MINUTES

BOARD OF LIBRARY COMMISSIONERS
CITY OF LOS ANGELES

April 9, 2020

A Regular Meeting of the Board of Library Commissioners was held via teleconference at 11:07 a.m. on the above-written date.

1. ROLL CALL:

Present:  President   Bích Ngęk Cao
          Vice-President  Kathryn Eidmann
          Commissioner    Dale Franzen
          Commissioner    Mai Lassiter
          Commissioner    Josefa Salinas

Absent: None

ALSO PRESENT: John F. Szabo, City Librarian; Susan Broman, Asst. City Librarian; Basia Jankowski, Deputy City Attorney; Library staff and members of the public.

2. OPENING REMARKS: Literary Appreciation: Commissioner Franzen read the poem, “The Peace of Wild Things” by Wendell Berry.”

3. APPROVAL OF MINUTES:

a. Minutes of the Regular Meeting – November 14, 2019

The Minutes of the Regular Meeting held on November 14, 2019 were approved by the following votes: 3 Ayes (Eidmann, Franzen and Salinas) and 2 Abstains (Cao and Lassiter).

b. Minutes of the Regular Meeting – December 12, 2019

The Minutes of the Regular Meeting held on December 12, 2019 were approved by the following votes: 4 Ayes (Cao, Franzen, Lassiter, and Salinas) and 1 Abstained (Eidmann).

c. Minutes of the Regular Meeting – January 9, 2020

The Minutes of the Regular Meeting held on January 9, 2020 were approved by the following votes: 4 Ayes (Eidmann, Franzen, Lassiter and Salinas) and 1 Abstain (Cao).
d. Minutes of the Special Meeting – January 9, 2020

The Minutes of the Special Meeting held on January 9, 2020 were approved by the following votes: 4 Ayes (Eidmann, Franzen, Lassiter and Salinas) and 1 Abstain (Cao).

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

Glenn Bailey, member of the Northridge East Neighborhood Council, spoke about the Northridge Branch Library and the need to keep up with maintenance outside of the facility and about people leaving books outside the book drop boxes.

5. CITY LIBRARIAN’S COMMENTS AND ANNOUNCEMENTS

City Librarian John F. Szabo provided information on the services Los Angeles Public Library (LAPL) is providing during the COVID-19 "Safer at Home" emergency order. Mr. Szabo stated that many of the projects and initiatives the Library has been working on have proven the Library’s preparedness to meet patrons’ needs. Two were particularly important:

- **Student Success Library Card**: Last year, LAPL distributed Student Success Library Cards to every student in the LAUSD, which gives students the ability to access library resources from home.

- **E-Cards**: Over 4,000 digital library e-cards were issued the week after lockdown. The week before the closure, 740 e-cards had been issued.

He also highlighted the following:

- **The Library at Home**: Staff from Emerging Technologies and the Digital Content Team have transformed the Library’s website to highlight online content under the banner of “The Library at Home.”

- **Virtual Storytime**: Many Children's Librarians are providing Storytime through the Library’s YouTube, Instagram, and Facebook social media channels.

- **Spring into Reading**: Over 1,000 participants have signed up as of today for this online reading program created to encourage reading and use of digital library resources during the closure.

- **Materials Budget**: The Library is shifting the remaining funds on the materials budget to acquire more digital content to meet the increased demand.
• **COVID-19 Updates on English and Spanish:** The Library’s website provides up to date information on COVID-19 for patrons in English and Spanish with links to trusted resources.

• **New Americans Initiative Partners:** Adult Services and Outreach Librarians are working with partners on the New Americans Initiative to offer services by telephone from their locations.

• **Security and Maintenance of Facilities:** LAPD Security is monitoring all library facilities and Custodial Services are deep cleaning and sanitizing every library.

• **Learning Library Terminology in Spanish:** Senior Librarian Lupie Leyva from the R.L. Stevenson Branch Library started an informal, virtual conversation class for staff to work on their "library terminology" Spanish, but the demand was greater than expected so Ms. Leyva enlisted the Training Office to help and recruit several other Spanish-speaking library staff to help with the class.

• **Staff Training:** The Training Office has been providing staff training online and it has been supplying staff information on how to adapt to this new environment. The Emerging Technologies staff have been working very hard to continuously update the website and providing equipment and instructions on how to stay connected from afar.

• **Library Staff Reaching Out to Seniors:** Library staff from Engagement and Outreach Department are working with the City's Department of Aging (DOA) in making outreach calls to homebound and medically frail Angelenos that have emergency alert pendants from DOA's Emergency Alert Response System (EARS). This friendly calls include reminders to monitor pendants, to ask if they need any assistance during this crisis, and to inform them of the Library’s online resources. They also take notes for DOA to follow up with meal delivery or pharmacy pick-ups. Mr. Szabo thanked Principal Librarian Jené Brown for her leadership in offering the Library’s assistance.

• **Disaster Service Workers:** The Mayor has activated the Disaster Service Worker program, through the City’s Emergency Management Department, to assign some city staff to assist in these unprecedented efforts to limit the spread of COVID-19.

• **Octavia Lab featured on CNN:** Vi Ha, Manager, Central Library’s Octavia Lab, was interviewed by CNN News about using 3-D printing to make face shields for L.A. area hospitals. The Octavia Lab has partnered with Los Angeles Cleantech Incubator (LACI) and created a Personal Protective equipment (PPE) prototype approved for hospital use. LACI fabricates the plastic shields and the Octavia Lab staff makes the headband and bottom piece of the face shield, assembles the PPE and distributes them. Mr. Szabo added that an MOU with the Glendale Public Library has been signed to bring their 3D printers to Central Library to make more face shields since Los Angeles faces a growing need for their use.
• **Fine-Free Awareness Campaign**: The launching of the fine-free awareness campaign has been postponed until Library reopens. The Library is already waiving fines and the due date for all library materials has been extended to June 30.

• **Budget for Fiscal Year 2020-21**: The timeline for the Mayor’s release of the Budget remains the same.

6. **CITY LIBRARIAN’S REPORTS:**

   **Consent Items**

   The Board approved the following resolutions by the following votes: 5 Ayes (Cao, Eidmann, Franzen, Lassiter, and Salinas).

   **A. Approved Acceptance of Gifts**

   **LIBRARY RESOLUTION NO. 2020-13**

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

   $5,000.00 From the Friends of Westwood Library and Marlene Klansek, A patron of the Westwood Branch Library (Value of piano, bench, cover and lock)

   $3,497.09 From the Friends of the Chinatown Library (Value of materials for the Chinese Heritage Collection)

   FURTHER RESOLVED, that a letter of thanks be sent to the donors expressing the grateful appreciation of the Board of Library Commissioners and staff for their generous gifts.

   **B. Approved acceptance of Elizabeth Bixby Janeway Foundation Grant for Services for Persons Experiencing Homelessness**

   **LIBRARY RESOLUTION NO. 2020-14 (C-5)**

   RESOLVED, That a grant of $25,000 from the Elizabeth Bixby Janeway Foundation, in honor of Susan Kent, for services for persons experiencing homelessness be accepted, and deposited in Trust Fund 831, Code 354 to be used to support the services offered at The Source and also to support other services for persons experiencing homelessness; and

   FURTHER RESOLVED, That a letter of thanks be sent to the Elizabeth Bixby Janeway Foundation and Shari Leinwand expressing the grateful appreciation of the Board and staff for this generous donation.
C. Approved Amendment No. 1 to Supplemental Agreement No. 5 of Contract No. 736 with Sencorp White, Inc.

The Board approved the following resolution by the following votes: 5 Ayes (Cao, Eidmann, Franzen, Lassiter, and Salinas).

LIBRARY RESOLUTION NO. 2020-15 (C-6)

WHEREAS, on October 3, 1993, the renovated Central Library opened with a new compact shelving system manufactured and installed by White Systems, Inc.; and

WHEREAS, on August 4, 2005 the Board of Library Commissioners approved issuance of a Request for Bids (RFB) for the maintenance of the compact shelving system at the Central Library. White Systems, Inc. was the only firm to respond to the RFB; and

WHEREAS, on October 6, 2005, the Board of Library Commissioners approved Contract No. 736 between the City of Los Angeles and White Systems, Inc. The contract was approved for a three-year period, June 14, 2006 through June 13, 2009; and since 2009, the Board has approved extensions of the contract for one year periods; and

WHEREAS, on May 28, 2009, the BOARD approved Amendment No. 1 to Contract No. 736 to extend the term of the contract through June 13, 2010; and

WHEREAS, on March 25, 2010, the BOARD approved Amendment No. 2 to the Contract No. 736 to extend the term of the contract through June 13, 2011; and

WHEREAS, Contract No. 736 expired on June 13, 2011. Thereafter on July 7, 2011 the BOARD approved Supplemental Agreement No. 1 to Contract No. 736 between the City and White Systems, Inc., to extend the term of the contract through June 13, 2012; and

WHEREAS, on January 26, 2012 the BOARD approved Amendment No. 1 to Supplemental Agreement No. 1 to Contract No. 736 to extend the term of the contract through June 13, 2013; and

WHEREAS, on February 14, 2013 the BOARD approved Amendment No. 2 to Supplemental Agreement No. 1 to Contract No. 736 to extend the term of the contract through June 13, 2014; and
WHEREAS, on February 27, 2014 the BOARD approved Amendment No. 3 to Supplemental Agreement No. 1 to Contract No. 736 to extend the term of the contract through June 13, 2015; and

WHEREAS, on March 17, 2015 the BOARD approved Amendment No. 4 to Supplemental Agreement No. 1 to Contract No. 736 to extend the term of the contract through June 13, 2016; and

WHEREAS, on October 31, 2015, Connell Limited Partnership acquired White Systems, Inc. and changed its name to Sencorp White, Inc. and has continued to be the sole provider of maintenance services for the brand and model of compact shelving at the Central Library; and

WHEREAS, on May 26, 2016, the Board approved Supplemental Agreement No. 2 to Contract No. 736 to extend the term of the contract through June 13, 2017 and accepted the assignment of the contract from White Systems to Connell Inc., Limited Partnership and its name change to Sencorp White, Inc.; and

WHEREAS, on June 8, 2017, the Board approved Supplemental Agreement No. 3 to Contract No. 736 to extend the term of the contract through June 13, 2018; and

WHEREAS, on June 14, 2018, the Board approved Supplemental Agreement No. 4 to Contract No. 736 to extend the term of the contract through June 13, 2019; and

WHEREAS, on May 9, 2019, the Board of Library Commissioners approved Supplemental Agreement No. 5 to Contract No. 736 to extend the term of the contract through June 13, 2020; and

WHEREAS, the BOARD found pursuant to Charter Section 372(e)(2) that this is a sole source contract for the performance of professional, expert, technical, or other special services for which competitive bidding is not practicable or advantageous; and

WHEREAS, the Board of Library Commissioners found pursuant to Charter Section 371(e)(10) and 1022 and Los Angeles Administrative Code Section 10.15(a)(10) that the use of competitive bidding would be undesirable, impractical or impossible because Sencorp White, Inc. is the sole manufacturer and the sole provider of maintenance such that the work can be performed more economically by Sencorp White, Inc. than by City employees and because the City's Personnel Department and Library's Human Resources department have also determined that City employees do not have the expertise to perform the work required; and
Library Resolution
No. 2020-15 (C-6) Cont.

WHEREAS, Funds are available in the Library's Contractual Services Account:

RESOLVED, That the Board of Library Commissioners approved Amendment No. 1 to Supplemental Agreement No. 5 to Contract No. 736 extending the term of the contract one year to June 13, 2021; and

FURTHER RESOLVED, that the City Librarian and City Attorney be authorized to make technical changes if needed to the amendment prior to execution.

FURTHER RESOLVED, that the City Attorney be authorized to correct where appropriate references in the Statement of Facts and in the Agreement regarding the description of the agreement.

7. PRESENTATION: None.

8. VARIOUS COMMUNICATIONS: None.

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

10. ADJOURNMENT:

There being no further business, the meeting was adjourned at 11:45 a.m.

ATTEST:

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Bích Ngọc Cao  Raquel M. Borden
President  Board Executive Assistant