

**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.**

March 27, 2012

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, March 27, 2012 at 12:15 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
Judge Ann Jones

Trustees Absent:

Staff Present:

Marcia J Koslov, Executive Director

Also Present:

Michael DeCastro, Thompson, Cobb, Bazilio & Associates, PC
Helen Chu, Thompson, Cobb, Bazilio & Associates, PC
Sandra Levin, Colantuono & Levin, PC

President Steinhauser determined a quorum to be present, convened the meeting at 12:15 p.m. and thereafter presided. Executive Director, Marcia Koslov recorded the Minutes.

1.0 PUBLIC COMMENT

During the five (5) minutes allocated, Mr. Lee Paradise commented on funding and permits for the Building Envelope and Restoration Project in addition to the library hours of operation.

Late public comment request approved per President Steinhauser:

During the five minutes allocated, Ms. Zoe Muntanel expressed her distress and concerns over an unpleasant experience she had while entering the temporary entrance of the Law Library on March 8, 2012. The Board requested that, if they had not already done so, the staff should review the incident and take appropriate measures.

2.0 PRESIDENT'S REPORT

President Steinhauser reminded the Board of the 2012 Friends Gala honoring Chief Justice Tani Cantil-Sakauye on Tuesday, April 3, 2012, to begin at 5:30.

3.0 CONSENT CALENDAR

3.1 Minutes of the February 28, 2012, Regular Board Meeting.

Upon motion by Trustee Jones, and seconded by Trustee Lavin, the minutes of the February 28, 2012, Regular Board Meeting were unanimously approved, 7-0.

4.0 ACTION ITEM 1

Cash Reserve Investment. Recommendation to move funds from LAIF to County Treasury. Patrick O'Leary, Senior Director, Administrative Services.

Staff recommends that the Board of Trustees invest up to 90% of the Law Library's cash reserve in the County Treasurer's Pool Surplus Fund in order to take advantage of the Pool's better interest return. Legal Counsel Sandi Levin clarified that all funds collected are deposited with the County and remain in the County Pool unless they are moved to the Local Agency Investment Fund (LAIF). The Executive Director stated that no fees are incurred for moving the funds either from the County or LAIF.

Following discussion, Trustee Goetz moved to authorize staff to invest up to 90% of the Law Library's cash reserve in the County Pool. Trustee Jones seconded the motion. Trustee Plum suggested amending the recommendation to authorize staff to invest up to 100% of the Law Library's cash reserves in the pool that provides the better rate of return. The amended motion was accepted by Trustees Goetz and Trustee Jones, and unanimously approved, 7-0.

5.0 ACTION ITEM 2

Review and Acceptance of Internal Procedures Audit. Helen Chu and Michael DeCastro, Thompson, Cobb, Bazilio & Associates, PC.

At the request of the Board of Trustees to have an independent audit of the internal controls used by the LA Law Library for financial accounting purposes, the LA Law Library engaged Thompson, Cobb, Bazilio & Associates, P.C. (TCBA). The result of the Internal Procedures Audit, conducted between February 22 and March 19, 2012 by TCBA was an opinion that "the Law Library maintained, in all material respects, effective internal control over financial reporting as of December 31, 2011 based on criteria established in *Internal Control – Integrated Framework* issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO)."

As part of the audit, TCBA issued a Management Letter recommending improvements in the following three areas: (1) Controls Over Cash Receipts Collected at the Circulation Desk; (2) Physical Inventory of Books; and (3) Accounting Policies and Procedures Manual. In each case, the Law Library agreed with the recommendations and reported that it had begun to implement the recommended improvements.

The Board requested that the Executive Director keep the Board informed of progress toward the completion of the three recommendations. In particular, it was confirmed that the amended and updated Accounting Policies and Procedures Manual would be reviewed as part of the annual financial audit.

There was no further discussion and no action was taken.

6.0 ACTION ITEM 3

Discussion of proposed bylaws for the Board of Trustees. Marcia J Koslov, Executive Director and Sandra Levin, Colantuono & Levin, PC.

Following initial presentation, discussion focused on the comparison between proposed Bylaws and California Business & Professions Code §6300 et seq. In addition, the Board discussed the need for adopting Bylaws. It was agreed that Trustee Jones would work with Legal Counsel, Sandra Levin, to (1) review both the B&P Code §6300 et seq. and the current Board Manual, and to (2) make recommendations for any topics or matters that should be specifically delineated within the Board Manual.

The Board requested that the election of the Secretary be placed on a future agenda.

Trustee Lavin left the meeting at 1:15 p.m.

7.0 EXECUTIVE DIRECTOR REPORT

The Executive Director reported on the financial status of the Building Envelope Repair & Reconstruction Project. Contingency expenditures included landscaping changes to meet all ADA requirements as well as approval of overtime to enable completion of the stairs and plazas at First and Broadway as well as the installation of the new front door prior to the Friends Beacon of Justice Award Gala. The Executive Director noted the hiring of a new construction foreman, Michael Charlson, who was conscientiously working to keep the project on schedule.

At this time, President Steinhauser allowed for a late public comment.

8.0 AGENDA BUILDING

Trustee Jones requested that the Board add the formal election of the Board Secretary to an upcoming agenda.

9.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:34 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, April 24, 2012.

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