

**MINUTES OF THE REGULAR BOARD MEETING
OF THE BOARD OF LAW LIBRARY TRUSTEES OF
LOS ANGELES COUNTY**

**A California Independent Public Agency Under
Business & Professions Code Section 6300 et sq.**

February 22, 2011

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, February 22, 2011 at 12:15 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 to 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 Mark Juhas
Kenneth Klein, Esquire
Judge Luis Lavin
Judge Jan Plum

Trustees Absent:

Staff Present:

Marcia J Koslov, Executive Director

President Steinhauser determined a quorum to be present, convened the meeting at 12:19 p.m. and thereafter presided. Executive Director Marcia Koslov recorded the Minutes.

1.0 PUBLIC COMMENT

Mr. Tut Hayes commented on the availability of the Board agenda and the ability to make public comments at the Board meetings.

2.0 CONSENT CALENDAR

President Steinhauser requested a motion to adopt the Consent Calendar. Upon motion by Trustee Plum and seconded by Trustee Jones, the Consent Calendar was unanimously approved, 6-0.

3.0 PRESIDENT'S REPORT

President Steinhauser invited the Board to join the Friends of the Los Angeles County Law Library in honoring Ron Olson at its Annual Gala, Tuesday, April 12, 2011, from 5:30 – 8:00 p.m. Ron Olson is the lead partner at Munger, Tolles & Olson.

4.0 ACTION ITEMS

4.1 Election of the Board Officers.

Trustee Klein, chaired the nomination committee and moved to nominate Trustee Steinhauser to continue her tenure as Board President and Trustee Pluim as Vice President. Trustee Juhas seconded the motion. In discussion, Trustee Klein noted Trustee Steinhauser's history on the Board and the tremendous amount of time, effort and energy she has committed to the LA Law Library. The motion was unanimously approved, 6-0.

5.0 EXECUTIVE DIRECTOR'S REPORT

The Executive Director highlighted the following:

- The Executive Director met with LAPL staff Cheryl Collins, Interim Director of Branch Services, Paul Montgomerie, East Valley Area Manager and Kyle Millager, Business Manager on February 4, 2011. Following that meeting, the Executive Director drafted a preliminary agreement and sent it to LAPL for comment. The Executive Director was invited to present the proposed Law Library / LAPL partnership proposal to the Board of Library Commissioners at one of their upcoming meetings.

At 12:36 p.m., President Steinhauser requested a Board recess. The Board concluded their recess and reconvened at 12:39 p.m. Legal Counsel, Sandra Levin, announced that public videotaping of open meetings is permitted under the Brown Act.

- In response to questions from the Board of Trustees at its January 22, 2011 meeting, the Executive Director contacted Thompson, Cobb, Bazilio & Associates (TCBA), the Law Library's auditors, concerning the procedures for payment of invoices. TCBA confirmed that our current process meets GAAP standards, and segregates responsibilities appropriately. Trustee Pluim requested recommendations for procedures for double signatures on checks above a particular amount.
- President Steinhauser pointed out the AskNow Live Chat program statistics in the Executive Director's Report. AskNow, a program of CCCLL, is co-chaired and coordinated by Ralph Stahlberg, Director of Reference and Research. Throughout each week, law librarians from 8 county law libraries participate in live chat sessions over the web. A total of 17,564 users were assisted in 2010; more than 22% of those were assisted by the law librarians at the LA Law Library.

- President Steinhauser also noted that the latest bid process for the Exterior Repair and Rehabilitation construction project attracted six (6) contractor teams.

6.0 CLOSED SESSION

At 12:48 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 Closed Session. Conference with labor negotiator (G.C. 54957.6) Labor Negotiator: Ben Goldman. Employee Organization: SEIU Local 721.
- 6.3 Reconvene Open Session. The Board concluded its closed session and reconvened in open session at 1:47 p.m. During the closed session the Board provided direction to legal counsel.

7.0 AGENDA BUILDING

- A recommendation for procedures for check signatures was referred to the Executive Director for placement on the March 22, 2011 agenda as an action item.
- The Board requested information regarding the Brown Act and the timely posting of the Board Agenda.

8.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:47 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, March 22, 2011.

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