

**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.**

**January 25, 2011**

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, January 25, 2011 at 12:20 p.m., at 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.

**ROLL CALL/QUORUM**

**Trustees Present:**

Susan Steinhauser, Esquire  
Judge Ann Jones  
Judge Luis Lavin  
Judge Jan Plum

**Trustees Absent:**

Kenneth Klein, Esquire  
Judge Mark Juhas

**Staff Present:**

Marcia J Koslov, Executive Director

President Steinhauser determined a quorum to be present, convened the meeting at 12:20 p.m. and thereafter presided. Executive Director Marcia Koslov recorded the Minutes.

**1.0 CONSENT CALENDAR**

President Steinhauser requested a motion to adopt the Consent Calendar. Upon motion by Trustee Jones and seconded by Trustee Plum, the Consent Calendar was unanimously approved, 4-0.

**2.0 PRESIDENT'S REPORT**

President Steinhauser welcomed everyone to a New Year. She noted that the Board had two new members: Judge Luis Lavin and Judge Mark Juhas. She extended thanks and farewell to outgoing members of the Board of Trustees: Judge Susan Bryant-Deason, Judge Abraham Khan and Judge John Wiley. Outgoing Board Members will receive a plaque recognizing their term of service on the Board of Trustees. In recapping the 2010

year, President Steinhauser noted such accomplishments as renovation of the interior facilitates, preparation for needed exterior repairs and rehabilitation of the building, the reclassification and retrospective conversion project, the development and approval of a new collection development manual and the launch of the Members program. President Steinhauser also expressed appreciation for the development of the new organizational team structure that was implemented at the start of the year. On behalf of the Board, she expressed thanks to all the staff for their great work and dedication to the LA Law Library.

Looking forward, President Steinhauser asked the Executive Director to report back during the year on the electronic and digital efforts of the Law Library as well as on the 10 locations of the Law Library including branch and partnership locations.

President Steinhauser announced that, upon recommendation of legal counsel, a new public comment policy will allow each member of the public to have three minutes (3) per item or a maximum of five (5) minutes for all items he or she wishes to address.

### **3.0 PUBLIC COMMENT**

Mr. Lee Paradise commented on the Board of Trustees, main library and branch hours, and library finances.

Mr. Tut Hayes commented on judicial salaries, library security and the availability of newspapers in the library.

### **4.0 ACTION ITEMS**

4.1 Election of the Board President was tabled.

4.2 Approval of the 2011 Board Meeting Schedule.

Board meetings are scheduled for the fourth Tuesday of each month, except for November and December, which are traditionally scheduled for the third Tuesday of those months.

President Steinhauser asked that Board Members be available from 12:15 to 1:45 for the regular meetings. From time to time, special late afternoon meetings may be called for agenda items that require extended discussion. If such a meeting is required, the Executive Director will notify Board members.

Upon motion by Trustee Jones and seconded by Trustee Lavin, item number 4.2 was unanimously approved, 4-0.

4.3 Receive and Accept the Financial Statements and independent Auditor's Report for the Fiscal Year ended June 30, 2010. Thompson Cobb Bazillo & Associates, P.C. (TCBA)

The Executive Director presented the Final Audit Report to the Board. There were no changes to the Report from the draft prepared and presented by TCBA at the October 26, 2011 Board meeting. The Final Audit reported no deficiencies in internal controls nor were there any material weaknesses identified.

Trustee Plum requested a report from the Executive Director regarding the standard for internal controls and signatures on library checks.

Following discussion, Trustee Jones moved to accept the Final Audit report for the fiscal year ended June 30, 2010, and Trustee Lavin seconded the motion. Item 4.3 was unanimously approved, 4-0.

## **5.0 EXECUTIVE DIRECTOR'S REPORT**

The Executive Director highlighted the following:

- A new management structure was implemented to create a more collaborative, team work environment within the library. Team directors were appointed: Ralph Stahlberg, former Senior Librarian was appointed Director, Reference and Research Services; Malinda Muller, former Librarian with a focus on the Members Program, was appointed Director, Programs and Partnerships; and Meiling Li, Manager of Technology Services, was appointed Director, Technology Services.
- As a participant in the Strategic Planning Committee of the Council of California County Law Libraries (CCCLL), the Executive Director assisted in drafting a grant proposal to the State Library for Library Services and Technical Assistance (LSTA) funds. The \$15000 proposal would fund a consultant who would create a business plan for CCCLL. The LA Law Library would provide space for the consultant.
- The Executive Director presented the Law Library statistics for 2010, including Reference and Research Services who responded to more than 46,500 inquiries; nearly 14,000 items circulated; over 21,000 pages delivered through Document Delivery; and more than 150,000 visits to our website.

*At this time, President Steinhauser requested that the Board of Trustees take up Item 7.0.*

## **6.0 CLOSED SESSION**

At 12:53 p.m. President Steinhauser announced that the Board would go into closed session for:

- 6.1 Closed Session. Conference with legal counsel – existing litigation. The Agency finds, based on advice from legal counsel, that discussion in open session will prejudice the position of the local agency in the litigation. Government Code Section 54956.9(a). Grant v. Los Angeles Law Library, LASC Case # BC 452165

- 6.2 Reconvene Open Session. The Board concluded the closed session and reconvened in open session at 1:15 p.m. During the closed session the Board provided direction to legal counsel.

## **7.0 EXECUTIVE DIRECTOR'S DISCUSSION**

The LA Law Library and the Van Nuys Self Help Legal Access Center have shared space in the Van Nuys Courthouse since 2008. In July, 2010, the Executive Director of Neighborhood Legal Services (NLS) which operates the Self Help Center sent a letter to the Presiding Judge, the Assistant Presiding Judge and the Supervising Judge, Northwest District (Van Nuys Courthouse) requesting full use of the shared space. Following discussions with the NLS, Supervising Judge Richard Kirschner, and the Los Angeles Public Library (LAPL) Director, Martin Gomez and members of his staff, the Executive Director recommends relocation of the Van Nuys branch collection to the LAPL Van Nuys Branch across the plaza from the Courthouse.

Following discussion, Trustee Plum moved that the Board of Trustees recommends approval of the relocation of Van Nuys branch collection from the Van Nuys Courthouse to the Los Angeles Public Library, Van Nuys Branch and authorizes the Executive Director to terminate the existing license agreement with the AOC and enter into a new contract for placement of the collection within LAPL, Van Nuys Branch and for additional joint services to be provided by both parties. The motion was seconded by Trustee Lavin. In response to a request from Trustee Jones, it was clarified that the contract agreement between the LA Law Library and LAPL would be in place before the Executive Director requested termination of the license agreement with the AOC.

The motion was unanimously approved, 4-0.

## **8.0 AGENDA BUILDING**

There were no items for agenda building

## **9.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:15 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, February 22, 2011.

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