

**MINUTES OF THE REGULAR MEETING OF
THE BOARD OF LAW LIBRARY TRUSTEES OF
LOS ANGELES COUNTY**

**A California Independent Public Agency Under
Business & Professions Code Section 6300 et seq.**

November 1, 2006

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, November 1, 2006, at 12:15, at the offices of the Los Angeles County Law Library headquarters at 301 West First Street, Los Angeles, California 90012, for the purposes of considering reports of the affairs of the Library, and transacting such other business as might properly come before the Board of Trustees.

1.0 ROLL CALL/QUORUM

Trustees Present: Judge Francis Gately, Jr
Judge Abraham Khan
Kenneth Klein, Esquire
Judge Jan Pluim
Judge John Wiley
Susan Steinhauser, Esquire

Trustees Absent: Judge Lee Edmon

Staff Present: Marcia J. Koslov, Executive Director

President Steinhauser determined a quorum to be present, convened the meeting at 12:16 p.m. and thereafter presided. There was one request from the public to speak during the Public Comments session. Executive Director Marcia Koslov recorded the Minutes.

2.0 CONSENT CALENDAR

President Steinhauser asked if there were agenda items to be removed from the Consent Calendar to the Agenda for discussion. No requests were made. Upon motion made by Trustee Wiley, seconded by Trustee Gately, the Consent Calendar was approved.

The Items approved on consent were:

- 2.1 Minutes of the September 6 and October 4, 2006 Regular Board Meetings.
Minutes of the October 24, 2006 Special Board Meeting
- 2.2 List of Checks and Warrants
- 2.3 Financials, July – October, 2006

3.0 ACTION ITEMS

3.1. Approval of Request for Proposal (RFP) for Audits, 04-05 and 05-06. County Counsel, Katie Fesler provided an overview of the RFP draft that included a number of standard government language provisions directed at making the process open, fair and competitive. After full review and discussion, the Board directed the Executive Director to work with County Counsel to create a more streamlined proposal process to be presented at the December Board meeting.

3.2. The Board approved a regular meeting for January 10, 2007. Approval of the remaining Board meeting dates were held for the December Board meeting.

3.3. Approval of Reimbursement Policy and Form. This item was held for a future Board meeting.

4.0 DIRECTOR'S REPORT

There was no discussion on the Director's report.

5.0 DIRECTOR'S DISCUSSION

Insurance Coverage for 2006 – 2007. Jim Armitage and Jim Simonds, Arroyo Insurance Co. reviewed the current insurance coverage and presented the proposal for the 2007 year coverage. Following full review and discussion, there was a motion duly made by Trustee Gately and seconded by Trustee Pluim to accept coverage for the following insurance policies as presented by Arroyo Insurance: Property, General Liability, Employee Benefits Liability, Automobile, Umbrella, Inland Marine, and Crime. The motion passed, 6-0. There was a second motion duly made by Trustee Gately and seconded by Trustee Pluim to not renew earthquake insurance during the 2007 year. The motion passed, 6-0. The Executive Director was instructed to contact Arroyo Insurance to review the state of earthquake insurance premiums in six months.

6.0 PRESIDENT'S REPORT

There was no President's Report.

7.0 PUBLIC COMMENT

Tonya Akel, Director, SEIU Local 660, addressed interactions she has had with Law Library Management.

8.0 AGENDA BUILDING

President Steinhauser requested that the Board revisit the discussions of the Vision and Mission statements as a follow up to the Special Board meeting of October 24, 2006. President Steinhauser also requested that Sarah Sabasteanski, Director, Access Services Division present library usage statistics at a future Board meeting. Trustee Klein requested a closed session to follow up on a pending potential litigation issue.

9.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:21 p.m. by President Steinhauser. The next regular meeting of the Board of Law Library Trustees will be held on Wednesday, December 6, 2006.

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