



"Enriching Lives"

LA COUNTY LIBRARY COMMISSION VIRTUAL MEETING

DATE: Wednesday, November 17, 2021

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.

Meeting Number: 2461 226 0757, Attendance Password: VYm7sRZPV23

To listen only via telephone: Call (213) 306-3065, Access Code: 2461 226 0757

If you are experiencing technical difficulties accessing the meeting, please call 1-888-810-8885 for assistance.

AGENDA

- 1. Call to Order, Pledge of Allegiance, and Roll Call**
- 2. Minutes**
Approval of minutes from the regular meeting on September 15, 2021.
- 3. LA County Library Report**
Skye Patrick, LA County Library Director, will provide a brief update on Library activity.
- 4. LA County Library Budget Report**
Grace Reyes, Administrative Deputy for LA County Library, will share and discuss the Library's budget and its impacts to programs and services.
- 5. Bylaws and Ordinance Revision Report**
The Bylaws and Ordinance Revision Ad Hoc Committee will provide an update on efforts to revise the Library Commission Bylaws.
- 6. Commission Meeting Schedule**
Discussion of the Commission's 2022 meeting schedule and frequency.
- 7. Library Foundation Report**
Andrea Carroll, Executive Director of LA County Library Foundation, will share Library Foundation highlights, what lies ahead, and how the Library Commissioners can help.

8. 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 Commission, or matters requiring immediate action because of an emergency situation or when need to take action arose subsequent to the posting of the agenda.

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

Opportunity for members of the public to address the Library Commission items of interest 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. Deadline to submit written public comment is Tuesday, November 16, 2021, 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.

10. Adjournment***Upcoming Meeting:***

Wednesday, January 19, 2022

10:00 am – 12:00 pm

Virtual Meeting

***Same week as MLK Jr. Day (County holiday),
which falls on Mon, Jan 17th***

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. To make arrangements, please contact librarycommission@library.lacounty.gov.



"Enriching Lives"

**LA COUNTY LIBRARY COMMISSION
VIRTUAL REGULAR MEETING MINUTES**

DATE: Wednesday, November 17, 2021

TIME: 10:00 am – 12:00 pm



Call to Order, Pledge of Allegiance, and Roll Call:

Chair Corey Calaycay called the meeting to order at 10:00 a.m. A quorum was met and roll call was taken.

Commissioners in Attendance: (16) Angie Medina, Chin Ho Liao, Corey Calaycay, Denise Diaz, Jay Chen, Jim Allen, José Luis Solache, Joy Williams, Karen Farrer, Lisa Cleri Reale, Mary Mendoza, Nancy Kuechle, Nancy Lyons, Revé Gipson, Steve Croft, Tess Shih

Commissioners Absent: (2) Jim Dear, Fernando Vizcarra

Library Staff in Attendance: (10) Skye Patrick, Yolanda De Ramus, Grace Reyes, Jesse Walker-Lanz, Debbie Anderson, Sara Keating, Lauren Chiatovich, Jaclyn Morales, Luis Garnica, Alex Pelayo

Others in Attendance: Andrea Carroll, Executive Director of the Library Foundation.

Minutes:

A motion was made by Commissioner Croft to approve the minutes from the regular meeting of September 15, 2021. The motion was seconded by Commissioner Chen and unanimously approved.

LA County Library Report:

Skye Patrick, LA County Library Director, provided a brief update on Library activity by sharing some slides with the Commissioners. Highlights included:

- **Wi-Fi on Mobile Service Vehicles:** Patrick stated that this has been a longtime goal fulfilled by an expansion grant from the FCC. She further stated that 17 of 19 vehicles now have full Wi-Fi capacity which is very important as certain areas of the County have disparate internet services.
- **Anti-Racism, Diversity and Inclusion Initiative (ARDI)** is an LA County initiative to learn best practices and it involves all County agencies. The goal is to remove barriers to equity in all departments and the Library is an active participant.
- **Smart Start at the Library:** For some time, this program was called Family Place. The program is similar to Family Place but includes stronger elements regarding equity and inclusion.

- Parent Liaison Program partnership with LACOE: This program involves parents who help other parents who have youth in the probation system. The Library provides many resources for the parents.
- Funding:
 - The Library was approved to receive \$6.3 million in ARPA (American Rescue Plan Act of 2021) funds.
- The Library is also requesting funds from the California State Library’s Building Forward Infrastructure Program to support life safety projects and infrastructure: Montebello roof replacement, West Covina elevator project and La Canada/Flintridge replacement of the HVAC system.
- Disaster Service Workers (DSW): The Library still has about 12% of its workforce deployed as DSWs and this impacts library service hours. They are mostly contact tracers for the Department of Public Health (DPH) and Library leadership is working with DPH to return the majority of that staff by the beginning of the calendar year.
- Three-Tiered Service Model: There are library locations in 49 cities; several of these cities are running deficits. 40 hours a week has been the standardized schedule for cities. The Library must think about how they are utilizing their staff while addressing the structural deficit. The three-tiered plan components are:
 - All deficit cities will remain at a 40 hour a week schedule
 - All surplus cities will resume pre-pandemic hours – 54 hours per week
 - All unincorporated Areas will resume pre-pandemic hours with a standardized 56 hours per week.
- The three-tiered model is a way to right-size the budget and mitigate a forthcoming deficit. The plan has been proposed to the Board of Supervisors in the hope that it will minimize the Library’s deficit. However, Patrick reiterated that it will not solve the deficit and asked for Commissioner support of this proposal although it will affect service in cities.
- Vaccination Mandate: All county employees, commissioners, interns, etc. are to be fully vaccinated. 98.1% of the library workforce has registered their vaccination status. Not all Commissioners provided their status; Library staff submitted the responses they did receive to the Executive Office of the Board of Supervisors. In the interim, the Commission must continue to meet virtually.
- Sunset Review: The report extended the Library Commission’s sunset review to April 30, 2023, and also included some recommendations by the County Audit Committee. Recommendations included:
 - Commission moves to quarterly meetings
 - Commission begins executing its fundraising action plan
 - Commission executes strategic goals identified by the subcommittees
 - Commission finalizes updates to the Commission By-Laws and Ordinance
 - CSC stakeholders should re-evaluate their participation and make a recommendation
 - Commission should take an active role in supporting the Library’s strategic initiatives

Discussion

- Vice Chair Allen thanked Director Patrick. He stated that the 3-tiered model seems like an approach that will work, and the Commission needs to help with the structural deficit. Regarding the By-Laws and Ordinance, Allen stated that he wanted to make sure the Commission and Library leadership are aligned. He suggested that the Ad-Hoc Committee get together one more time to ensure there is alignment.
- Commissioner Shih asked if staff had considered bringing back volunteers to allow for expanded hours. Patrick stated that historically volunteers are not what the Library relies upon for operations -- only for Friends groups, the bookstores, etc. She added that historically there have been huge problems with libraries who focus their workforce on volunteerism as it's not a good business model to have volunteers do the work of professionals. Also, they must adhere to the vaccination policy and a lot of the volunteers are older adults and are more susceptible to the virus. However, staff is looking forward to bringing volunteers back soon.
- Commissioner Shih suggested that, considering the sunset review extension, the Commission create a benchmarking committee to reach out to other Counties in CA and beyond and learn what other commissions do for best practices and metrics.
 - Commissioner Cleri Reale suggested that rather than a formal committee, this can be done with a quick scan of the low hanging fruit – the commissions that are already known to Library and Foundation staff and Commissioners.
- Chair Calaycay stated that generally the role of the Commission is to provide an additional arm of oversight and engagement and that they are not put together for fundraising purposes; that is the role of the Foundation. He reiterated that the mission of the Commission says nothing about fundraising. Regarding the proposed restructuring of hours: he stated that he totally understands the situation and one of the main reasons he got involved is because his library did not have Sunday hours.
- Commissioner Lyons stated that she really understands the problem with the deficit and if some cities get less service than they have had in the past, there is a simple explanation. However, she asked about a possible menu of services for individual cities. Patrick stated that staff are trying to manage capacity and standardized services ensure staff can work in an efficient way. She cited how staff must sometimes move around to support different libraries and customized hours would complicate this. Patrick stated that the goal of standardized hours is to manage staff more efficiently and create a clear schedule for customers.
- Commissioner Croft stated that for some areas, the libraries are heavily used as a regional library and if there are different menus and services, it could exclude patrons who reside outside that specific city. He suggested caution before considering a menu or it could become very messy.
- Chair Calaycay thanked Patrick for her comprehensive update and asked about the recent fire at Library Headquarters (LHQ).
 - Patrick explained that LHQ in Downey housed about 250 library employees. The boiler blew and the Fire Department's response to the incident caused further structural damage. Staff have been redeployed to other locations and remote

locations. LHQ may be out of pocket for several months, but nobody was harmed.

LA County Library Budget Report:

Grace Reyes, Administrative Deputy for LA County Library, shared and reviewed the Library's budget and its impacts to programs and services. Reyes provided an updated forecast explaining that the forecast had been adjusted based on the Library's hybrid schedule. Reyes reiterated that the Library had been able to defer the deficit because of all the one-time funding that was secured during the pandemic. She added that there is a 20% vacancy rate, and that Director Patrick is hiring critical positions.

Bylaws and Ordinance Revision Report:

Vice Chair Allen provided a report on behalf of the Bylaws and Ordinance Revision Ad Hoc Committee. He discussed the efforts to revise the Library Commission Bylaws and reminded everyone that the revised documents had been approved by the Commission at a prior meeting; however, there is an additional need to include a statement of the Commission's position on diversity, equity and inclusion which will mirror the language in the Commission's annual report. He projected that all revisions will be completed by January.

Commission Meeting Schedule:

The Commission discussed the 2022 meeting schedule and meeting frequency. Commissioner Croft noted that the County Audit Committee recommendation called for quarterly meetings. He asked whether this is a recommendation or mandate. Patrick stated that it is only a recommendation that is trying to get the Library Commission aligned with other community service-oriented commissions. She stated that the Library Commission was one of the few that met monthly and then the Commission decided to meet every other month. Now the Audit Committee suggests Library Commission meet quarterly to align with other community-driven commissions.

Vice Chair Allen stated that he feared a loss of continuity with quarterly meetings and made a motion for more time to consider the issue, and that the Commission vote to make a decision at its next meeting in January. Commissioner Solache raised the question of what works best for staff as they conduct these meetings. He then seconded the motion from Allen and the motion was approved.

Library Foundation Report:

Andrea Carroll, Executive Director of LA County Library Foundation, shared Library Foundation highlights, what lies ahead, and how the Library Commissioners can help. Carroll read a letter from longtime donor Jack Needleman who is a professor at UCLA School of Public Health which expressed support for the Library Foundation. Carroll thanked Commissioner Shih for all her hard work in securing some funding. She announced that a new donor agreed to double all donations up to \$10,000 on Giving Tuesday which is November 30 and asked the commissioners to spread the word.

Commissioner Shih asked about the strategy in collecting more emails and more contact information. Carroll replied that the Foundation has grown from 50 emails three years ago to 2,000 email addresses and needs to build upon that. She added that one way to grow the number is to engage others to share the Foundation information. The Library's marketing team periodically puts out Foundation information in their weekly blog and announcements.

Chair Calaycay asked about whether the Foundation can engage former Commissioners and Carroll replied that they are already doing this.

Commissioner Gipson asked if contributions can still be sent to the Foundation office and Carroll replied yes.

Commissioner Cleri Reale reminded Commissioners that there is a fundraising plan in place that provides ways in which the Commission can assist the Library and the Foundation and that it should be distributed again to assist those wanting to help.

Chair Calaycay thanked Carroll for her time. He also thanked former Commissioner Laura Rosenthal for providing the seed money to get the Foundation rebooted.

Commissioner Comments/Announcements:

Chair Calaycay mentioned that during a previous presentation about public art at libraries, he was disappointed to see that his city was not highlighted, but when he checked he found that it does have a sculpture project underway. He thanked the library staff for their work on this.

Calaycay also referred to an email that was sent to the entire Commission that implied he had information that he did not share with the Commission. He stated for the record that he takes his role as Chair very seriously and is very faithful about sending out information in a timely fashion. He reiterated that there was no intent on his part to withhold information and in the future, he asked that Library staff inform him asap if materials need to be distributed to the Commission.

Commissioner Shih asked whether there are plans for holiday events at County libraries. Library Director Patrick responded that Debbie Anderson can share some of the plans but that there is an issue with not having adequate staffing for events. Patrick added that some of the traditional programs will have to wait until it is safer.

Public Comment:

There was no public comment.

Adjournment:

Chair Calaycay adjourned the meeting at 11:38 a.m.