

**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.**

**May 3, 2012**

The Special Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Thursday, May 3, 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 Luis Lavin  
Judge Mark Juhas  
Kenneth Klein, Esquire  
Judge Jan Plum  
Judge Ann Jones

**Trustees Absent:**

Judge Reva Goetz

**Staff Present:**

Marcia J Koslov, Executive Director

**Also Present:**

President Steinhauser determined a quorum to be present, convened the meeting at 12:25 p.m. and thereafter presided. Executive Director, Marcia Koslov recorded the Minutes.

**1.0 PUBLIC COMMENT**

There were no requests for Public Comment.

**2.0 PRESIDENT'S REPORT**

President Steinhauser announced that the 2012 Annual Friends Gala was successful. Over 250 attendees joined in honoring Chief Justice Tani Cantil-Sakauye with the Beacon of Justice award. President Steinhauser also expressed her gratitude to the staff for their assistance with the event.

### **3.0 CONSENT CALENDAR**

3.1 Minutes of the March 24, 2012, Regular Board Meeting.

3.2 Repeal of 1891 Bylaws.

Upon motion by Trustee Juhas, and seconded by Trustee Jones, the Consent Calendar was unanimously approved, 6-0.

### **4.0 ACTION ITEM 1**

Election of Secretary. Ken Klein, Chair, Nominations Committee.

As a result of the discussion on the adoption of potential bylaws held at the March 24, 2012, Regular Meeting of the Board of Trustees, the Trustees requested that there be a formal election of a Secretary for the Board.

Upon motion by Trustee Juhas, and seconded by Trustee Jones, it was moved that Marcia J Koslov be elected secretary for a term to run concurrent with her appointment as Executive Director. The motion was unanimously approved, 6-0.

*Per the President's prerogative, at this time, Agenda Item 6, Executive Director Report, was discussed.*

### **5.0 DISCUSSION ITEM 1**

*Branch and Partnerships: Study & Assessment, April, 2012*, Executive Director Marcia J Koslov discusses the findings and recommendations of an 8 month study and assessment of the Branch and Partnership Libraries. Malinda Muller, Director, and Linda Heichman Taylor, Senior Librarian, Programs & Partnerships, LA Law Library, who conducted the study, were present for the discussion.

At the request of the Board in August, 2011, the Law Library undertook an intensive study of our Branch and Partner locations, services, and resources. Programs & Partnerships Director Malinda Muller, and Senior Librarian, Linda Heichman Taylor, led the study. Linda is Branch Supervisor as well as lead coordinator for the LA Law Library partnerships. The resulting report was divided into six areas, Background; Methodology; Data Collection; Analysis; and Conclusions, and was presented to the Board. A lengthy question and answer period followed the introduction of the report by the Executive Director. The Trustees complimented staff on the depth of the report and how it contributed to their understanding of Branch and Partnership operations. Some Trustees stated that the report supported the general perception that attorneys are no longer the primary user, but that the public and self-represented litigants are. Other issues included the extent of the resources put into the branch and partnership locations, including funding, staffing and the collection; the amount of overall use of the branch and partner locations; and the possibility of implementing the Report's recommendations in the near future. Additional discussion centered on how best to respond to the report: through the Strategic Planning Committee, through an individual action plan on the Report itself, or through the budget process. The Board directed staff to develop alternatives for services and staffing at the branches, the partnership locations and the

Mildred L Lillie Building, and to work with both the Strategic Planning Committee and through the FY 2012-2013 budget process. In addition, the staff will bring short term solutions to the Board for consideration.

*Trustee Plum left the meeting at 1:15 p.m.*

**6.0 EXECUTIVE DIRECTOR REPORT**

The Executive Director reported on the financial status of the Building Envelope Repair & Reconstruction Project. The project continues to be on schedule with the front doors expected to open in mid-June. In recognition of the work and funds expended on the project, President Steinhauser requested that, upon reopening, the Executive Director issue a press release to such news agencies as the Los Angeles Daily Journal and the Metropolitan News.

In response to the Board's request for information concerning the development and implementation of "LA Law Library" as a logo and brand mark, the Executive Director provided a summary of the process and the minutes of the January 10, 2007 Board meeting that included the statement, "The Board of Trustees approved in principle the adoption and use of the logo and brand "mark" created by Siegel+Gale."

*At this time, Agenda Item 5, Discussion Item 1, was discussed.*

**7.0 AGENDA BUILDING**

Staff will develop recommendations for services, staffing and collections at branch and partner locations and include alternatives in the FY2012-2013 budget proposal.

**8.0 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 scheduled for Tuesday, May 22, 2012, is cancelled. A Special Board Meeting will be held on Tuesday, May 15, 2012.

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