



"Enriching Lives"

## LA COUNTY LIBRARY COMMISSION VIRTUAL MEETING

**DATE:** Wednesday, September 16, 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: 133 339 5525, Attendance Password: imPhJ9Fyr38

**To listen only via telephone:** Call (213) 306-3065, Access Code: 133 339 5525

### AGENDA

1. **Call to Order, Pledge of Allegiance, and Roll Call**
2. **Minutes**  
Approval of minutes from the regular meeting on July 15, 2020.
3. **LA County Library Presentation**
  - a. Skye Patrick, LA County Library Director, will provide a brief update on Library activity.
  - b. Jesse Walker-Lanz, Assistant Director, Public Services, will present on currently available services to the public: Sidewalk Service, Printing Pickup, and its Laptop & Hotspot Loan lending program.
4. **Focus 2020-21 Subcommittee Reports**  
Each of the Commission's *Focus 2020-21* Subcommittees will provide an update on their progress towards their respective goals.
  - c. Subcommittee: Tax/Board Measures and Library Financing  
Chair: Corey Calaycay
  - d. Subcommittee: Education/Center of Learning  
Chair: Nancy Lyons
  - e. Subcommittee: Philanthropic & Corporate Relations  
Chair: Lisa Cleri Reale
5. **Bylaw Revision Presentation**  
Presentation from Bylaw Revision Ad Hoc Committee on efforts to revise Library Commission bylaws.

**6. 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.

**7. 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.

**8. 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, September 15, 2020 by 5:00 pm. Please include the agenda item and meeting date in your correspondence. All correspondence received shall become part of the official record.

**9. Adjournment*****Upcoming Meetings:***

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

***Wednesday, January 20, 2021***  
***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 LA County Library Commission website at [lacountylibrary.org/library-commission](http://lacountylibrary.org/library-commission). To make arrangements, please contact [librarycommission@library.lacounty.gov](mailto:librarycommission@library.lacounty.gov).



"Enriching Lives"

September 16, 2020  
LA County Library Commission  
Virtual Regular Meeting Minutes



### **Welcome and Pledge**

The meeting was called to order at 10:02 am by Chair Corey Calaycay, who then led attendees in the Pledge of Allegiance.

### **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** – (11) Skye Patrick, Yolanda De Ramus, Grace Reyes, Jesse Walker-Lanz, Debbie Anderson, Samangi Skinner, Claudia Angel, Alex Pelayo, Luis Garnica, Jaclyn Morales, Tualai Solaita

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

### **Approval of Minutes**

A motion was presented by Commissioner Reilly, and seconded by Commissioner Croft, to approve the minutes for the meeting on July 15, 2020. A roll call vote was held and the motion was carried by a majority.

### **LA County Library – Director's Update**

Library Director Skye Patrick presented on the following:

- COVID 19 Impacts and Recovery
  - Trying to bridge the digital divide for those in need.
  - Board of Supervisors approved CARES Act funding for the Library.
  - Board approved to extend WiFi to library parking lots at 28 of the 86 locations in Phase 1. This is a huge undertaking that involves several departments.
  - Library CIO participating in County Taskforce related to WiFi capability.
  - Workforce Development Program proposal submitted to the Board. 4<sup>th</sup> District funded a pilot program. There will be 6 series (6 weeks each). 200 Chromebooks and hotspots have been designated to the

- project, to aid those who need access to a device and WiFi to participate in the program.
  - Received funding for 500 additional Chromebooks and hotspots for Laptop & Hotspot Loan program.
  - Sidewalk Service continues at 46 libraries.
  - Installing SafeSpace, a capacity management system, for when the libraries reopen. Will allow customers to know the capacity limit at current occupancy upon entry, to help meet physical distancing requirements.
  - Waiting for approval from Board to reopen to limited capacity. Have removed some chairs, moved out some soft seating, and placed directional signs in libraries.
  - Submitted reconstitution plans to the Board, as all County departments have done.
  - In July, the Board introduced the idea of using parks and libraries and alternative learning sites. Library worked with LACOE and Parks to see if it is feasible and submitted a work plan back to Board. Board decided not to move forward at this time.
- 1<sup>st</sup> District Building Projects
  - Anthony Quinn is moving forward with facilities reinvestment project; will be closed for a month.
  - Leland R. Weaver is replacing electrical equipment; will be closed for a month.
  - Claremont Helen Renwick will undergo HVAC related work and will be closed from mid-December until January 13.
- 2<sup>nd</sup> District Building Projects
  - Renovation: Masao Satow, due to reopen in November.
  - Culver City and Gardena also undergoing work.
- 4<sup>th</sup> District Building Projects
  - Renovations
    - Marina del Rey due to reopen in late October.
    - Norwalk due to reopen in February 2021.
  - La Mirada needs minor electrical replacement and will have a short closure.
  - Iacaboni undergoing HVAC system replacements and building systems; closure dates TBA.
  - Hacienda Heights will have multiple systems replacements; closure dates TBA.
- 5<sup>th</sup> District Building Projects

- Live Oak will be 7,000 sq. ft. and is due to open in November. Patrick commented about how beautiful it is and how it will be the first Library with a circular study room.
- Temple City is expanding from 10,000 to almost 12,000 sq. ft. and is opening in 2021.

**Questions for Library Director:**

Commissioner Cleri Reale asked why there is nothing in the 3<sup>rd</sup> District.

- Director Patrick replied that there are not very many Libraries in the 3<sup>rd</sup> District and there is nothing new pending. However, she did state that there are conversations with Malibu, Santa Monica College and others.

Commissioner Kuechle congratulated staff on Sidewalk Service and asked if it would be closed during renovation at Culver City as that is a heavily used library.

- Patrick responded that because that renovation is only 6 weeks, there would be no replacement of the Sidewalk Service.

Director Patrick continued her report:

- PC Refresh
  - Received \$5.5 million several years ago to update WiFi infrastructure.
  - Also received \$3.3 million from Microsoft to update software for all libraries and upgrade from Windows 7 to Windows 10. This project was completed in June 2020.
  - Replaced and refreshed almost 3,000 computers for staff and public.
- Eco-friendly Bookmobiles are finally arriving
  - 2 vehicles (for 5<sup>th</sup> District) are fueled by propane, a low emissions fuel.
  - 2 vehicles (1<sup>st</sup> and 4<sup>th</sup> District) are all-electric.
  - Feature an array of “green” features like solar panels and LED lighting.
  - Video walk-through of the vehicles were provided on YouTube.
  - As soon as we get approval from the Board, we will implement this program.
- Silver STEAMers
  - MakMo (maker mobiles) were all set to roll out next iteration of STEAM programming, targeted at older adults
  - Started programming in Lancaster, Acton, and San Gabriel Libraries but due to COVID-19, had to stop this program.
  - Working on a partnership with LA County Natural History Museum and have applied for a grant to create a community garden that would be a good fit for this program.

- Election Assistance
  - Library will provide staffing for the November 2020 General Election, offering the Registrar-Recorder/County Clerk's Office 160 staff members as Disaster Service Workers (DSWs) and possibly leveraging 34 locations as Vote Centers.
  - Also providing 64 libraries as permanent mail-in ballot drop boxes.
  - Sidewalk Service will be suspended during the voting period.

**Questions for Library Director:**

Commissioner Kuechle asked how Culver City will work for voting if it is closed.

- Patrick responded that Culver's renovation is closer to the end of November.

Commissioner Reilly asked how the Commission will know which libraries are involved in election work. She also asked for more detail regarding the community garden project.

- Patrick replied that the short list of Vote Center libraries will be shared with the Commissioners.
- More detail on the community garden can be provided.

Commissioner Farrer introduced herself as the new representative from Malibu and provided more detail about conversations there. She stated that their facility is outdated and could use improvement. The Santa Monica College project is delayed due to several issues and the County Courthouse is mostly unoccupied. She will talk to the City Manager to get a better idea of what's possible at the site. She stated that the project has not been forgotten but is not ready to move forward.

Commissioner Lyons asked about the staff currently being used for other jobs such as contact tracing. She asked if they would return to their home libraries.

- Patrick replied that 1/3 of the staff is out for these DSW emergency posts but will return to the Library little by little.

Commissioner Lyons also asked staff to consider allowing Sidewalk Service on Saturdays, as many more people are available that day. She suggested Tuesday through Saturday. She also asked Patrick to speak to budget cuts facing the Library.

- Patrick replied that they could certainly consider a Tuesday to Saturday schedule. She added that the work provided by Library staff in the DSW posts is being reimbursed. She stated that the Library is hovering around an 8% curtailment and may not need to lay off full-time staff. However, she added that they would continue to revisit the issue of part-time, as-needed staff and they may see some releases in the next fiscal year.
- Grace Reyes added that the Library received \$4 million in CARES Act funding for the contact tracing work. However, both Patrick and Reyes reminded Commissioners of the structural deficit that is looming.

Commissioner Liao congratulated Patrick on the CARES Act funding and asked for clarification about using it to provide WiFi to residents.

- Patrick explained that a County workgroup is looking into a long-term strategy for the unincorporated cities.

Commissioner Cleri Reale congratulated the Library on providing connectivity, as it is a critical tool for those in need to access CalFresh, WIC, and other resources.

### **LA County Library – Public Services Update**

Library Director Patrick introduced Jesse Walker-Lanz, Assistant Director of Public Services.

Walker-Lanz reminded Commissioners that the Library closed its doors on March 14 to in-person services but never stopped serving the communities—everything became virtual. He stated that as of August 30, the Library was handling 14,000 to 16,000 calls per week on a wide variety of topics including book recommendations, CalFresh enrollment, and many other topics.

He reiterated that there is a skeleton crew at each library. He shared that Sidewalk Service has proved to be tremendously popular with 35,400 weekly holds at 46 libraries by the end of August.

Two new services:

- Laptop & Hotspot Loan
  - Pilot allows a Laptop & Hotspot kit to be loaned out to Library patrons. Each kit comes with a Chromebook, WiFi hotspot, chargers, and instruction card and can be checked out for 3 weeks and renewed.
  - Patrons can call to place one on hold.
  - The initial pilot targets communities with the lowest percentages of residential Internet subscriptions—10 locations right now.
- Printing Services
  - On September 1, the Library launched a printing pick-up service for customers who want to print and submit documents via the website or a smart phone app.
  - They can send print jobs to the library and pick them up at Sidewalk Service locations; limit of 10 pages per day.

Walker-Lanz also shared the significant growth in digital usage, which includes books, audio, movies, tutoring, and other resources. In February 2020, total digital usage was 530,000. In August 2020, total digital usage was 2.3 million; a 343% increase in usage.

Coming soon are more Sidewalk Service locations and more Laptop & Hotspot Loan sites.

## **Bylaw Revision Presentation**

Chair Calaycay made a slight change in the order of the agenda and asked Vice Chair Jim Allen to report on the Bylaws update. Allen presented a brief set of slides. He reminded the Commission that the purpose of the review was two-fold: to update the Commission Bylaws and address Commission seat vacancies. Allen also explained that the Library Commission is different from other County Commissions inasmuch as it has no ordinance authority.

Commissioners had received the revised Bylaws prior to the meeting, as there were extensive updates in all areas. Allen also explained the importance of having the Board of Supervisors amend the LA County Code of Ordinances to include the Library Commission.

Next Steps include:

- Approval of the revised Bylaws by the Commission
- Finalize Administrative Process
- Coordinate Protocol for Commission Services/City Selection
- Board Approval on LA Library Commission Ordinance

Allen thanked the Subcommittee members: Commissioners Dear, Medina, Reilly and Cleri Reale. There were no questions from Commissioners but several acknowledgement of Allen's extensive work.

Allen shared the draft letter to be submitted by Library staff, from Director Patrick to the Board, asking for the Code of Ordinances to be amended.

Allen asked Director Patrick if she could define what "non-substantive changes" may be termed as in the following paragraph of the draft letter:

*Delegate authority to the County Librarian, or her designee, to amend and make non-substantive changes to the ordinance, approved as to form by County Counsel).*

- Patrick replied that she does not have a response at this time and would need to look at the document with her staff.

Deputy Director de Ramus asked about the reference to Library staff taking Commission meeting minutes rather than the Commission Secretary.

- Allen acknowledged that, while the current Commission Secretary is willing and engaged in taking the minutes, he has concerns about mandating that in the Ordinance for Commissioners in the future.
- It was decided to take the issue offline and perhaps look at examples from other Commissions.

A motion was made by Vice Chair Allen to approve the Ordinance and Board Letter,



while giving discretion to the Bylaw Revision Subcommittee to work directly with Library leadership/staff to finalize and move forward with any non-substantive changes, and anything that is substantive as deemed by the Subcommittee would have to come back to the Commission for a vote. Commissioner Cleri Reale seconded the motion. A roll call vote was held and the motion was unanimously approved.

### **Focus 2020-21 Subcommittee Reports**

Chair Calaycay asked each Subcommittee Chair to report on the status of their work.

- Subcommittee: Tax/Board Measures and Library Financing  
Chair: Corey Calaycay
  - The group has had one meeting where they reviewed items for discussion, including the fact that the timing is not great for tax measures.
  - The subcommittee is scheduled to meet again in October.
  - Members of the subcommittee include Commissioners Allen, Croft, Gipson, Diaz, and Solache. The Library liaison is Grace Reyes.
  
- Subcommittee: Education/Center of Learning  
Chair: Nancy Lyons
  - The group has had one meeting and will have a second meeting on September 17.
  - There was great representation from everyone, along with brainstorming and discussing ideas of how to connect the Library with key decisionmakers and educational institutions.
  - Members of the subcommittee include Commissioners Farrer, Kuechle, Mendoza, Reilly, and Williams. The Library support person has been Heather Firchow.
  
- Subcommittee: Philanthropic & Corporate Relations  
Chair: Lisa Cleri Reale
  - This committee merged with the Library Foundation Fundraising Committee as a Joint Committee on Fund Development.
  - The group met in August and had a vibrant discussion, including past fundraising successes and challenges and ideas for the future.
  - The subcommittee includes Commissioners Dear, Liao, and Medina. Staff liaison is Andrea Carroll, Library Foundation Executive Director.
  - The next meeting will be in October.

### **Library Foundation Update**

Library Foundation Executive Director Andrea Carroll presented a brief report and announced a new campaign idea. The Foundation Board wants to create a challenge gift of \$15,000 that can be used to solicit matching funds. Carroll asked the Commission's help to find individuals, businesses, and others who could help

generate this fund. The campaign would reach the 500,000 library customers and the Foundation donors.

### **Commissioner Comments/Announcements**

Commissioner Liao shared the challenge of seniors and disabled looking for Cooling Centers during the heatwave. He asked why there are not more Libraries designated as Cooling Centers.

- Director Patrick responded that the County decides where the Centers are located and for how long. Library has no say on this but provides recommendations.

Commissioner Mendoza asked for staff to distribute the meeting slides.

- Staff will email it to all Commissioners.

Commissioner Kuechle asked the status of the homeless individuals at libraries. With the facilities closed, she wondered whether they are being taken care of elsewhere.

- Director Patrick responded that Library staff have helped with Project Roomkey and explained that some of the homeless will be directed toward temporary or permanent housing and, unfortunately, others will not.

Commissioner Calaycay reminded everyone that the next meeting will be November 18, likely another virtual meeting. Recommended that the Commissioners take a look at the agenda and send questions they may have in advance to Library staff, to help facilitate the questioning during the meeting.

Commissioner Cleri Reale asked if we can always agendize a Budget update in future meetings. Currently, Budget updates are provided at every other meeting but they will take place at every meeting going forward.

### **Public Comment**

A public comment was made by Phyllis Chestang:

- Chestang had attended the Commission Meeting in July and worked with staff regarding her interest in adding to the book collection.
- Chestang asked about the budget and whether there is a wish list and/or budget to build the collection. She expressed interest in supporting the Library Foundation's efforts.
- Staff will connect Chestang with Andrea Carroll.

### **Adjournment**

The meeting was adjourned at 12:05 pm.