

**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 18, 2012

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, December 18, 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 Mark Juhas
Judge Ann Jones
Judge Luis Lavin
Judge Jan Plum

Trustees Absent:

Kenneth Klein, Esquire

Staff Present:

Marcia J. Koslov, Executive Director
Sandra J. Levin, General Counsel

Also Present:

Benjamin Goldman, Littler Mendelson

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 three (3) minutes allocated, Mr. David Dellman commented on the availability of ADA parking.

During the five (5) minutes allocated, Mr. Lee Paradise commented on Agenda Item 8.2, Public Employee Appointment, ADA access to the Law Library's main entrance and the Building Envelope Repair & Exterior Restoration Project. President Steinhauser allowed Paradise two (2) additional minutes to conclude his remarks.

2.0 PRESIDENT'S REPORT

President Steinhauser announced the departure of Honorable Jan Pluim from the Board of Law Library Trustees and presented him with an award in recognition for the years of dedicated service. In addition, President Steinhauser expressed her condolences for the families affected by the tragic events that took place in Newtown, Connecticut.

3.0 CONSENT CALENDAR

The Consent Calendar was tabled.

4.0 ACTION ITEM 1

Approval of 2013 Meeting Dates. Per the Presidents prerogative, President Steinhauser recommended the Board move to continue meeting on the fourth Tuesday for the January meeting, January 22, 2013. The remaining dates for 2013 were tabled. No discussion.

5.0 DISCUSSION AND ACTION ITEM 2

The Rare Book Options was tabled.

6.0 DISCUSSION

Review of FY2012-2013 Budget. Senior Director for Administrative Services, Patrick O'Leary highlighted the following as part of a brief overview:

As a result of competition with County Parking Lot 10, the Library is currently 3% behind on projection in revenue for parking. However, County Parking Lot 10 recently increased their parking rate to \$20, from \$10, allowing the Law Library to increase its parking maximum to \$25, as it was previously. In addition to the parking revenue decrease, Library Service Fees is below 21% in revenue due to a decrease in Members Fees.

On the expense, the Library is 2% over projection, this is primarily from Personnel. Professional Services is projected to come in over budget, although at this time it is not clear on the percentage.

Patrick will come back to the Board in January with a recommendation on any needed budget modifications.

7.0 DISCUSSION

Transition Planning and Documents. Executive Director, Marcia Koslov, is currently working with the Senior Executive Team on identify active projects and services, including those under discussion, from Facilities to Library Services and Programs that were started. The briefing book will be presented to the Senior Executive Team prior to Marcia's leaving.

At 12:35p.m., President Steinhauser announced that the Board would close Open Session and commence the Closed Session, Agenda Item 8, and request all staff and members of the public exit, with the exception of labor counsel, Benjamin Goldman.

8.0 CLOSED SESSION

- 8.1 Conference with Labor Negotiator (G.C. 54957.6) Library Negotiator: Ben Goldman and/or Hon. Luis Lavin. Unrepresented Employee: Executive Director Candidate(s).
- 8.2 Public Employee Appointment (G.C. 54957) Title: Executive Director.
- 8.3 Conference with Labor Negotiator (G.C. 54957.6) Library Negotiator: Ben Goldman. Employee Organization: SEIU, Local 721.
- 8.4 Reconvene Open Session: Approval of Employment Agreement for, and Appointment of, Executive Director.

The Board reconvened Open Session at 1:23 p.m. President Steinhauser announced that during Closed Session the Board met in regard to sections 8.1 and 8.2. Section 8.3 was tabled. Moving to section 8.4, President Steinhauser requested, in the absence of Trustee Klein, Chair of the Search Committee, Trustee Lavin announce any action taken. Trustee Lavin announced his recommendation that the Board move forward with adopting the Employment Agreement, appointing Sandra Levin as Executive Director. Trustee Lavin noted the acknowledgement of a 3-month moonlighting provision that would allow Levin to transition out of her current practice with Colantuono and Levin, the Board sees no conflict as it would discontinue work with Colantuono and Levin going forward for the 3-month period. Subject to a standard background check that the Library conducts for its high level employees, Trustee Lavin moved to authorize President Steinhauser to sign the Employment Agreement hiring Sandra Levin as Executive Director, seconded by Trustee Plum, the motion was unanimously approved, 6-0.

President Steinhauser commented that as the Law Library's General Counsel for the last two years, Levin has had the opportunity to familiarize herself with its operations, finances and staff. She also comes to the Executive Director position with management, budget and strategic planning experience from a variety of perspectives. As a founder, owner and co-manager of her law firm, Colantuono & Levin, where responsible for approximately 20 employees and a vibrant, successful law practice. As Mayor and Councilmember of Culver City she had firsthand experience overseeing a budget of over \$80,000,000, hundreds of employees and diverse municipal operations. As both general and special counsel to numerous government agencies, she has acquired an in depth knowledge of public sector governance and operations.

9.0 AGENDA BUILDING

President Steinhauser requested a follow up on ADA access to the Main Library be included as part of the January 22, 2013, Board Agenda in addition to the tabled Agenda Items from the December 18, 2012, Special Board Meeting.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:31 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, January 22, 2013.

Sandra J. Levin, Executive Director and Secretary
Los Angeles County Law Library Board of Trustees