

**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.**

May 11, 2009

The Special Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Monday, May 11, 2009, at 12:00 p.m., 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:

Susan Steinhauser, Esquire
Judge Susan Bryant-Deason
Judge Abraham Khan
Judge John Wiley
Judge Jan Plum

Trustees Absent:

Judge Lee Edmon
Kenneth Klein, Esquire

Staff Present: Marcia J. Koslov, Executive Director

President Steinhauser determined a quorum to be present, convened the meeting at 12:17 p.m. and thereafter presided. 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. No requests were made. Upon motion made by Trustee Khan and seconded by Trustee Plum, the Consent Calendar was unanimously approved, 5-0.

The Items approved on consent were:

- 2.1 Minutes of the March 30, 2009 Special Board Meeting
- 2.2 Minutes of the April 13, 2009 Special Board Meeting
- 2.3 List of Checks and Warrants (March, 2009)
- 2.4 Draft FY 09 Financials, July, 2008 - March, 2009

3.0 DIRECTOR'S REPORT

The Executive Director highlighted the following item from her report:

May 11, 2009

- **LA Lawyers Philharmonic**
The First Annual "Evening at the LA Law Library with the LA Lawyers Philharmonic" was held on May 4, 2009 was hosted by the LA County Bar Association and the Law Library. In exchange for an evening of entertainment, wine and cheese, the attendees were asked to bring gently used professional clothing to donate to "Clothes the Deal." The event provided this 501c3 non profit with gently worn business attire and many accessories that will be made available to men, women and youth at risk who are trying to enter the workforce. More than 220 attorneys and guests attended the evening and responded enthusiastically to a variety of music from Overture for the Common Man to Man of La Mancha. We had many complimentary comments and many requests for the "next" event.
- **Facility Update**
The Law Library began the first phase of the significant changes in the main reading room. This phase includes the removal of the tables, chairs and shelving located in the original 1950's reading room. The Law Library worked with L.A. Shares, a non-profit organization that takes donations of reusable goods and materials (both new and used) from the local business community and redistributes these items free-of-charge to non-profits and schools. 13 organizations will be in the Law Library on May 11th and 12th to remove the furniture.

Phase one also includes shifting the reading room collection. The California materials are being moved to the 1950's reading room that previously held the regional reporter system. A complete set of reporters is available in the closed stacks. As the space is needed, materials have been shifted to prepare for the new Copy Center and the Members' Study.

The Law Library replaced the lobby chandeliers over the weekend of May 9-10. The new chandeliers are reminiscent of the original lighting placed in the lobby when the building was constructed. The older chandeliers will be made available for donation through L.A. Shares. As with the replacement of lighting throughout the reading room, the new chandeliers are also energy efficient lighting.

On May 5, 2009, Jaye Nelson, Richard Ortega and Marcia Koslov met with Michael Buhler, Director of Advocacy, Los Angeles Conservancy to discuss issues about significant features and architectural integrity of the ML Lillie Building as part of the consideration of construction work needed to correct the identified water intrusion problems.

4.0 DIRECTOR'S DISCUSSION

4.1 Staff Organization

On May 2, the Law Library was reorganized into two areas: Library Operations and Business Operations. Jaye Nelson was appointed to the position of Senior Director, Business Operations and CTO. The Law library is currently recruiting for a Senior Director, Library Operations.

Library Operations is divided into three divisions: Reference and Research Services, Collection Management Services, and Branch / Partnership Services.

Business Operations is divided into four divisions: Business Services (Facility, Member/User Services including Circulation, Document Delivery, the Copy Center, and Member Relations), Technology Services, Human Resources, and Communications / Marketing.

The Board requested that the Executive Director report back within 90 days on the progress of the Staff Reorganization.

Trustee Plum noted that Financial Operations would generally be included in Business Operations. The Executive Director responded that the Executive Office will retain responsibility for Financial Operations as this is her area of interest and expertise.

4.2 FY10 Personnel Budget

In FY09, the total Personnel Budget, including benefits was \$3,905,150. The total Personnel budget for FY10 is proposed at \$4,003,750; a 2 ½ % increase over all FY09 Personnel Expenditures.

The FY09 salary budget was \$3,100,000. The FY10 proposed salary budget is \$3,170,000; just over a 2% increase. In accordance with our Memorandum of Understanding with SEIU, an automatic 3% COLA is to be given on July 1, 2009.

In addition, since 2006, the Library has awarded merit increases to staff who have performed successfully. Although this year presents a difficult economic climate, the Executive Director is recommending that the Law Library provide small merit increases for those who completed 2008 successfully as follows:

11% receive: 1.00%
26% receive: .75%
51% receive: .50%
12% receive: no merit

The total amount of the 2008 merit increase is approximately \$11,000. This increase will be effective July 1, 2009.

The Board raised a number of concerns regarding the provision of increases in this difficult economic time. The Executive Director suggested and the Board agreed

that she provide several alternatives to this Personnel Budget for the Board to consider at the next Board meeting.

The Board also requested that Executive Director survey the Capital Reserve policies of similar organizations.

5.0 PUBLIC COMMENT

A member of the public addressed some security issues he observed within the Library.

6.0 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 1:27 p.m. by President Steinhauser. The next regular meeting of the Board of Law Library Trustees will be held on June 23, 2009.

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