

**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.**

December 20, 2011

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, December 20, 2011 at 12:19 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 Luis Lavin
Judge Mark Juhas
Kenneth Klein, Esquire
Judge Jan Plum

Trustees Absent:

Judge Ann Jones

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 12:19 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 Agenda Item 3, Review and Approval of revised Borrowing Rules.

President Steinhauser took into consideration a late request to speak. During the five (5) minutes allocated, Ms. Vicky Ross commented on the library's personnel, policies and security procedures.

2.0 PRESIDENT'S REPORT

There was no president's report.

3.0 CONSENT CALENDAR

3.1 Minutes of the October, 25, 2011, Regular Board Meeting

Upon motion by Trustee Plum, and seconded by Trustee Goetz, the minutes of the October 25, 2011, Regular Board Meeting were unanimously approved, 6-0. It was acknowledged that the November 15, 2011, Regular Meeting was cancelled due to a quorum not being present.

4.0 ACTION ITEM 1

Acceptance of the Financial Statements and Independent Auditor's Report for the Fiscal Year Ended June 30, 2011.

The Executive Director presented to the Board the Financial Statements and Independent Auditor's Report for the Fiscal Year Ended June 30, 2011 from Thompson, Cobb, Bazilio & Associates. There being no discussion, Trustee Goetz made a motion to accept the Final Audit Report. The motion was seconded by Trustee Lavin and unanimously approved, 6-0.

5.0 ACTION ITEM 2

Approval of Regular Board of Trustee Meeting Dates for 2012.

During 2012 it is recommended that the Board continue to meet of the fourth Tuesday of each month except for November and December. During these two months, the Board will meet on the third Tuesday. There being no discussion, President Steinhauser requested a motion to accept the 2012 Board Meeting dates as presented:

January 24	July 24
February 28	August 28
March 27	September 25
April 24	October 23
May 22	November 20
June 26	December 18

Upon motion by Trustee Lavin, and seconded by Trustee Goetz, the 2012 Board Meeting dates were unanimously approved, 6-0.

6.0 ACTION ITEM 3

Review and Approval of revised Borrowing Rules.

The Executive Director presented the revised Borrowing Rules. The following elements were included: (1) the number of Borrower Categories was reduced from seven (7) to five

(5). The five continuing categories are: Individual, Corporate, Judicial, Government, and Reduced Deposit.

The Security Deposit will continue to be collected from Individual, Corporate, and Reduced Deposit Borrowers, but no Security Deposit is required from Judicial and Government borrowers. The security deposit, equal to \$20 per item, correlates to the number of items allowed for circulation by each category.

- New Individual Borrowers will provide a Security Deposit of \$140 (7 items).
- Current Individual Borrowers are grandfathered in at \$125.
- Corporate Borrowers continue at the \$400 Security Deposit rate (20 items).

Circulation / Check Out

- Up to seven (7) items may be checked out at any given time by Individual, Judicial, Government and Reduced Borrowers.
- Up to twenty (20) items may be checked out at any given time by Corporate Borrowers.

Loan Periods and Renewals (no Change)

The loan period for materials will remain for 5 days. Materials in circulation can be renewed twice, unless an item is on hold for another user.

Following discussion, President Steinhauser requested a motion to adopt the revised Borrowing Rules. Upon motion by Trustee Plum, and seconded by Trustee Klein, the motion was unanimously approved, 6-0. (*The 2011 Borrower Rules are attached.*)

*Per the President's prerogative, Agenda Item 8,
The Executive Director Report, was taken up at this time.*

7.0 DISCUSSION ITEM 1

The introduction to strategic planning and establishment of a strategic planning process was tabled.

8.0 EXECUTIVE DIRECTOR REPORT

Per the Board recommendation during the October 25, 2011, Regular Board Meeting, Executive Director, Marcia Koslov, engage Thompson, Cobb, Bazilio & Associates, P.C., to review of the procedures used by the LA Law Library throughout its financial activities. TCBA has scheduled the audit for February, 2012. A report to the Board during its March 27, 2012, Regular Board Meeting, is anticipated.

Sandra Levin, Colantuono & Levin, addressed the Board and provided an update on the current litigation, Grant V. Los Angeles County Law Library Board of Trustees. As a result of the December 19, 2011 hearing, Judge Bauer amended the final approval of the class action settlement to the end of January.

The Executive Director provided an update on the Exterior Repair and Reconstruction project.

At this time, President Steinhauer allowed for a late public comment request by Ms. Vicky Ross, and thereafter continued with Agenda Item 7, Discussion Item 1.

9.0 AGENDA BUILDING

The Executive Director was directed to legal counsel regarding the procedure of Board derived committees.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:30 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, January 24, 2012.

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