

**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.**

June 23, 2009

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, June 23, 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 Pluim
Judge Lee Edmon

Trustees Absent:

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. 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 Pluim and seconded by Trustee Khan, the Consent Calendar was unanimously approved, 5-0.

The Items approved on consent were:

- 2.1 Minutes of the May 11, 2009 Special Board Meeting
- 2.2 List of Checks and Warrants (May, 2009)
- 2.3 Draft FY 09 Financials: July, 2008 - May, 2009

3.0 DIRECTOR'S REPORT

The Executive Director reported the following:

- A special thank you to Jaye Nelson, Richard Ortega, John Mataras, Betsy Warner, Chris Gaiters and Raul Gonzalez for all their work in the remodel of the Reading Room.
- The Members' Program has begun and letters have gone out to our registered borrowers. Ana Villagrana assumed new responsibilities as Member Relations Coordinator and has received numerous phone calls regarding the program. Several staff members will be attending the Legal Tech Conference sponsored by LACBA. LACBA is allowing the LA Law Library to share their booth in order to promote the Members' Program.
- The Metropolitan News has contacted me in anticipation of writing an article on the remodel of the main Law Library Reading Room and the new Members' Program.

Trustee Edmon entered the meeting at 12:30 p.m.

4.0 DIRECTOR'S DISCUSSION / ACTION ITEM

4.1 Approval of the FY 2009-2010 LA Law Library Budget

The Executive Director presented the LA Law Library budget proposal for FY 2009-2010. The budget projects income at \$10,773,294 with 85% of revenues from filing fees. Additional revenues are from interest earned, parking fees and library services including borrower and Member fees, copy center, document delivery, training and room rentals as well as revenues from the Friends of the LA Law Library.

The budget projects expenditures at nearly \$9,000,000. Personnel and Library Materials (print, media and online) account for approximately 81% of those costs. Additional expenditures include projections for Building Occupancy, Supplies and Services and Professional Services.

As requested at their May 25 Board of Trustees meeting, the Executive Director presented several Personnel Expenditure options that covered both COLA and merit increases. Library Materials costs are anticipated to decrease from previous year expenditures due to elimination of duplicates, renegotiation of major vendor contracts and increased use of electronic resources.

Building Occupancy costs are expected to increase from previous year expenditures to respond to anticipated maintenance issues, increases in electric and water as well as heating and cooling expenses, and increase in cost of Security Services. Supplies and Services expenditures are anticipated to decrease overall. The largest expenditure within Supplies and Services is the continuation of the retrospective conversion project. Although the reclassification project was completed within the timeframe specified, it has taken much longer than

anticipated to complete agreement on the retrospective conversion specifications and that project will not be implemented until August or September, 2009.

The FY2009-2010 Budget also proposed Fixed Asset expenditures of \$3,583,500. Within the Fixed Asset expenditures are interior improvements and alterations, including the completion of the Reading Room, Member Study and Offices; a new security system; and computer and electronic hardware and software. Exterior Building Repairs and Improvements cover identified water intrusion repairs and maintenance, replacement of the 1950's roof system and Hill Street parking structure repairs.

Following discussion, upon motion made by Trustee Pluim and seconded by Trustee Bryant-Deason, the Board approved the FY 2009-2010 Budget as prepared with the Personnel Expenditure line providing only for a non-supervisory COLA of 3%. Trustee Pluim further proposed that the proposed merit increases be removed from the FY 2009-2010 Budget. It was suggested that the Executive Director identify alternatives to the merit increase proposal and that the Board might revisit those alternatives at a future meeting.

The FY 2009-2010 Budget was approved, 6-0.

Trustee Bryant-Deason and Trustee Pluim left the meeting at 1:15 p.m.

5.0 PRESIDENT'S REPORT

On June 17, 2009 President Steinhauser, Trustee Edmon, and Marcia Koslov attended the LA County Bar Association Installation. President Steinhauser also attended an Arts related event where Chief Ron George and Barbara George expressed their appreciation for the superb Friends gala.

6.0 PUBLIC COMMENT

There was no public comment.

7.0 AGENDA BUILDING

No agenda building items were identified.

8.0 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 August 25, 2009.

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