

**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.**

August 25, 2009

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, August 25, 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:

Judge Susan Bryant-Deason
Judge Abraham Khan
Judge Jan Pluim
Judge Lee Edmon

Trustees Absent:

Susan Steinhauser, Esquire
Judge John Wiley
Kenneth Klein, Esquire

Staff Present:

Marcia J. Koslov, Executive Director

Vice-President Edmon determined a quorum to be present, convened the meeting at 12:15 p.m. and thereafter presided. Executive Director Marcia Koslov recorded the Minutes.

2.0 CONSENT CALENDAR.

Vice-President Edmon requested that Consent Calendar 2.1 be removed from the Consent Calendar for discussion. Upon motion made by Trustee Pluim and seconded by Trustee Khan, Consent Calendar item 2.2 was approved, 4-0.

Trustee Bryant-Deason requested that the motions for items 3.2 a. and b. of the August 12, 2009 Board Meeting Minutes be amended to accurately reflect what was adopted by the Board as follows:

Following discussion and review, upon motion made by Trustee Khan and seconded by Trustee Wiley, the Board adopted County Counsel's recommendation and approved the CEQA findings.

Upon motion made by Trustee Bryant–Deason and seconded by Vice–President Edmon the Consent Calendar 2.1 was unanimously approved, 4-0.

The Items approved on consent were:

- 2.1 Minutes of the August 12, 2009 Regular Board Meeting
- 2.2 List of Checks and Warrants (July, 2009)

3.0 ACTION ITEMS

- 3.1 Approval of the Organizational Program/Project Guide. The Executive Director presented her annual Organizational Programs/Project Guide for July, 2009 – June, 2010. This year, the Guide identifies six areas of administrative concentration: Financial, Staff, Collection, Facility, Technology, and Users/Outreach/External Relations. In addition, the Guide identifies the anticipated topic of the monthly Director's Discussion. Following discussion, upon motion made by Trustee Plum and seconded by Trustee Bryant-Deason, the Board unanimously approved the 2009-2010 Organizational Programs/Projects Guide, 4-0.
- 3.2 Approval of two nominees to fill the Board of Trustee vacancies on the Board of Directors of the Friends of the LA Law Library: Marcellus McRae and Paul S Malingagio. Trustee Bryant–Deason requested that the Executive Director provide the Bylaws of the Friends of the Los Angeles County Law Library to the Board of Trustees for their review. Following discussion, upon motion made by Trustee Khan and seconded by Trustee Plum, the Board unanimously approved the recommendation of the Friends of the Los Angeles County Law Library Board of Directors for the appointment of Marcellus McRae and Paul S Malingagio to that Board, and, in addition, requested that the Bylaws of the Friends of the Los Angeles County Law Library be distributed to the Board of Trustees for future review and discussion, 4-0.
- 3.3 The Executive Director requested the delegation of authority to sign the contract awarding of the interior remodel project in the ML Lillie Building to the selected licensed contractor. Following discussion, the Board requested that the Executive Director prepare a list of contracts that are greater than \$100,000 and present that list to the Board for a future discussion. Upon motion made by Trustee Plum and seconded by Trustee Bryant-Deason, the Board of Trustees of the LA Law Library authorizes the Executive Director to identify the lowest responsive and responsible bid for the interior remodel project in the ML Lillie building and to sign the contract awarding the proposed specified work to the selected licensed contractor not to exceed \$170,000, 4-0.

4.0 DIRECTOR'S DISCUSSION

In the spring of 2009, Jaye Nelson and Richard Ortega held several meetings with Securitas administrative staff to address Library concerns and to gain a better understanding of the responsibilities and tasks that should, or could, be performed by the onsite Securitas officers. As a result of those discussions, interviews were held for a new Captain of the Securitas team. Lamont Faison was hired as Captain and began work in early June, 2009.

For the past 3 months, Captain Faison and his team of Officers, Macreia Pink and Brandon Glass, have developed systems for regular patrol of the library premises, both internal and external, for bag and briefcase checks, and have consistently enforced the Rules of Conduct passed by the Board of Trustees in June, 2007.

As a result of these processes, the Library staff report an increased sense of safety as well as secure knowledge that there is consistency in enforcement of the rules. In addition, the Library has reduced the number of difficult library users, thus creating a more professional, but still welcoming, atmosphere for all users. However, these processes have also resulted in the Law Library receiving more complaints from users who are unwilling to comply with the Rules of Conduct.

When created in 2007, our Rules of Conduct were based on those of the San Francisco Law Library. Recently, Richard Ortega reviewed rules of conduct of a number of libraries, including those of Orange County Law Library and Los Angeles Public Library. The LA Law Library Rules of Conduct remain consistent with the published rules of other public libraries as well as public law libraries.

5.0 PUBLIC COMMENT

There was no public comment.

6.0 AGENDA BUILDING

No agenda building items were identified.

7.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:15 p.m. by Vice President Edmon. The next Regular meeting of the Board of Law Library Trustees will be held on September 22, 2009.

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