

**MINUTES OF THE SPECIAL 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.**

**May 7, 2007**

A Special Meeting of the Board of Law Library Trustees of Los Angeles County was held on Monday, May 7, 2007, 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 Susan Bryant-Deason  
                            Judge Jan Pluim  
                            Judge John Wiley  
                            Kenneth Klein, Esquire  
                            Susan Steinhauser, Esquire

**Trustees Absent:**    Judge Abraham Khan

**Staff Present:**       Marcia J. Koslov, Executive Director

President Steinhauser determined a quorum to be present, convened the meeting at 12:28 p.m. and thereafter presided. Executive Director Marcia Koslov recorded the Minutes.

No requests to speak from the public were received.

Upon agreement of the Board members, President Steinhauser exercised her prerogative to move Agenda Item 5.0, Executive Session, to the first order of business.

**5.0    EXECUTIVE SESSION**

2.1    Closed Session. At 12:30 President Steinhauser announced that the Board would go into closed session for: Conference with legal counsel – anticipated litigation. Significant exposure to litigation pursuant to subdivision (b) of Government Code Section 54956.9.

2.2    Reconvene Open Session. At 12:38 p.m., President Steinhauser announced that the Board of Trustees was in open session. She further announced that while in

closed session, the Board met with legal counsel concerning anticipated litigation and provided instruction to the Executive Director.

## **2.0 CONSENT CALENDAR**

President Steinhauser asked if there were agenda items to be removed from the Consent Calendar to the Agenda for discussion. No requests were made. Upon motion made by Trustee Edmon and seconded by Trustee Wiley, the Consent Calendar was unanimously approved, 6-0.

### **The Items approved on consent were:**

- 2.1 Minutes of the April 3, 2007 Regular Board Meeting
- 2.2 List of Checks and Warrants
- 2.3 Draft Financials, July, 2006 – April, 2007

## **3.0 DIRECTOR'S REPORT**

The Executive Director reported the following items:

- Vasquez & Company are concluding their audit reports for FY2004-2005 and FY2005-2006. There will be two separate reports: FY 05 will be reported on a modified cash basis but the audit report for FY06 will be based on an accrual accounting system. A special Board meeting is requested for either May 21<sup>st</sup> or May 25<sup>th</sup> for the presentation of the audit findings to the Board. The Executive Director will contact the Board members for their availability for either of those days.
- The Law Library is now fully moved into the Pasadena Public Library. Reports from those using the materials at the Pasadena Public Library are positive. Use of our current space in the courthouse is under discussion for a self help center. A second letter from County Counsel to Mr. Lee Paradise was distributed to the Board for reference purposes. Talks with Jerry Kipin and conversations with Margaret Little were held to discuss the possibility of a Self-Help Center in the Pasadena Courthouse.
- President Steinhauser reminded the Board that the regular June Board meeting, scheduled for June 12, 2007, is traditionally the meeting at which the next fiscal year budget is approved. Prior to that meeting, the Board reviews the performance of the Executive Director. President Steinhauser asked the Board to consider a special meeting to review the Director's performance and suggested that both the audit and the performance evaluation take place during a single special Board meeting. The Executive Director was requested to poll the Board to determine their availability on May 25, 2007.
- President Steinhauser commented on staff involvement as a Retirement Committee. While commending their initiatives to honor Diane Reynolds, President Steinhauser questioned the suggestion of naming the reference collection for Diane. President Steinhauser requested that the Executive Director draft a memo for the Board identifying other library institutions' policies regarding naming opportunities.
- President Steinhauser brought to the Board's attention a set of statistics that were produced by the Executive Director and requested that the statistics be updated on a quarterly basis.

**4.0 DIRECTOR'S DISCUSSION**

Landscape Plan. Greg Maher, of Troller, Mayer Associates presented a three dimensional landscape plan and discussed the history of the landscape project to freshen the exterior of the building, update the plantings while retaining much of what is currently there and to discourage the inappropriate use of the land. Following discussions with the Executive Director, the project expanded to include the elimination of the original ramp that is not ADA compliant and to use that space for additional plantings. Discussion by the Board included placement of a coffee cart on the Library's front deck to make the Library have a more user-friendly facility as well as including more "green" landscaping that uses drought tolerant plants.

**6.0 PRESIDENT'S REPORT**

There was no report.

**7.0 PUBLIC COMMENT**

There was no 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 1:15 p.m. by President Steinhauser. The next regular meeting of the Board of Law Library Trustees will be held on Tuesday, June 12, 2007.

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