

**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.**

July 31, 2012

The Special Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, July 31, 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 Ann Jones
Judge Mark Juhas
Kenneth Klein, Esquire
Judge Jan Plum

Trustees Absent:

Judge Luis Lavin

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 12:21 p.m. and thereafter presided. Executive Director, Marcia Koslov recorded the Minutes.

1.0 PUBLIC COMMENT

During the three (3) minutes allocated, Ms. Sharon Boone requested consideration of other options instead of staff layoffs.

During the three (3) minutes allocated, Ms. Paula Hart objected to the closing of the Branch locations.

During the three (3) minutes allocated, Ms. Judith Yontef objected to the closing of the Branch locations.

During the three (3) minutes allocated, Mr. Frank Rodriguez commented on library expenditures and objected to the FY2013 Budget as proposed.

During the three (3) minutes allocated, Mr. Niles Degrate objected to the closing of the Branch locations and commented on a prior incident at the Law Library.

During the three (3) minutes allocated, Mr. Jacob Berkowitz commented on the availability of Federal documents at the Law Library.

During the three (3) minutes allocated, Mr. Lee Paradise objected to the closing of the Branch locations and commented on the Building Envelope and Exterior Rehabilitation Project.

2.0 PRESIDENTS REPORT

There was no President's Report.

3.0 CONSENT CALENDAR

3.1 Minutes of the June 19, 2012, Special Board Meeting.

President Steinhauser requested a motion to approve Agenda Item 3.1, so moved by Trustee Juhas and seconded by Trustee Pluim, Agenda Item 3.1 was unanimously approved, 6-0.

3.2 Minutes of the July 2, 2012, Special Board Meeting.

President Steinhauser requested a motion to approve Agenda Item 3.2, so moved by Trustee Juhas and seconded by Trustee Pluim, Agenda Item 3.2 was approved, 5-0-1, with Trustee Goetz abstaining as she was absent from the July 2, 2012, Special Board Meeting.

4.0 DISCUSSION AND ACTION ITEM 1

FY 2012 – 2013 Proposed Budget. Executive Director Marcia J Koslov and Patrick O'Leary, Senior Director, Administrative Services, discussed the development of the FY 2013 budget and the four options available to the Board of Trustees for consideration. The Executive Director explained that the Budget Proposal was prepared with the knowledge that a Strategic Plan for the Law Library was under development.

Option 1 was the original budget proposal, with a 7.5% decline in filing fee revenues. Option 2 modifies the personnel expenditures to include continuation of Branch location staff, either in their current location or, if practicable, reassignment. It also includes funds for temporary staff to cover Branch vacancies. Option 2 anticipates a net loss of \$165,413 to be funded out of reserves. Option 3 provides for a 6% decline in filing fee revenues and Option 4 provides for an 8.5% decline in those revenues.

During the discussion, Trustee Juhas, Chair of the Strategic Plan Committee, stated that a preliminary report to the Board could be expected by December 2012. He anticipated that the formal strategic plan would not be implemented until FY13-14. As a result, the Board elected to defer consideration of Branch closures until the Strategic Plan was presented and discussed.

At the request for a motion by President Steinhauser, Trustee Juhas moved to adopt FY12-13 Budget Proposal, Option 2 with a 7.5% decline in filing fee revenues as described in the July 25, 2012 memo with the stipulation that the Board of Trustees revisit the FY12-13 Budget on a quarterly basis to review actual revenues and expenditures and make any necessary adjustments to the adopted budget. Seconded by Trustee Goetz, the FY12-13 Budget Proposal, Option 2 was unanimously approved, 6-0.

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

5.0 EXECUTIVE DIRECTOR REPORT

The Executive Director highlighted the following:

Marcia Koslov was recently named to the 2012 “Fastcase 50” honoring the law’s smartest, most courageous innovators, techies, visionaries and leaders. For the second time, Fastcase sponsored nominations for the fifty most interesting, provocative, and courageous leaders in the world of law, scholarship, and legal technology. Fastcase selected the winners from lawyers, judges, librarians and government servant nominees.

The Executive Director introduced Douglas J. Myers to the Board. Douglas has over 16 years of communications experience. His early career in communications was with PricewaterhouseCoopers and MONY group. For the past 6 years he has been a consultant with clients ranging from Deloitte to Union Bank to LAN Airlines. From April 2006 to March 2007 he served as Communications Director for AIDS Walks of LA, NYC and SF. Douglas earned his BA degree from the University of Delaware and earned his MBA from Fordham University. In his new position, Douglas will be responsible for defining and promoting a positive image of the LA Law Library and crafting engaging public-relations messages through online social media channels, campaigns, events, user groups, in-person meetings with stakeholders, and other means.

LA Law Library is working with LACBA and other organizations on a series of events during Pro Bono Week, October 22-26, 2012, that will take place at the Mildred L Lillie Main Library Building. Events planned include speakers, workshops and training sessions and on-site clinics for self-represented litigants.

6.0 AGENDA BUILDING

There were no items for Agenda Building.

7.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:20p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, August 28, 2012.

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