

**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.**

January 10, 2007

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, January 10, 2007, 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 Lee Edmon
Judge Abraham Khan
Judge Jan Pluim
Susan Steinhauser, Esquire

Trustees Absent: Judge Francis Gately, Jr
Judge John Wiley
Kenneth Klein, Esquire

Staff Present: Marcia J. Koslov, Executive Director

President Steinhauser determined a quorum to be present, convened the meeting at 12:29 p.m. and thereafter presided. Executive Director Marcia Koslov recorded the Minutes.

President Steinhauser welcomed the Board to another year of the Board and thanked them for their previous year participation. She reviewed the 2006 year of accomplishments and successes. She particularly noted the Board retreat during which time the Board developed a set of value statements and adopted a vision statement. President Steinhauser also thanked the Friends for a successful fund raiser for the second Beacon of Justice Award during the 2006 year. Looking ahead, President Steinhauser identified legislative activities including the AB1095 committee, member services package, financial stability, working to properly implement the MOU, additional partnerships and monitoring the Grand Avenue Project.

President Steinhauser requested a letter of commendation be issued to Judge Frank Gately who is stepping off the Board after 11 years of excellent service. She noted that

Judge Gately chaired the Audit, Insurance and Finance Committee for a number of years and that his contributions to the Board will be sorely missed.

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 Pluim and seconded by Trustee Khan, the Consent Calendar was unanimously approved, 4-0.

The Items approved on consent were:

- 2.1 Minutes of the December 6, 2006 Regular Board Meeting.
- 2.2 List of Checks and Warrants
- 2.3 Financials, July – December, 2006

3.0 ACTION ITEMS

- 3.1 Election of President and Vice-President. Trustee Pluim made a motion to elect Susan Steinhauser to President and Judge Lee Edmon to Vice-President of the Board of Trustees. Trustee Khan seconded the motion. The motion was unanimously approved, 4-0.
- 3.2 Establish Board Committee. This action item was put over until the February meeting.
- 3.3 Approval of Auditor. The Executive Director reported that there were six (6) responses to the Audit RFP. She requested that approval of an auditor be held over to the February Board meeting. The Director stated that during the intervening weeks, she would interview no fewer than two and no more than four of the firms submitting proposals. The Executive Director would come to the February Board meeting with a recommendation.
- 3.4 Affirm Values, Vision and Mission. President Steinhauser reminded the Board that during the Special Board meeting in September, the Board voted to adopt the Vision Statement, but had not approved the Statement of Values nor adopted the Mission Statement. Following discussion, Trustee Pluim made a motion to adopt both the Statement of Values and the Mission Statement as identified at the Special Board meeting. Trustee Edmon seconded the motion. The motion was unanimously approved, 4-0.
 - **The Values:** *Excellence, Relevance, Fiscally Responsible, Accessible, Being of Service, Dignity.*
 - **The Mission Statement:** *The LACLL provides access to legal information through effective, efficient and collaborative services in order to support current and emerging user needs in a dynamic legal environment.*

4.0 DIRECTOR'S REPORT

The Executive Director distributed a month by month organizational program plan for the 2006-2007 year. In addition to highlighting the accomplishments of the past six months and noting those items yet to be accomplished, the document also identified particular items that will be brought to the Board for action over the next six months.

5.0 DIRECTOR'S DISCUSSION

The Director's discussion on Branding the Law Library was presented by Jennifer Barth and Holmfridur Hardardottir of Siegel + Gale. Ms. Barth discussed the background of the company, a 37 year old, leading strategic branding firm. They assist organizations and agencies in bringing their creative message to the marketplace, both in the private and non-profit sectors. S+G helps organizations define who they are. For the Law Library, S+G used the Vision, Values and Mission developed by the Board to design a logo and a brand "mark." That "mark" will enable the Law Library to clearly symbolize its message and identify the organization in its future marketing. The Board approved in principle the adoption and use of the logo and brand "mark" created by Siegel + Gale.

6.0 PRESIDENT'S REPORT

President Steinhauser reported that Judge Edmon and Judge Khan were reappointed by the Presiding Judge to another four year term. President Steinhauser was also reappointed by Supervisor Yaroslavsky to another two year term. Presiding Judge Czeuleger has under consideration the appointment of another judicial member to the Board to fill the vacancy left by Judge Gately.

7.0 PUBLIC COMMENT

Lee Paradise spoke against the Board of Trustee's decision in December to partner with the Pasadena Public Library in an effort to provide better access to legal materials and information through extended hours, online availability and professional staffing.

8.0 AGENDA BUILDING

No agenda building items were identified.

9.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:23 p.m. by President Steinhauser. The next regular meeting of the Board of Law Library Trustees will be held on Tuesday, February 6, 2007.

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