

**MINUTES OF THE SPECIAL 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.**

June 11, 2007

The Special Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Monday, June 11, 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 Susan Bryant-Deason
Kenneth Klein, Esquire
Judge Jan Plum
Susan Steinhauser, Esquire

Trustees Absent: Judge Lee Edmon
Judge Abraham Khan
Judge John Wiley

Staff Present: Marcia J. Koslov, Executive Director

President Steinhauser determined a quorum to be present, convened the meeting at 12:17 p.m. and thereafter presided. Executive Director Marcia Koslov recorded the Minutes.

No requests to speak from the public were received.

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 Klein and seconded by Trustee Plum, the Consent Calendar was unanimously approved, 4-0.

The Items approved on consent were:

- 2.1 Minutes of the May 7, 2007 Special Board Meeting
- 2.2 Minutes of the May 25, 2007 Special Board Meeting
- 2.3 List of Checks and Warrants

3.0 ACTION ITEMS

3.1 Approval of updated “Rules of Conduct for Library Users.”

The Director presented an updated set of Rules of Conduct for Library Users to the Board of Trustees for their consideration. In order to update the previous 1981 Rules, the Director queried the members of the Council of California County Law Librarians and had the rules reviewed by County Counsel. Following discussion, upon motion by Trustee Bryant-Deason and seconded by Trustee Plum, the Rules of Conduct were unanimously approved, 4-0.

3.2 Approval of FY 2007-2008 Budget.

The Director presented the FY 2007-2008 budget proposal. The proposal reflected both an increase in income as well as an increase in expenditure. Expenditure discussion centered on personnel increases, particularly filling vacant positions and health benefits; library services, including the purchase of a new integrated library system, (Innovative Interfaces, Inc.) and the purchase of an outsourcing service to convert paper catalog records to an online database; professional services including legal fees and payroll/HR services; and building improvements including design and documents for reconstruction of landscaping for the Library. Income discussion centered on future filing fee impacts, interest earned and parking fee revenues. Following full discussion, upon motion by Trustee Plum and seconded by Trustee Klein, the FY 2007-2008 budget was unanimously approved, 4-0.

4.0 PRESIDENT’S REPORT

President Steinhauser thanked Jaye Nelson, Director, Technology Services for putting the video of the Friends of Law Library event online. The Women Lawyer’s Association is holding a silent auction; lunch with the Executive Director is an auction item. The next Regular Board meetings are July 10 and August 7, 2007. Because Trustee Wiley is not available for the July 10 meeting, the Director’s evaluation will take place during the August Board meeting.

5.0 AGENDA BUILDING

No agenda building items were identified.

6.0 PUBLIC COMMENT

Concern was expressed for the library’s income from filing fee.

7.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:18 p.m. by President Steinhauser. The next regular meeting of the Board of Law Library Trustees will be held on July 10, 2007.

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