

**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.**

July 10, 2007

The Special Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, July 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 Susan Bryant-Deason
Judge Abraham Khan
Judge Jan Plum
Susan Steinhauser, Esquire

Trustees Absent: Judge Lee Edmon
Kenneth Klein, Esquire
Judge John Wiley

Staff Present: Marcia J. Koslov, Executive Director

President Steinhauser determined a quorum to be present, convened the meeting at 12:26 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 Bryant-Deason and seconded by Trustee Khan, the Consent Calendar was unanimously approved, 4-0.

The Items approved on consent were:

- 2.1 Minutes of the June 11, 2007 Special Board Meeting
- 2.2 List of Checks and Warrants
- 2.3 Draft Financial Statement (end of FY 07)

3.0 DIRECTOR'S REPORT

The Executive Director reported the following items:

- Following the signing of a contract for Innovative Interfaces, Inc. integrated library system, the Law Library has moved forward with the preparation of data for the new system. Since USC Law Library uses ILL, a number of staff members took a field trip to USC to see the system in real time and to have an opportunity to ask USC Law Library staff questions
- Due to a number of requests, the Law Library established an Internship Program. There are three distinct groups within the program. One group is sponsored by SCALL (Southern California Association of Law Libraries) and is directed at high school students. A second group is sponsored by JusticeCorps, an AmeriCorps program for high school graduates and is led by the LA Superior Court. The third group is students from either the UCLA Library School or the San Jose State School of Library and information Science. This summer we have interns from each of these three programs.
- The Van Nuys Branch is closed temporarily this summer as the court system works to renovate the space to accommodate both the Law Library and the Van Nuys Self Help Center. Reopening is anticipated for late July.
- The lease for the Branch in Long Beach was assigned from the County to the Judicial Council as the Long Beach Courthouse is the only facility in Los Angeles that was moved to the state purview this year. There are no changes in the conditions and terms of the lease.
- The Law Library has contracted with Troller Mayer to begin the survey and work on the landscape plan.
- Gil Vasquez, Vasquez and Company, has agreed to submit a proposal for the July, 06 – June, 07 Fiscal Year audit.
- Lee Paradise has filed a complaint against the Law Library for actions taken in regard to the closure of the Pasadena Branch. County Counsel, Katie Fesler, will respond on our behalf and will represent the Law Library.

4.0 DIRECTOR'S DISCUSSION

The Executive Director developed and distributed an Organizational Program and Projects Guide for the July, 2007 through June, 2008 Fiscal Year (distributed as part of the Board packet). The Executive Director discussed highlights from that document in five areas: Financial; Staff; Facility; Users; and Collection.

- Financial. A new Business Services Director has been hired and will begin to review both the accounting software and payroll systems used. A 07 fiscal year audit will be completed.
- Staff. All staff will be involved directly or indirectly by the change to the Innovative Interfaces, Inc integrated library system through development, implementation and training. A new employee handbook will be finalized and distributed. There will be MOU negotiations in the Spring, 2008. There will be a full review of benefits offered to employees, including comparables from other institutions. A new website, including a fully functional intranet, will be developed and implemented.
- Facility. New energy efficient lighting will be installed in the main reading. A separate air conditioning systems for the training room, conference room and the

Technology Services Division offices will be installed. Technology upgrade for all Branch locations is planned to make those Branches interactive with the Main Library and also to enable access to online services. A full landscape/ front entrance plan will be developed.

- Users. The Law Library will create a marketing plan to help increase the visibility of the library. A membership plan concept paper will also be created. The Law Library will finalize development of the new website and launch the new site in the fall, 2007. All documents (flyers, handouts, brochures, etc), print and electronic, will be reviewed and reformatted using the Library's new brand. All Library print documents will also be available electronically.
- Collection. There will be a full and thorough review of the general library collection and the foreign / international law collection. Priorities will be established for purchase and retention, for print vs electronic, and for determining multiple copies.

5.0 PRESIDENT'S REPORT

President Steinhauser spoke with former Board Member Judge Frank Gately and was able to thank him for his years of service. President Steinhauser attended the Los Angeles County Bar's Diversity Pipeline Summit. President Steinhauser will meet with Shirley Hufstедler to bring closure to the 2007 Friends event.

6.0 PUBLIC COMMENT

A member of the public requested information on making a contribution to the Law Library. Lee Paradise spoke about the lawsuit he filed.

7.0 AGENDA BUILDING

No agenda building items were identified.

8.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:12 p.m. by President Steinhauser. The next regular meeting of the Board of Law Library Trustees will be held on Aug 7, 2007.

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