

**MINUTES OF THE REGULAR MEETING OF
THE BOARD OF LAW LIBRARY TRUSTEES OF
LOS ANGELES COUNTY**

**A California Independent Public Agency Under
Business & Professions Code Section 6300 et seq.**

October 4, 2006

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, October 4, 2006, at 12:15, at the offices of the Los Angeles County Law Library headquarters at 301 West First Street, Los Angeles, California 90012, for the purposes of considering reports of the affairs of the Library, and transacting such other business as might properly come before the Board of Trustees.

1.0 ROLL CALL/QUORUM

Trustees Present: Judge Lee Edmon
Judge Jan Plum
Judge John Wiley
Susan Steinhauser, Esquire

Trustees Absent: Judge Francis Gately, Jr
Judge Abraham Khan
Kenneth Klein, Esquire

Staff Present: Marcia J. Koslov, Executive Director

President Steinhauser determined a quorum to be present, convened the meeting at 12:25 p.m. and thereafter presided. There were no requests from the public to speak during the Public Comments session. Executive Director Marcia Koslov recorded the Minutes.

2.0 CONSENT CALENDAR

President Steinhauser asked if there were agenda items to be removed from the Consent Calendar to the Agenda for discussion. Item 2.1 was removed. Upon motion made by Trustee Plum, seconded by Trustee Edmon, Item 2.2, List of Checks and Warrants, was approved 4-0. President Steinhauser had questions about the decrease in filing revenues during the first quarter. Following discussion, a motion made by Trustee Edmon, seconded by Trustee Wiley, Item 2.3, 1st Quarter Financials, was approved, 4-0.

3.0 ACTION ITEMS

3.1. Identification of audit firm for Fiscal Years 2004-2005 and 2005-2006. Marcelino Juarez, Administrative Assistant, described the process employed to identify accounting firms who could perform the audits for Library. Following discussion, the Board requested that the Executive Director come back to the Board with additional information, potential vendors and a request for proposal.

3.2 AB1234 Ethics Training for Local Agency Boards. County Counsel, Katie Fesler, addressed the application of AB 1234 to the Board and recommended that, notwithstanding others jurisdictions decisions not to comply, the LACLL Board members complete the required training by December 2006 and each required year thereafter. County Counsel further recommended the adoption of a reimbursement policy and standard reimbursement form. Training is required during the first year of service and then every other year. The Executive Director was directed to notify Board members about the requirement and the schedule of training sessions.

4.0 DIRECTOR'S REPORT

- Letter to Registered Borrowers. A letter with the new fee schedule for security deposits and borrowing fees, was sent in October by Access Services Librarian Sarah Sebasteanski to all currently registered borrowers. Response has been quick and overwhelmingly positive to the simplified schedule and reduced fee requirement.
- Staff Update. The Executive Director provided introductions for three new staff members: Jaye Nelson, Technology Services Director; Susan Martin, Manager, Outreach Programs, Access Services Division; and Paula Hoffman, Reference Librarian, Reference and Research Services Division.
- Outreach. Following a brief discussion involving a potential relationship with the San Fernando Valley Bar that would affect the branch location in the Van Nuys Courthouse, the Executive Director suggested that she and Sarah Sabasteanski present a discussion paper for the Board that identifies various options and opportunities for the Library to develop partnerships and collaborations.

5.0 DIRECTOR'S DISCUSSION

Senior Staff Advance. The Senior Staff Team (Executive Director; Division Directors Melody Lembke, Diane Reynolds and Sarah Sabasteanski; and Betty Beard, HR Manager) met for 1 ½ days, September 18 and 19, 2006, to establish priorities and review the current vision and mission statements

The Senior Staff Team proposes the following:

Vision: The Los Angeles County Law Library will be the resource of choice for those seeking access to legal information in the global environment.

Mission: The Los Angeles County Law Library provides access to legal information through effective, efficient, and collaborative services in order to support current and emerging user needs in a dynamic legal environment.

President Steinhauser congratulated the Team on its work and suggested that the vision statement be modified to read "...is the resource of choice..." not "...will be the resource of choice...". President Steinhauser also suggested that when the Board has additional discussion on this matter that the current vision and mission statements be made available to Board members.

6.0 PRESIDENT'S REPORT

President Steinhauser reported that in conjunction with the Board's outreach efforts Trustee Edmon, the Executive Director and she attended the Women Lawyer's Installation Dinner on September 26. Contact was made with the Intercity Law Center, a public interest law firm in downtown Los Angeles.

7.0 PUBLIC COMMENT

There was no request for public comment.

8.0 AGENDA BUILDING

No agenda building items were identified.

9.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:22 p.m. by President Steinhauser. The next regular meeting of the Board of Law Library Trustees will be held on Wednesday, November 1, 2006.

Marcia J. Koslov, Executive Director and Secretary
Los Angeles County Law Library Board of Trustees