

**MINUTES OF THE SPECIAL 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.**

September 27, 2011

The Special Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, September 27, 2011 at 4:30 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:

Susan Steinhauser, Esquire
Judge Reva Goetz
Judge Ann Jones
Judge Luis Lavin

Trustees Absent:

Judge Mark Juhas
Kenneth Klein, Esquire
Judge Jan Plum

Staff Present:

Marcia J Koslov, Executive Director

Also Present:

Sandra Levin, Colantuono & Levin, PC

President Steinhauser determined a quorum to be present, convened the meeting at 4:37 p.m. and thereafter presided. Executive Director, Marcia Koslov recorded the Minutes.

1.0 PUBLIC COMMENT

During the three (3) minutes allocated, Mr. Jerell Williams commented on the LA Law Library new staff time-keeping process and on the scheduling process of Securitas staff.

During the three (3) minutes allocated, Mr. Lee Paradise commented on the Building Envelope Repair and Exterior Restoration Project and the Library Branches and Main Library hours.

During the three (3) minutes allocated, Ms. Amber McKenney commented on the Main Library hours and on library expenditures.

During the three (3) minutes allocated, Ms. Deidra Duncan commented on the Main Library hours and on management of library expenditures.

At this time President Steinhauser announced that the Agenda Items will be taken in the following order:

- 5.0 *Closed Session*
- 6.0 *Action Item 3*
- 2.0 *Approval of Minutes*
- 4.0 *Action Items 1&2*
- 6.0 *Action Item 4*

At 4:45 p.m., President Steinhauser announced that the Board would move into closed session and requested that all members of the Public vacate the room.

2.0 PRESIDENT'S REPORT

There was no President's report.

3.0 APPROVAL OF MINUTES

The approval of the August 23, 2011, Regular Board Meeting Minutes was tabled.

4.0 ACTION ITEMS

Action Item 1. Approval of Resolution for CalPERS Health Benefit Adjustment for staff represented by SEIU, Local 721.

Upon motion by Trustee Jones, and seconded by Trustee Lavin, the Resolution for CalPERS Health Benefit Adjustment for staff represented by SEIU, Local 721, was unanimously approved, 4-0.

Action Item 2. Approval of Annual Report to the Board of Supervisors, Los Angeles County, pursuant to California B&P Code, §6349.

Upon motion by Trustee Jones, and seconded by Trustee Lavin, the Annual Report to the Board of Supervisors, Los Angeles County, pursuant to California B&P Code, §6349, was unanimously approved, 4-0.

5.0 CLOSED SESSION

5.1 Public Employee Performance Evaluation. Title: Executive Director. Government Code §54957.

5.2 Reconvene Open Session. At 5:58 p.m. the Board concluded its closed session and reconvened open session. During the closed session, the Board met with

Legal Counsel and discussed the Performance Evaluation of the Executive Director.

6.0 ACTION ITEMS

Action Item 3. Discussion and approval of adjustment to Executive Director compensation.

There being no discussion, Trustee Jones moved, and Trustee Goetz seconded, to increase the Executive Director's compensation by 2% for the Fiscal Year 2011/2012, effective retroactively to July 1, 2011. The motion was unanimously approved, 4-0.

Action Item 4. Discussion of Building Envelope Repair & Exterior Restoration Project and approval of funds for Construction Management, Construction Administration, Monitoring and Testing.

Trustee Jones requested that at each Board Meeting the Executive Director, rather than CLEO Construction Management, prepare and present a report concerning the status of all construction work progress during the previous 30 days, an anticipated schedule of work for the coming 30 days, and, a comparative budget and financial summary of expenditures to date.

The Executive Director reported on the status of the project, including the preparation of the roof for the new membrane, the removal of the granite from the face of the 1st Street side of the building, and the removal of all trees and plants from the property. Because of the noise and required hazardous waste abatement process, the initial preparatory roof work was done at night, after the library was closed. Permits were required and obtained for the construction of the fence surrounding the property, for the installation of the temporary driveway and the repositioning of the fire valves and standpipes.

The Executive Director reported on additional contracts and costs related to four areas of the Building Envelope Repair and Exterior Restoration Project: Construction Management, Construction Administration, Construction Monitoring and Materials Testing. In response to Trustee Lavin's request for an understanding of the process used to hire the particular named firms, it was explained that Alana Buick & Bers (ABB) developed the engineering drawings for the roof and below grade water repairs and Troller Mayer Associates (TMA) developed the drawings for the demolition and rehabilitation of the hardscape/landscape. CLEO Construction Management had been hired by the Board of Trustees to oversee the rebid process for the project. Arcadis purchased the firm LFR, who in 2006 provided a required Hazardous Materials Study and Report for the Law Library.

As requested by the Board of Trustees, the Executive Director presented all additional known contract costs to the Board. Because it was below the required \$100,000 threshold, the contract with Arcadis had been previously signed by the Executive Director, and that work had been performed. The contracts with CLEO CM, ABB and TMA were under review as to form by legal counsel and had not yet been signed.

Trustee Jones requested clarification of the need for a contingency amount for management services. Legal Counsel, Sandra Levin, explained that if the project ran into unforeseen delays, the required management services would necessarily be extended and the contingency amount covered that potential cost. President Steinhauser asked whether the additional contract costs were within a reasonable standard for a project of this size and scope. Jeff Fyffe, Principal, CLEO CM, responded that upon his review of the contracts and their associated costs, he concluded that the contracts and their attendant costs were well within the standard costs for a project of this size and scope.

Following the discussion, upon motion by Trustee Jones and seconded by President Steinhauser, that following review by legal counsel and the Executive Director, the Board of Trustees approve the contracts for CLEO Construction Management, Alana Buick & Bers and Troller Mayer Associates in the amounts of \$168,000, \$193,623, and \$120,000, respectively, and also approve additional contracts as needed for Arcadis and soil, concrete and rebar materials testing during the course of the construction for \$37,602 and \$25,000, respectively, and also approve an additional contingency amount of \$54,458. The motion passed 3-0 -1, with Trustee Lavin abstaining.

7.0 EXECUTIVE DIRECTOR REPORT

There was no discussion.

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 6:25 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, October 25, 2011.

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