A Regular Meeting of the Board of Library Commissioners was held via teleconference at 11:00 a.m. on the above-written date.

1. ROLL CALL:

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

   Absent: None

Also present via teleconference: 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: For literary appreciation, the Board presented a video of Youth Poet Laureate Amanda Gorman at the Central Library reciting her poem, “The Miracle of Morning.”

3. APPROVAL OF MINUTES:

   a. Minutes of the Regular Meeting – January 23, 2020

      The Board approved the Minutes of the Regular Meeting held January 23, 2020 by the following votes: 5 Ayes (Cao, Eidmann, Franzen, Lassiter and Salinas).

   b. Minutes of the Regular Meeting – February 13, 2020

      The Board approved the Minutes of the Regular Meeting held February 13, 2020 by the following votes: 5 Ayes (Cao, Eidmann, Franzen, Lassiter and Salinas).

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:
**Fiscal Year 2020-21 Budget Update:** Mr. Szabo provided an overview of the Mayor’s Proposed Budget for Fiscal Year 2020-21. He noted that many of the revenue sources for the City’s General Fund are severely lower than projected. He said the Mayor announced furloughs for most city departments as well as a hard-hiring freeze. Mr. Szabo said the Library is exempt from furloughs, but not exempt from the hard-hiring freeze.

Mr. Szabo stated that the Library’s Proposed Budget of $205 million remains the same because the Charter appropriation for the Library is based on the city’s assessed property values. He said that this doesn’t mean that there is no concern for the Library’s budget going forward. He also mentioned that the Library has the Budget Stabilization Fund, which could be used if property values were to decline and stated that unspent funds from the current budget year would be incorporated into the next fiscal year budget.

Mr. Szabo reviewed several of the proposed budget packages, including Library Materials, Security and Facilities. He pointed out that related costs continue to rise.

Mr. Szabo stated that the Mayor’s Proposed Budget will go to the City Council’s Budget and Finance Committee for hearings, then to City Council for approval; lastly, it will come back to the Board for final adoption.

**Library Services Update:** Mr. Szabo reported that Library staff continues to provide services in traditional and in new ways. He said Mayor Garcetti mentioned during a press conference, the library’s participation in a massive effort to provide meals to persons with disabilities. FOX Studios asked to use the parking lot at the Palms-Rancho Park Branch Library so that Access transport vans could sort meals prepared by Fox studios food service workers for distribution to people with disabilities. Mr. Szabo thanked Chad Helton, Branch Library Services Director and Rachel Bindman, Branch Manager at the Palms-Rancho Park Branch Library, for assisting with this effort.

**Ask the Librarian Live Sessions Streaming on YouTube, Facebook and Twitch:** The first three session were conducted by Angi Brzycki, Adult Librarian III, Hollywood Regional Branch and Aileen Ybarra, Electronic Resources Librarian, who highlighted and provided instruction on how to access LAPL’s e-media collections.; Kelly Wallace, Julie Hoffman and Glenn Creason, Librarians from the History and Genealogy Department, presented historical research sessions; and Catherine Royalty, Acting Manager, Collections Services, explained how the Library is expanding digital resources. Mr. Szabo thanked Neal Stokes, Librarian, from the Digital Content Team for spearheading and coordinating this effort. Mr. Szabo said this is great opportunity to develop new platforms for the future.

**InfoNow Staff:** Since the Library closed, more than 2,200 inquiries have been answered by InfoNow staff via chat and emails from patrons regarding accounts and services.
Outreach: Library staff has asked the Homeless Unified Response Center to visit encampments near branch libraries to inform homeless individuals about Library resources, available shelters, and making sure they have food.

Library Facilities: Clean up, graffiti removal, and landscaping on libraries continues. Staff from the Shipping & Delivery are conducting regular checks at the facilities and reporting any concerns, and the LAPD is visiting several library facilities daily.

LAPL is completely fine-free: All fines have been eliminated from patrons’ accounts and the Library is officially fine-free. Mr. Szabo thanked Steve Fritz from Collections and Matthew Matson, Webmaster, Emerging Technologies and the committee for their work on removing fines from more than 240,000 library accounts and can welcome back more than 60,000 patrons that had blocked accounts.

Disaster Service Workers (DSW): Library staff has continued to step up to fill roles as Disaster Service Workers at Recreation and Parks centers that have been converted to shelters, assisting at Los Angeles Fire Department COVID-19 testing site, participating in making senior meal deliveries, staffing senior meal hotline call centers, and assisting at hotels and motels used for isolation centers for persons experiencing homelessness. Staff has stepped up and shared their experiences.

The Library at Home: The transformed LAPL website is attracting a lot of new online users and current patrons are discovering new resources. From February to March, there has been a 39% increase in e-newspaper circulation, 30% increase in e-comics and 53% in streaming video circulation. Mr. Szabo said that all the work LAPL has done to build a strong digital presence has served very well during this time.

COVID-19 Federal Funding and Research for Libraries and Museums: The Institute of Museum and Library Services (IMLS) is receiving $50 million in stimulus Federal funds to assist libraries expand digital access during the COVID-19. The IMLS is also funding research in partnership with Battelle, Johns Hopkins, the Library of Congress, the Smithsonian Museums and the National Archives, looking at the impact the corona virus will have on library materials and patron interaction with materials when libraries reopen. The Los Angeles Public Library has been asked to participate in this project.

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Board President Cao asked how the budget funds would be spent. Mr. Szabo replied that existing budget funds will be spent on e-content to meet the demand.

Vice President Eidmann asked about the financial impact and increase on related costs. Mr. Szabo stated that there might be more pressure for additional billing for services from other departments.

Vice President Eidmann said that LAPL’s elimination of fines can be a model for other library systems to follow. Mr. Szabo said that the PLA and ALA have added LAPL to the list of fine free libraries, and LAPL has communicated about the fundamental reasons for going fine-free; it is a way to address equity and access issues. Additionally,
the infrastructure needed to run a system of fines takes a great amount of resources. He said LAPL became the largest library in the nation to become fine-free. LAPL is a global library and it has a global influence as well. He said LAPL staff have been promoting this enthusiastically.

Commissioner Franzen asked if it has been discussed how the Library might look like when it reopens. Mr. Szabo stated that the Library will follow the leadership of the Mayor and how other libraries across the country are discussing new ways of providing access.

6. CITY LIBRARIAN’S REPORTS:

Consent Items

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

a. Approved acceptance of California State Library LSTA Shared Vision Grant for Future Ready Teens: Safe Spaces Initiative

Commissioner Salinas asked how it would be determined which libraries receive the funds. Eva Mitnick, Director, Engagement and Learning Division, replied that the grant funding was enough for all libraries to participate in the initiative.

LIBRARY RESOLUTION NO. 2020-16 (C-7)

WHEREAS, On March 2, 2020, the California State Library announced that the Los Angeles Public Library (LAPL) Future Ready Teens: Safe Spaces program grant application was accepted and was eligible for a $250,000 grant to create additional teen-led programming and resources through revitalizing and enhancing teen areas in order to provide safe, welcoming and creative spaces for learning in all of our branches and Central Library; 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 California State Library LSTA Shared Vision grant of $250,000 for the Los Angeles Public Library’s Future Ready Teens: Safe Spaces program for Fiscal Year 2020/21 and 2021/22; and

FURTHER RESOLVED, That the funds be deposited into Trust Fund 419, Account 356.
7. **PRESENTATION: Octavia Lab: 3D Printing Face Masks**

Vi Ha, Manager, Octavia Lab, reported that the Octavia Lab had started making face shields using 3D printers soon after the Library closed.

Ms. Ha stated that the Octavia Lab staff contacted Los Angeles Cleantech Incubator (LACI) to partner with in the making of face shields and together they designed a face shield prototype, and received approval from UCLA, Cedar Sinai and USC hospitals for the design to be used by hospital workers. She said the Octavia Lab has twelve 3D printers that are being operated 24/7 to create the head bands which staff assembles onto the plastic shields provided by LACI. She said 150 face shields have been delivered to USC and UCLA Medical Centers; and another delivery will be made this week to Olive View UCLA Medical Center in Sylmar. Ms. Ha mentioned that this endeavor has been a team effort with partners, LACI and the Glendale Public Library and assistance from subject departments and shipping staff.

Ms. Ha also reported that she has been in touch with the Estate of the Octavia Butler and they said to her that lab is doing what Octavia would have wanted them to do and that Octavia would have been very proud of their work.

**Discussion**

Commissioner Franzen asked how long it takes to make each face shield. Ms. Ha replied that LACI makes the shields at their facilities and the Octavia Lab runs the 3D printers 24/7 making the headbands; the assembly of each PPE takes from 5 to 10 minutes.

Commissioner Lassiter had questions about shortages of filament for the 3D printers.

City Librarian John F. Szabo stated that the Octavia Lab had been featured on CNN for the wonderful work they are doing with the production of the face shields.

Commissioner Franzen said she was very proud of the incredible work the staff is doing with this endeavor.

8. **VARIOUS COMMUNICATIONS:** None.

9. **COMMISSIONERS’ COMMENTS & REVIEW OF MATTERS PENDING:**

Vice President Eidmann announced that the Sixth Circuit Court of Appeals had ruled today on the basic right to education. She said this case had been filed on behalf of students in Detroit, Michigan and this is the first time a court has acknowledged basic education as a fundamental right. She was congratulated for her work on this case.
The Board members offered to assist the Library with any needs. Mr. Szabo replied they could continue promoting the message of how essential the Library is at this moment through digital resources and how creative it has been with its services. The Library will plant a be very important role in helping LA be successful coming out this situation by helping with digital equity, digital literacy, workforce development and educational opportunities.

10. **ADJOURNMENT**

There being no further business, the meeting was adjourned at 12:04 p.m.

ATTEST:

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Bích Ngọc Cao
President

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Raquel M. Borden
Board Executive Assistant