

**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.**

**March 25, 2008**

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, March 25, 2008, at 12:15 p.m., 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 Jan Pluim  
Susan Steinhauser, Esquire  
Judge Susan Bryant-Deason  
Judge Abraham Khan

**Trustees Absent:**

Lee Judge Lee Edmon  
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 12:35 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 Pluim and seconded by Trustee Bryant-Deason, the Consent Calendar was unanimously approved, 4-0.

**The Items approved on consent were:**

- 2.1 Minutes of the February 26, 2008 Regular Board Meeting
- 2.2 Draft Financials – July, 2007 – February, 2008
- 2.3 List of Checks and Warrants

**3.0 DIRECTOR'S REPORT**

This item is carried over to the next meeting.

**4.0 DIRECTOR'S DISCUSSION**

In accordance with the Audit Contract, Vasquez & Company, LLP presented the draft audit report for year ended June 30, 2007. Highlights of the report include major changes on the Net Asset Statement and on the Financial Statement of Revenues, Expenses, and Changes in Net Assets for FY 2006-2007. Vasquez & Company, LLP noted that Formal Written Policies and Inventory Lists of Property & Equipment are in an ongoing process of development. The Board of Trustees identified December, 2008 as a projected date for completion of these policies and inventories. The Board was also made aware of recent changes issued by the AICPA's Auditing Standards Board that will be in effect as of 12/31/08. The Board was advised to update and implement our current Corporate Governance - Best Practices. The Board set an implementation date of December, 2009. The Board concluded that as we move forward with these processes that we be in touch with Vasquez & Company, LLP for any questions that may come up.

**5.0 CLOSED SESSION**

At 1:05 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 Section 54956.9, subdivision (b), Government Code.
- 5.2 Closed Session. Conference with agency designated representative: Marcia J Koslov, pursuant to Government Code Section 54957.6 Employee organization: Los Angeles County Employee Association, SEIU Local 660.
- 5.3 Reconvene Open Session.  
The Board of Trustees reconvened the Open Session at 1:40 p.m. having concluded an executive session. The Board gave instruction to Legal Counsel and the Executive Director as to how to proceed on the MOU. Subsequently after reconvening open session the quorum of Board of Trustees was lost, therefore any business that was not addresses will be done so at the next meeting.

**6.0 PRESIDENT'S REPORT**

This item is carried over to the next meeting.

**7.0 PUBLIC COMMENT**

There was no public comment

**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 1:41 p.m. by President Steinhauser. The next regular meeting of the Board of Law Library Trustees will be held on April 22, 2008.

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