



"Enriching Lives"

## LA COUNTY LIBRARY COMMISSION VIRTUAL MEETING

**DATE:** Wednesday, March 16, 2022

**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: 2467 269 9422, Attendance Password: d3mNCAdMu22

**To listen only via telephone:** Call (213) 306-3065, Access Code: 2467 269 9422

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. Recognition of Former Commissioner Chin Ho Liao**
- 3. Minutes**  
Approval of minutes from the regular meeting on January 19, 2022.
- 4. Focus 2020-21 Strategic Planning Process Recap**  
The Commission will provide a summary of its *Focus 2020-21* Strategic Planning process.
- 5. 2022-23 Library Commission Goals and Objectives**  
Discussion of the Commission's goals and objectives for 2022-23.
- 6. Legislative Advocacy Report**  
Jose Luis Solache and Angelita Medina of the Legislative Advocacy Ad Hoc Committee will provide an update on the committee's efforts to research the Governor's budget and petition State representatives relative to local library funding.
- 7. Bylaws and Ordinance Revision Report**  
Jim Allen, Chair of the Bylaws and Ordinance Revision Ad Hoc Committee, will provide an update on the committee's efforts to revise the Library Commission Bylaws and put forth an ordinance.

8. **Library Commission 2021-22 Annual Report**  
Discussion of the 2021-22 Library Commission Annual Report and formation of the Annual Report Ad Hoc Committee to prepare the report by the end of the fiscal year.
9. **Library Commission 2022 Election**  
Discussion and selection of the Commission's 2022 Nominating Ad Hoc Committee Members to initiate the process of selecting nominees and voting on Commission Chair, Vice Chair, and Secretary with voting to take place in May 2022 and appointments to take effect in July 2022.
10. **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](mailto:librarycommission@library.lacounty.gov). Deadline to submit written public comment is Tuesday, March 15, 2022, 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.

11. **New Business**  
Discuss new business items and identify a plan to take action, which may include referring them to a committee or placing new business items on the agenda for action at a future meeting of the Commission.
12. **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, or when action is needed after the posting of the agenda.
13. **Adjournment**

**Upcoming Meetings:**

**Wednesday, May 18, 2022**  
**10:00 am – 12:00pm**

**Wednesday, July 20, 2022**  
**10:00am – 12:00pm**

**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).



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VIRTUAL MEETING**

**DATE:** Wednesday, March 16, 2022

**TIME:** 10:00 am – 12:00 pm

**MINUTES**

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

Chair Corey Calaycay called the meeting to order at 10:05 a.m. with the Pledge of Allegiance. Roll call was then initiated, and a quorum was met.

**Commissioners in Attendance:** (13) Andrew Yam, Angie Medina, Corey Calaycay, Jim Allen, José Luis Solache, Joy Williams, Karen Farrer, Lisa Cleri Reale, Mary Mendoza, Nancy Kuechle, Reve Gipson, Steve Croft, Tess Shih

**Library Staff in Attendance:** (3) Samangi Skinner, Sara Keating, Jaclyn Morales

**Chair Report**

Chair Calaycay began the meeting with a formal recognition of and acknowledgment of former Commissioner Chin Ho Liao who recently resigned for health reasons. Commissioner Liao was known for his excellent attendance, his passionate support of libraries and his enthusiastic and energetic engagement at each meeting. On behalf of the entire Commission, Calaycay expressed his appreciation.

**Approval of Minutes**

A motion to approve the minutes from the regular meeting on January 19, 2022, was made by Commissioner Solache and seconded by Commissioner Croft. The minutes were unanimously approved.

**Focus 2020-21 Strategic Planning Process Recap**

Chair Calaycay provided a brief overview of the strategic planning process beginning with a request from Library staff for the Commission to look at three specific areas and provide advice and some support and ideas regarding advancing these areas. The areas were:

- Philanthropy
- Education
- Taxation and Bond Revenue Potential

Commissioner Lyons chaired the Education & Center of Learning Sub-Committee but, in her absence, Commissioner Farrer reported updates.

- Farrer shared that she celebrated her birthday with a Facebook fundraiser and it was so easy to raise money this way.
- She stated that it's very hard to raise money if you are not personally invested.
- Commissioner Kuechle who also served on the committee reminded everyone that one of the sub-committee's most important recommendations was related to social media – encouraging all Commissioners to know what is going on at the Library and spreading the word about the amazing educational opportunities that exist.
- Commissioner Allen added that he also did a Facebook fundraiser that wasn't as successful but was super easy. Allen stated that he has participated in a lot of Library programs and they provide great opportunities for commissioners to participate in the success of all the libraries.
- Commissioner Mendoza added her endorsement to all that was said.

Commissioner Cleri Reale chaired the Philanthropy & Corporate Relations Sub-Committee and reminded everyone that it was convened in conjunction with the Library Foundation Fundraising Committee. Commissioner Medina also served on this sub-committee. Cleri Reale reminded Commissioners of the fundraising plan that was created as a result of this committee's work – stating that there were many easy ways that Commissioners can raise dollars and awareness about the Foundation/Library. She stated that the Foundation's upcoming 40<sup>th</sup> Anniversary provided a way for donors to support with gifts from \$40 to \$40,000. Commissioner Medina added that donors can make a one time or long-term commitment.

Chair Calaycay shared the history of the Library Foundation giving credit to the City of Malibu for providing the seed money to rebirth the Foundation and hire a new Executive Director (ED). Cleri Reale added that ED Andrea Carroll deserves a lot of credit for the Foundation's growth, but her capacity is limited so it's not advisable to simply give her a list of ideas. Cleri Reale asked Commissioners to open doors for Carroll.

Chair Calaycay chaired the Tax/Bond Measures & Library Financing Sub-Committee and acknowledged his fellow committee members, Commissioners Allen, Croft, Diaz, Gipson and Solache. Calaycay recapped the results of their report where they looked at Altadena's experience with a bond measure. The sub-committee shared that it would take a lot of planning and preparation to put together and advance any type of bond measure and added that trying to secure support from individual cities will be challenging. Commissioner Allen added that if a bond measure is the direction that Library leadership takes, the size and scale will be very different from Altadena and will require a significant amount of resources and support.

Commissioner Yam asked if there was any specific language that came out of the sub-committee's discussion about how a bond measure initiative would be structured.

Calacay responded that the structure will depend on what type of bond is being proposed.

### **2022-23 Library Commission Goals and Objectives**

Commissioners discussed the Commission's new goals and objectives for 2022-23.

- Commissioner Shih suggested a new sub-committee that will implement a benchmarking study to reach out to other library commissions and determine how they measure success. Commissioner Allen supported the idea.
- Commissioner Cleri Reale asked what it is we will be looking at: foundations or commissions and Chair Calaycay suggested looking at other library systems. Commissioner Yam agreed.
- Cleri Reale cautioned that if the work involves looking at other library systems, library leadership should be involved as they already have relationships with these systems and may know the answers to the questions.
- Cleri Reale added that the Philanthropy Sub-Committee should continue its work as the Commission has not really made a dent in fundraising.
- Commissioner Shih clarified that we should know more about other commissions and smaller foundations.
- Commissioner Medina agreed we can look at smaller foundations like the one in Long Beach and agreed that the Philanthropy Sub-Committee remain in place and implement its work as an ongoing committee. She asked if the Legislative Advocacy Committee will continue its work.
- Commissioner Kuechle stated that there isn't much more that the Education Sub-Committee can do; however, maintaining the public's awareness of the Library is always going to be critical. She cited the importance of figuring out some way to communicate what's important to communities and giving communities input into what sort of programs can be offered via the 3-tier service model.
- Commissioner Mendoza suggested that the Education Sub-Committee should continue with Library staff in attendance as they are the ones doing the work and they have already looked at best practices.
- Commissioner Farrer agreed and suggested that the Committee should audit what's working and what's not working and assess what needs have not been identified. She added that without staff involved the committee is just guessing and it's not a good use of anybody's time.

Chair Calaycay summarized that there will be four areas of work for 2022-23:

- Library Revenue and Taxation will evolve into a new Benchmarking and Best Practices Committee related to a study of large Library organizations and commissions and how they work and support services.
- Education Committee will become Education and Community Needs Committee.
- Philanthropy Committee will continue and add on an assessment of other library foundations.
- Legislative Committee's work is ongoing.
- Commissioner Allen added that the By-laws and Ordinance Committee needs to be on the list as well.

Commissioner Cleri Reale cautioned about asking staff to “staff the committees” as it would defeat the purpose of easing the staff’s burden. She suggested asking them to participate if appropriate. Chair Calaycay agreed and stated that the Commissioners should do their own work but check in with Library leadership.

Chair Calaycay said he would send around a sign-up sheet and asked all Commissioners to let him know which committees they would like to serve on.

### **Legislative Advocacy Report**

Commissioners Solache and Medina of the Legislative Advocacy Ad Hoc Committee provided an update on the committee’s efforts to research the Governor’s budget and petition State representatives relative to local library funding. Commissioner Shih is also a member of the committee. They met with Library staff to review a document created by the staff that basically identifies potential programs that could use expanded funding. Staff reviewed for the Committee a summary of each program and the dollar amount needed.

Committee members brainstormed how they can have a positive impact and reviewed potential funding opportunities:

- Digital Divide: there is potential for the Commission to support expansion of broadband services for children and youth.
- Legislative Advocacy: There is value in communicating with local LA legislators who can work collaboratively to bring more funding to LA County Library. In LA there are State Senate and Assembly delegations whose members can be approached by Commissioners. In LA County alone, there are 18 Senate districts and 24 Assembly districts.
- Potential funding requests can be large. Commissioner Medina cited that State Senator Archuleta brought in \$5 million for Whittier Library.
- The strategy should be to request support of county-wide programs/services not just for single libraries.
- Next steps include overlaying the list of local legislators with individual County libraries to assess obvious connections.
- Timing is of the essence as the state budget negotiations are moving forward.

Commissioner Allen stated that there are several initiatives in LA County providing broadband services like Delete the Divide and we should connect to some of them.

Commissioner Yam volunteered to contact legislators. Commissioner Cleri Reale suggested a visit to Sacramento like the LA Chamber does each year.

Commissioners Medina and Solache will also communicate with congressional representatives.

Chair Calaycay asked commissioners to let the committee members know if they have connections to any legislators.

Commissioner Yam suggested putting together a presentation package with fact sheets and other materials to help strengthen the message to legislators.

### **Bylaws and Ordinance Revision Report**

Jim Allen, Chair of the Bylaws and Ordinance Revision Ad Hoc Committee, provided an update on the committee's efforts to revise the Library Commission Bylaws and put forth an ordinance.

Allen reported that the revised by laws and ordinance were updated to address suggestions by Board Offices and include new Diversity, Equity, and Inclusion (DEI) language. He explained that the Board letter and ordinance/bylaws are currently with the ad hoc committee and will get to Library leadership by March 25<sup>th</sup> with a draft of the Board letter and final bylaws and ordinance structure. Next steps after that:

- Documents will be reviewed by Library leadership and socialized through the Board Offices.
- Recommendation by the 5<sup>th</sup> District to create a letter from the Commission Chair stating the Commission's unanimous support of the ordinance and bylaws updates and send letter to all five Board Offices.

Allen also pointed out that he is trying to accomplish a division of City Selection Committee appointed seats that would allow for the Commission to have better distribution and possibly better support by having five at-large positions. If enacted that will help the Commission. He also reminded everyone of the reference to the Sunset Review Committee finding and the Audit Committee findings that both call for bylaws and ordinance revision. Lastly, Allen thanked Commissioners Cleri Reale and Medina for supporting his efforts.

Chair Calaycay thanked Commissioner Allen for his persistence in finalizing these revisions. He confirmed that he will send a letter to the Board Offices to support the revisions.

### **Library Commission 2021-22 Annual Report**

There was a brief discussion of the 2021-22 Library Commission Annual Report and formation of the Annual Report Ad Hoc Committee to prepare the report by the end of the fiscal year. Commissioner Cleri Reale will take the lead once again along with Commissioners Allen and Yam.

### **Library Commission 2022 Election**

There was a discussion about and selection of the Commission's 2022 Nominating Ad Hoc Committee Members to initiate the process of selecting nominees and voting on Commission Chair, Vice Chair, and Secretary with appointments to take effect in July 2022.

Chair Calaycay stated that he is honored to continue as Chair if nobody is willing to take the job but he would not feel bad if somebody else wants to take a turn. He added that the Vice Chair normally leads the nomination process. Commissioners Gipson, Medina

and Yam also volunteered to support this effort. Serving on the committee does not eliminate anybody from being nominated.

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

There was no public comment.

**New Business**

There was no new business raised.

**Commissioner Comments/Announcements**

- Library Giving Day (April 6<sup>th</sup>) will serve as a launch to the Library Foundation's 40<sup>th</sup> Anniversary Campaign. Everyone should mark their calendar.
- A revised Commission roster is being distributed by Samangi Skinner.
- Upcoming Commission meetings will be held on May 18 and July 20.

**Adjournment**

After thanking commissioners for a fruitful dialogue, Chair Calaycay adjourned the meeting at 11:51 p.m.