Proposals (RFP) to select a qualified Special Events Coordinator—an individual or company to provide professional and technical consulting services to develop, organize and manage a wide range of events from the initial contracting to hands-on execution of the events; and

WHEREAS, These events range from intimate receptions to large-scale special events in Central Library and branch library facilities; and

WHEREAS, The Central Library and branch libraries have meeting rooms and other facilities available for public and private use; and

WHEREAS, The term of the agreement with the Special Events Coordinator would be three years:

THEREFORE RESOLVED, That the Board of Library Commissioners authorizes the City Librarian, or designee, to release the Request for Proposals (RFP) for a Special Events Coordinator and to advertise and distribute the RFP to potential proposers; and
Library Resolution 2020-12 (Cont.)

FURTHER RESOLVED, That the Board of Library Commissioners determines, in accordance with Los Angeles City Charter Section 1022, that it is more economical that the services be performed by an independent contractor than by City employees; and

FURTHER RESOLVED, That the proposals be submitted to the Office of the Board of Library Commissioners, 630 West Fifth Street, Los Angeles, CA 90071, at a date and time selected by the City Librarian, or designee.

7. PRESENTATION: Library Security Update

Assistant City Librarian Susan Broman reported that at the last Security update to the Board on April 2019, the Library was in the beginning stages of the Safety and Security Project, facilitated by consultant Amanda Carlson. Ms. Broman said the Library continuously evaluates strategies to address safety concerns to make sure staff have the tools and resources they need. She introduced presenters Amanda Carlson, Consultant; Amanda Nasr, Senior Librarian at the Northridge Branch Library; and Johnathan Martinez, Administrative Clerk at the Robertson Branch Library, to provide an update on the Safety and Security Project.

Presentation

Amanda Carlson, consultant, stated that the Safety and Security Project began in 2017 with a Planning Team composed of 24 members. The project goals were to develop a participatory planning process for library staff and to deliver action-oriented recommendations to address safety and security concerns system-wide. The goals of the Planning Team were: increase communication, provide space for open conversation, aggregate and synthesize recommendations and to also implement recommendations and improve processes along the way.

Amanda Nasr, Senior Librarian, and Johnathan Martinez, Administrative Clerk provided an overview of the process the Planning Team used to gather the information, which included informational interviews, surveys and conversations at various branch libraries and Central Library. The Planning Team collected over 1,500 recommendations that they reviewed and narrowed them down to 27.

Ms. Carlson reported that the staff spoke about policies and procedures; facilities and maintenance; technology and training, and the presence of LAPD and the need for Security Services.

Mr. Martinez reported that the recommendations for LAPD and security services include the need for a larger and better trained presence of security officers at all library facilities and a better way to provide feedback on the service. On mental health and homelessness, the Source needs to be provided at more locations on more days of the week, and all frontline staff should know how to refer patrons to social services.
Ms. Carlson noted that with this set of recommendations, this project now moves in to the implementation phase. She said a new call for participants to form an Implementation Team was recently issued.

**Discussion**

Board President Cao stated that she would like to be involved and be kept informed throughout the implementation process. Vice President Eidmann said she would like to be involved going forward as well.

Commissioner Franzen asked what the leading security concerns were and if issues dealing with homeless people were increasing, urging the need for more security. Ms. Broman replied that the number of incidents has increased over the past five years, but also has the ways the Library addresses incidents; encouraging staff to report them and being more proactive.

Commissioner Franzen asked if there were preventative measures for situations outside the library. Ms. Carlson replied that the recommendations for security at facilities include inside and outside environment at all times of the day, and it also includes emergency preparedness.

Vice President Eidmann said her number one concern about the bulk of recommendations that are about increasing law enforcement presence. She asked if other complementary measures are being planned to ensure that staff and patrons are safe and able to use the library services without the fear of criminal justice involvement.

Ms. Carlson replied that staff discussed similar concerns during the conversations and training.

Commissioner Lassiter asked if the Library works with liaisons from other city departments. Ms. Broman replied that the Library does work with the LA County of Mental Health, City Attorney’s Office Neighborhood Prosecutors Office and Work Place Violence Unit to make sure all the tools are available to protect staff. If a situation warrants it, the Library may issue a letter of suspension.

Commissioner Franzen said it would be helpful to see a breakdown of the types of incidents occurring per branch, how many complaints come in, what the complaints are about, and how it is spread geographically.

Vice President Eidmann asked if patron input was solicited or if it would be part of this process in the future. Ms. Carlson replied that this phase focused on staff experience.

Vice President Eidmann stated that it is very important to solicit the opinions of people who are using the library and to consider them when implementing the recommendations. Commissioners Lassiter and Franzen concurred.
**Presentation**

Susan Broman, Assistant City Librarian, provided an overview on all areas of security, including budget, staffing, projects, partnerships and training. She reported that for Fiscal Year 2020-21, the proposed budget is $10.5 million dollars, which includes contract security and LAPD overtime patrols. In the current budget year, a Sergeant II was added; and Library staff has been working with LAPD management to fill vacancies in security services and added four sworn officers to the Library detail in order to manage the work load. Also, an additional Management Analyst is being added to the Business Office to manage the flow of incident reports.

Ms. Broman also reported that in order to keep staff safe and have consistency across the system, all facilitated are mandated to keep staff areas locked. The Library is currently in process of preparing a Request for Proposals (RFP) to upgrade cameras and integrate access control at branches and Central Library, and is currently being evaluating the number of panic buttons and whether more are needed. They have also been working with a consultant to develop a curriculum to help staff in managing interactions when dealing with people suffering from mental illness. She said Train-the-Trainer Training has been conducted and it will be rolled out to all staff within the next few months.

Ms. Broman also mentioned that cybersecurity is equally important noting that the Library has a robust fire wall to keep its network safe; all data is encrypted and backed up to multiple locations; and training has been provided, including phishing exercises to train staff to identified red flags since 80% of malware attacks come through email.

Ms. Broman stated that Administration is committed to a zero tolerance policy for violence, criminal threat, and sexual harassment against staff and patrons. Over the course of several months, the City Librarian has made statements at staff training; and administrative staff has attended safety and security project meetings to verbalize that commitment to staff.

Ms. Broman also noted that Emergency Preparedness has also been a focus. All 1,400 Library employees, including volunteers, custodial staff and Library Foundation staff have received training on how to respond to active shooter situations. Furthermore, the Library is updating the roles for emergency coordinators and conducting in-depth emergency drills at each library.

**Discussion**

Vice President Eidmann expressed concern about the cost of security service increasing every year and said she would be interested to see what amount is spent on more proactive measures and whether it is consistent with the cost of security.

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

Commissioner Franzen shared that at a meeting with Dr. Laurie Vargas, head of the Natural History Museum, and Karen Lawrence, head of the Huntington Library to discuss outreach and diversity and how get new audiences, Dr. Vargas mentioned the Los Angeles Public Library’s museum passes. She said the good work of LAPL is out there and it was great to hear.

Cancellation of Next Board Meeting: Board President Cao announced that the Board Meeting scheduled for February 27 would be cancelled.

10. ADJOURNMENT

There being no further business, the meeting was adjourned at 12:07 p.m.

ATTEST:

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Bích Ngọc Cao               Raquel M. Borden
President                   Board Executive Assistant

Approved: April 23, 2020