



"Enriching Lives"

## LA COUNTY LIBRARY COMMISSION VIRTUAL MEETING

**DATE:** Wednesday, July 15, 2020

**TIME:** 10:00 am – 12:00 pm



**To participate:** To attend the virtual meeting using a laptop or desktop computer, click [Virtual Meeting Link](#) to join at the time of the meeting.

Mobile device users will need to install and use the Cisco Webex Meetings application to access the meeting.

Event Number: 133 689 1118, Attendance Password: YMqFnK9Pf59

**To listen only via telephone:** Call (213) 306-3065, Access Code: 133 689 1118

### AGENDA

- 1. Call to Order, Pledge of Allegiance, and Roll Call**
- 2. Minutes**  
Approval of minutes from the regular meeting on March 2, 2020.
- 3. Library Commission 2019-20 Annual Report**  
Recommendation by the Annual Report Committee of the 2019-20 Library Commission Annual Report.
- 4. Library Commission 2020 Election**  
Recommendation by the Ad Hoc Nominating Committee to vote on the 2020-21 Election of Officers, with appointments to take effect immediately after the July 15, 2020 meeting.
- 5. Library Foundation Report**  
Andrea Carroll, Executive Director of LA County Library Foundation, will share Library Foundation highlights from the second quarter of 2020, what lies ahead, and how the Library Commissioners can help.
- 6. LA County Library Presentation**  
Skye Patrick, LA County Library Director, will provide a brief update on Library activity, efforts in response to COVID-19, impacts to service, and recovery plans.
- 7. LA County Library Budget Report**  
Grace Reyes, Administrative Deputy for LA County Library, will share and discuss the Library's budget and impacts from COVID-19.

**8. Chairperson's Report**

Chairperson Corey Calaycay will report on various items, including the Focus 2020-21 Goals of the Library Commission, to update newly appointed Commissioners on the business of the Commission and allow them to select a subcommittee to participate in.

**9. Bylaw Revision Presentation**

Presentation from Bylaw Revision Ad Hoc Committee on efforts to revise Library Commission bylaws.

**10. Commissioner Comments/Announcements**

Matters not posted on the agenda, to be discussed and (if requested), placed on the agenda for action at a future meeting of the authority, or matters requiring immediate action because of an emergency situation or where the need to take action arose subsequent to the posting of the agenda.

**11. Public Comment (Limited to 3 minutes per speaker.)**

Opportunity for members of the public to address the Library Commission items of interest that are within the jurisdiction of the Library Commission.

For those who wish to provide live public comment, you must join the virtual Webex meeting as a participant. You may also provide written public comment via email to [librarycommission@library.lacounty.gov](mailto:librarycommission@library.lacounty.gov). Deadline to submit written public comment is Tuesday, July 14, 2020 by 6:00 pm. Please include the agenda item and meeting date in your correspondence. All correspondence received shall become part of the official record.

**12. Adjournment*****Upcoming Meetings:***

***Wednesday, September 16, 2020***  
***10:00 am – 12:00 pm***

***Wednesday, November 18, 2020***  
***10:00 am – 12:00 pm***

**Accommodations:** For ADA accommodations, such as a sign language interpreter for the virtual meeting or materials in an alternative format, call (562) 940-8462 (voice) or (562) 940-8477 (TTY), Monday - Thursday, 8 am - 5 pm, at least 6 days prior to the meeting date.

**Supporting Documentation:** Documents distributed to the Commission for this meeting can be made available for public inspection. Supporting documentation is available by appointment at LA County Library Headquarters located at 7400 Imperial Hwy, Downey, California 90242, and may also be accessible on the Library Commission website at <https://lacountylibrary.org/library-commission/>. Contact [librarycommission@library.lacounty.gov](mailto:librarycommission@library.lacounty.gov) to make arrangements.



"Enriching Lives"

July 15, 2020  
LA County Library Commission  
Virtual Regular Meeting Minutes



**Welcome and Pledge**

The meeting was called to order at 10:04 am by Chair Corey Calaycay, who then led attendees in the Pledge of Allegiance.

Chair Calaycay welcomed the new Library Commissioners that were recently appointed by the City Selection Committee. Calaycay stated that he is glad all the seats are filled and that it will be much easier to secure a quorum.

**Roll Call**

Quorum was met.

**Commissioners in Attendance** – (16) Corey Calaycay, Jim Allen, Lisa Cleri Reale, Angelita Medina, Chin Ho Liao, Denise Diaz, Jim Dear, Jose Luis Solache, Joy Williams, Karen Farrer, Liz Reilly, Mary Mendoza, Nancy Kuechle, Nancy Lyons, Reve Gipson, Steve Croft

**Library Staff in Attendance** – (9) Skye Patrick, Yolanda De Ramus, Grace Reyes, Jesse Walker-Lanz, Samangi Skinner, Alex Pelayo, Luis Garnica, Jaclyn Morales, Tualai Solaita

**Library Foundation in Attendance** – (1) Andrea Carroll

**Approval of Minutes**

A motion was presented by Commissioner Lyons, and seconded by Commissioner Reilly, to approve the minutes for the meeting on March 2, 2020. A roll call vote was held and the motion was carried by a majority. Commissioners Diaz, Dear, and Croft abstained.

**2019-2020 Annual Report**

Commissioner Lisa Cleri Reale presented the latest version of the Library Commission's 2019-2020 Annual Report to the Board of Supervisors. Cleri Reale reviewed the document that was distributed and shared that it is required of all Commissions. Cleri Reale pointed out that the report reflects the creation of the Subcommittees and past year accomplishments, as well as the Commission's priorities. She thanked all the Commissioners that provided feedback and asked the Commission if they had any further edits or questions. No other edits were provided. Commissioner Cleri Reale was thanked for her work on the report.

A motion was presented by Commissioner Cleri Reale, and seconded by Commissioner Dear, to approve the Annual Report and send it to Commission Services. A roll call vote was held and the motion was unanimously approved.

### **2020-21 Election of Officers**

Chair Calaycay asked Vice Chair Jim Allen to report on the Ad Hoc Nominating Committee's work. Commissioner Allen acknowledged his fellow Committee members: Commissioners Gipson and Medina. He explained that the By-Laws require the Vice Chair to convene this Committee and solicit nominations. The Committee opened up a Request for Nominations on April 28 and closed on May 8. They received three nominations, so the proposed slate is:

- Chair: Corey Calaycay
- Vice Chair: Jim Allen
- Secretary: Lisa Cleri Reale

A motion was made by Commissioner Dear to elect all three candidates by acclamation and seconded by Commissioner Mendoza. A roll call vote was held and the motion was unanimously approved.

### **Library Foundation Update**

Chair Calaycay reminded everyone that the Library Foundation was weak and City of Malibu stepped in to use surplus funds to support strengthening the Foundation and hire an Executive Director. With the help of several Commissioners, the Foundation by-laws were updated, new Foundation board members were identified, and an Executive Director was recruited and hired. The Foundation's Executive Director, Andrea Carroll, has taken time to have one-on-one meetings with each Commissioner. Chair Calaycay thanked Carroll for her work and introduced her.

Carroll welcomed the new Commissioners, stating that she looked forward to meeting them. She reported about the Foundation's work and discussed that it's a very tough time economically, making it more difficult to secure funding. However, the wonderful news is that people really want to help and the Foundation has been fortunate. She reported what has happened over the last several months:

- They raised \$31,000 on Library Giving Day.
- They are retaining more donors as many are continuing to give.
- The Ralph M. Parsons Foundation came through with \$50,000 grant. Parsons President Wendy Garen stated that she recognizes the importance of libraries.
- The Foundation is receiving corporate support. An example is the receipt of 13 3D printers.
- They received individual donations for cloth for masks and 2 national design firms will donate services.

- The Foundation has brought on three new board members.

Carroll thanked Commissioner Cleri Reale for facilitating the Foundation Board Retreat as it was really tremendous and energized the board and helped them understand tangible ways to move forward.

Carroll also shared ways for the Commission to help the Foundation.

Chair Calaycay thanked Carroll and then stated that he would move one item out of order on the agenda so the Commission could address the topic before anyone may need to leave the meeting early.

### **Chairperson's Report**

Calaycay reported the status of the Focus 2020-21 Subcommittees that were being formed by the Commission to address the goals recommended by the Library. After asking the Commission who else would commit to a subcommittee, the following was captured:

- Tax/Bond Measures and Library Financing
  - To date, Commissioners Allen, Croft, and Liao have volunteered.
- Education/Center of Learning
  - To date, Commissioners Kuechle, Lyons, Mendoza, Reilly, and Williams have volunteered.
- Philanthropic and Corporate Relations
  - To date, Commissioners Dear, Cleri Reale, and Medina have volunteered.

Calaycay asked Commissioners to let him know by end of July on which subcommittee they would like to serve; the goal is to have 5 - 6 on each of them.

### **LA County Library Update**

Library Director Skye Patrick presented on the following:

- COVID 19 Impacts and Recovery
  - March 12 – programs/events canceled.
  - March 14 – libraries closed
  - June 8 – Sidewalk Service launched at 24 locations and Book Drop re-opened
  - July 6 – Sidewalk Service expanded to 22 additional libraries
  - Library staff serving as DSWs, assisted with Food Distribution and Project Roomkey, as well as sewing masks to provide critical PPE resources.
  - There is also a phased recovery plan in place.

- Lunch at the Library launched for the summer in a grab-and-go format.
- Discussed the safeguards Library is planning to put in place for when doors reopen.
- Seeking Funding – submitted for CARES Act grants to IMLS and CA State Library.
- Coworking Pilot ended early.
  - Looking at new and unique ways of utilizing their community rooms, based on Public Health restrictions.
- Florence Firestone Library
  - The new location for the Library is 7807 Compton Ave
  - 8600 s.f. on the 2<sup>nd</sup> floor next to the Registrar-Recorder's Office and WDACS.
- CENIC Partnership
  - The program increased bandwidth at libraries, as some were moving at a snail's pace. New speeds of up to 1 GB capacity at each library and puts the Library on the map for many programs that could not be used before.
  - 83 out of 86 Libraries are fully equipped.
  - There was a pretty significant backlog due to COVID but they are now waiting for equipment. Completion is expected by end of 2020.
- PC Refresh
  - A huge grant from Microsoft allowed the Library to update public computers.
  - Six libraries are under construction and when done, they will have 100% new Internet connectivity, etc.

**Questions for Library Director:**

Commissioner Dear commented on what a great report it was and asked about the Carson Library as it's under construction and he asked if it has updated computer systems as well.

- Assistant Director Jesse Walker-Lanz shared that the construction is essentially complete and although Carson Library is currently closed to in-person services, it is serving as a Sidewalk Service library. Patrick added that Supervisor Ridley Thomas is deciding about an official opening for the public. Also, the computer systems at this library were updated.

Commissioner Lyons commented on all the wonderful information and asked Patrick to comment on the budget shortfall.

- Director Patrick explained that there are 10, 15, and 20% reduction scenarios in place. During the last budget cycle, they were required to curtail expenses by 8%, which Patrick explained they could do through supplies and services. She stated that at this time they would not lay off any employees. She explained that the County is waiting to see if the State will provide more funding and that there is some negotiation between County and unions.

Commissioner Lyons asked if the 8% includes books and physical goods.

- Patrick responded that it will be supplies and services, not the book budget.

Commissioner Chen shared that there is State funding via CDBG, and the deadline is August 30 to apply. He encouraged all to apply.

- Patrick responded that the Library received CDBG funding, but they will look into it further.

Commissioner Cleri Reale asked about open positions and whether they will be filled.

- Patrick responded that all County positions are frozen, but they have applied to the CEO to see if they can release a couple of them that are deemed critical.

Commissioner Mendoza thanked Patrick for the report and stated that she is amazed at all the work the Library is doing right now.

Chair Calaycay thanked Director Patrick for a great report and requested that the PowerPoint be shared out with the Commission.

### **Library Budget Presentation**

Grace Reyes, Library Administrative Deputy, provided an update on the budget, which included annual projections for the year. Reyes reiterated what Patrick had shared: that the Library will not be spending the entire budget and do have vacancies.

Some of the highlights shared:

- \$83 million is allocated for Supplies and Services but they anticipate spending \$50 million.
- \$203 million was budgeted for 2019/20 but they are looking at spending \$162 million and \$40 mill of unspent funds will roll over to the following year.
- In the 2020/21 budget there are reductions in some areas due to self-imposed freezes and curtailments including a reduction of \$9 million in supplies and services.

Reyes shared the impact of COVID on the budget:

- Created increased costs – PPE for staffing and teleworking, among others.
- WIFI, laptops, and Microsoft Teams
- Some reductions like transportation of books while libraries are closed.
- Huge impact on sales tax revenue, which is a part of the County budget.
- Freeze on procurement so only being allowed to purchase critical expenditures and have to go through a process for this through CEO.
- Potential County layoffs but for now Library is not impacted. They won't know until the supplemental budget is done
- Potential cuts in funding from other County departments such as Probation and Public Health although there are conversations ongoing.

Reyes reiterated that the Library still has an issue of a structural deficit and it will see this impact over the next 2-3 years. Leadership staff is looking internally on how to mitigate this.

#### **Questions for Reyes:**

Commissioner Lyons asked if the 8% cut on supplies and services would be proportional by size of the Library and number of patrons?

- Reyes replied that the staff is good at looking at the needs of each Library.

Commissioner Lyons asked if the Commission could review the strategy behind the cuts at its next meeting.

- Yolanda de Ramus stated that staff is still working on budget scenarios and when final, they can share but it may not be at the next meeting.

Commissioner Mendoza asked if FEMA is reimbursing for the PPE.

- Reyes responded that they do but it takes a while and is not 100% reimbursable.

Chair Calaycay deferred the discussion of the By-Laws, as Vice Chair Allen had to go to another meeting. It will be on the next agenda.

#### **Commissioner Comments**

No further comments from the Commissioners.

#### **Public Comment**

A public comment was made by Phyllis Chestang on two issues:

- Why does the Contract line item increase from \$2.5 million to \$7.4 million?
- She wrote a letter to the Library to ask that her book be included in their collection but did not receive a clear response. She was referred to a link that was unclear to her. She asked about how the selection of books is handled especially those books centered on issues of diversity.

The Library responded:

- Reyes responded that Contracts was budgeted for \$7.5 million and they have spent \$2.5 million to date, as some contracts will be rolled over.
- Reyes explained that there are 86 locations and when you divide that in the budget and include books, subscriptions, online, tutoring, etc., it is a really tiny allocation for each library – about \$90,000. It's not all for tangible books.
- Yolanda de Ramus added that there is a collection policy and they try very hard to ensure diversity in the collection. She explained that Chestang's materials are highly technical and for that type of material, there is a select group of vendors the Library uses. She offered to connect Chestang to the Library's Collections Manager directly.

Chestang responded that she is open to the offer. She has paid taxes for 50 years and wants to give back a little more.

**Adjournment**

The meeting was adjourned at 12:10 pm.