

**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.**

October 2, 2007

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, October 2, 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 Lee Edmon
Judge Abraham Khan
Kenneth Klein, Esquire
Judge Jan Plum
Susan Steinhauser, Esquire
Judge John Wiley

Staff Present: Marcia J. Koslov, Executive Director

President Steinhauser determined a quorum to be present, convened the meeting at 12:20 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. President Steinhauser requested that item 2.1 be removed from the Consent Calendar. Upon motion made by Trustee Wiley and seconded by Trustee Edmon, the Consent Calendar was unanimously approved, 6-0.

The Items approved on consent were:

2.2 Draft Financials – July-August 2008 Fiscal Year
2.3 List of Checks and Warrants

Item 2.1 Minutes of the September 19, 2007 Special Board Meeting. President Steinhauser requested that the vote under Action Item 3.3 identify the members voting and that those minutes be corrected and brought back to the Board at the next regular Board meeting.

Exercise President's prerogative to take Agenda Item 3.0 then move to Agenda Item 5.0. Return to Agenda item 4.0, Director's Discussion following the closed session.

3.0 ACTION ITEMS

3.1 Acceptance of 2005 and 2006 Audit Reports. Board would like to have the auditors return to the Board to present the final audit reports and note any changes made between the preliminary report presented in May, 2007 and the final report. Deferred to the November 6, 2007 Regular Board meeting.

3.2 Approval of the Organizational Plan. The Executive Director presented an updated organizational plan that included comments and recommendations from the Board during the Executive Director's evaluation discussion. The plan identifies the items that will be brought to the Board of Trustees during the FY07-08 year. Trustee Khan suggested that additional training necessary for staff to succeed in their jobs be included in the evaluation of staff needs area. Upon motion made by Trustee Bryant-Deason and seconded by Trustee Wiley, the Board unanimously approved the 2007-2008 Organizational Programs/Projects Guide, 6-0.

3.3 Approval of Employee Handbook. Michael Blacher, Attorney, Leibert Cassidy Whitmore, joined the Board of Trustees for the discussion. If approved, the Handbook will replace the 1988 Personnel Policy Manual. It also includes past-practice customs and rules as well as reference to required federal and state laws. The Handbook takes into account union represented and non-represented employees as well as full-time and part-time employees. In response to questions from Trustee Bryant-Deason, the Executive Director discussed ad companion Technology Services Handbook that covered hardware, software, email, voice-mail, internet usage. Discussion ensued concerning the distribution, receipt and review of the Handbook; and the opportunity for union to review and ask questions prior to its distribution.

Following discussion and consideration, upon motion made by Trustee Wiley and seconded by Trustee Bryant-Deason, the Board approved the Handbook as presented subject to further discussions for any concerns raised by the union during an allocated 10-day review period. The motion passed unanimously, 7 – 0.

ENTER: Judge Jan Plum

5.0 CLOSED SESSION

At 12:53 p.m. President Steinhauser announced that the Board would go into closed session for:

5.1 Closed Session. Conference with legal counsel – anticipated litigation. Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: 2 cases. We are going into closed session under Government Code 52965.9(b) to discuss two claims made under the Tort Claims Act, Government Code section 910, et seq. The first claim was made by a former employee, Betty Beard, and signed on September 4, 2007. The claim states no specific causes of action, but seeks damages relating to her termination and events that lead up to it. The second claim was made by a former employee, Diane Reynolds, and signed on August 29, 2007. The claim states no specific causes of action, but seeks damages relating to the ending of her employment with the Law Library and the events that lead up to it.

5.2 Closed Session. Conference with legal counsel – anticipated litigation. Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9(b): 1 case. We are going into closed session under Government Code 52965.9(b) to discuss one claim made under the Tort Claims Act, Government Code section 910, et seq. The claim and a late application to present a claim were made by Robyn J Knight. Both documents are dated September 15, 2007. The claim is for injuries allegedly beginning on September 11, 2006 and continuing through the date of claim. Mr. Knight's claim alleges that his injuries were the result of misconduct of all public officers and employees of the State of California.

5.3 Reconvene Open Session.

The Board of Trustees reconvened the Open Session at 1:13 p.m. having concluded an executive session regarding anticipated litigation. On agenda item 5.1, the Board voted 6-0-1 (aye: Bryant-Deason, Edmon, Klein, Plum, Steinhauser, Wiley; abstention: Trustee Khan) to direct its attorney, Linda Miller Savitt, to deny both claims submitted by Ms Reynolds and Ms Beard. The Board further instructed Ms Savitt to act on those denials in the manner she deems most appropriate.

On agenda item 5.2, the Board voted unanimously, 7-0, to direct the Executive Director to submit this tort claim to the Law Library insurers. The Board further directed county counsel to deny the first claim from 9/11/06 to 9/17/06 and to deny the second claim from 9-17-06 – 3/17/07. For the claim 3/17/07 – 9/17/07, the Board instructed county counsel to provide notice of insufficiency to Mr. Knight.

4.0 DIRECTOR'S DISCUSSION

Marketing Plan, August, 2007 – June, 2008. The Executive Director outlined the development of the Marketing Plan over the past several months. Sarah Eggleston, Director, Access Services and James Morgan, Outreach Programs Manager led a process that included hiring Peggy Barber, Library Communication Strategies, to assist with the identification of goals, objectives, strategies to implement those objectives, and evaluation of the processes. In the development of the marketing plan, the Law Library created a positioning statement, “The LA Law Library is the legal community’s first stop for information and research – a welcoming, knowledgeable and trusted resource.” A key message (tagline) was also created, “The LA Law Library is your partner in legal research.” The first year of “marketing” is one of planning, including setting priorities and focus on target audiences. The primary target audience during the first year is internal: the library staff. Toward that end, the Library is holding its first day long, all-staff in-service training session on October 31, 2007. Peggy Barber will present two sessions, “Marketing as a Team Sport” and “Word of Mouth Marketing.” The main library and all branch locations will be closed on that day to enable all staff to attend the training. Notice of the closures, via signs and web information, is already in process.

7.0 PRESIDENT'S REPORT

There was no President’s report.

8.0 PUBLIC COMMENT

There was no public comment.

9.0 AGENDA BUILDING

No agenda building items were identified.

10.0 ADJOURNMENT

The remaining agenda items were tabled to the November meeting. There being no further business to come before the Board, the meeting was adjourned at 2:10 p.m. by President Steinhauser. The next regular meeting of the Board of Law Library Trustees will be held on November 6, 2007.

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