

**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.**

August 23, 2011

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, August 23, 2011 at 12:00 p.m., at the Los Angeles County Law Library Mildred L Lillie main library building 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:

Judge Jan Pluim, Vice President
Judge Reva Goetz
Judge Mark Juhas
Judge Luis Lavin
Kenneth Klein, Esquire

Trustees Absent:

Susan Steinhauser, Esquire
Judge Ann Jones

Staff Present:

Marcia J Koslov, Executive Director

Also Present:

In President Steinhauser's absence, Vice President Pluim chaired the Board of Trustees meeting. Vice President Pluim 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 PUBLIC COMMENT

During the three (3) minutes allocated, Mr. Lee Paradise commented on one item, the Building Envelope Repair and Exterior Restoration Project.

During the five (5) minutes allocated, Mr. Tut Hayes commented on two items, the removal of trees during the Building Envelope Repair and Exterior Restoration Project and the Law Library's security procedures.

2.0 PRESIDENT'S REPORT

There was no President's report.

3.0 CONSENT CALENDAR

Trustee Lavin requested that Item 3.2 (List of Checks and Warrants: July, 2011) be moved to the Action Items. Hearing no objection, Trustee Plum, moved Item 3.2 Action Item 4.4.

Trustee Plum requested a motion to adopt Item 3.1 (Minutes of the July 19, 2011, Special Board Meeting). Trustee Lavin moved to adopt Item 3.1 and seconded by Trustee Klein. The motion was unanimously approved, 5-0.

4.0 ACTION ITEMS

4.1 Approval of Health Benefit Adjustment for Future Retirees.

The Board of Trustees asked that this item be continued to the next Board meeting and directed Executive Director, Marcia Koslov, to discuss this item with legal counsel and SEUI, Local 721.

4.2 Approval of Trustee Designated Members of the Friends of Los Angeles County Law Library Board of Directors.

The following Members of the Friends Board of Directors seek reappointment for a continuing two-year term: Marcellus McRae September 2011-August, 2013; and Frank Cooley, October, 2011 – September, 2013. In addition, the Friends Board is seeking approval of a new member, Tyna Thall Orren, for a two year term, September, 2011 – August, 2013.

Trustee Plum moved to reappoint Marcellus McRae and Frank Cooley to a continuing two-year term, and to appoint Tyna Thall Orren as a new member of the Board of Directors of the Friends. The motion was seconded by Trustee Lavin and unanimously approved, 5-0.

4.3 Approval of Organizational Programs/Projects Guide: July, 2011 – June 2012.

The Executive Director presented her annual Organizational Programs/Project Guide for July, 2011-June, 2012. The Guide, based on the Executive Team Strategic Focus Goals that were presented during the budget process in June, 2011, identified six areas of concentration: Financial, Staff, Technology, Facility, Collection and Outreach/Marketing. Trustee Lavin recommended that a discussion of the need for financial policies and procedures be added to the Organizational Programs/Project guide during the month of October, 2011 and the Board agreed. Upon motion made by Trustee Plum and seconded by Trustee Juhas, the Board unanimously approved the 2011-2012 Organizational Programs/Project Guide, 5-0.

4.4 List of Checks and Warrants: July, 2011 (*Previously Item 3.2*)

During a discussion concerning the need to approve the List of Checks and Warrants, it was suggested that the List be provided as part of the monthly Executive Director's Report. Upon motion made by Trustee Plum and seconded by Trustee Juhas, the Board agreed that the List of Checks and Warrants for July, 2011 disbursements was presented. The motion was approved, 3-0-2, with Trustees Lavin and Goetz abstaining.

5.0 EXECUTIVE DIRECTOR'S REPORT

The Executive Director highlighted the construction kick-off meeting held at the LA Law Library on July 26, 2011, with all parties in attendance: Swinerton, CLEO, ABB and TMA. It is anticipated that at the September meeting, CLEO Construction Management will identify the responsibilities of each party, the schedule of work and the contract costs for the various parties. CLEO will review and coordinate the contracts submitted by ABB and TMA and any additional third parties and present those contracts and costs to the Board of Trustees at their September 27, 2011 meeting.

6.0 EXECUTIVE DIRECTOR'S DISCUSSION AND ACTION ITEM

The Executive Director briefly presented the Report on Branch and Partnership Locations. The report provides background on the services available at the Law Library's branch and partnership locations. She requested that the Board review the Report and direct any questions to her. Staff will engage in additional study and analysis over the next six months and return to the Board in the Spring, 2012 with recommendations for future directions.

7.0 AGENDA BUILDING

There were no items for agenda building.

8.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:20 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, September 27, 2011.

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