

**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.**

June 24, 2008

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, June 24, 2008, at 12:00 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:

Susan Steinhauser, Esquire
Judge Susan Bryant-Deason
Judge Lee Edmon
Judge Abraham Khan
Judge Jan Plum
Kenneth Klein, Esquire

Trustees Absent:

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 Edmon and seconded by Trustee Klein, the Consent Calendar was unanimously approved, 6-0.

The Items approved on consent were:

- 2.1 Minutes of the May 27, 2008 Regular Board Meeting
- 2.2 Minutes of the June 2, 2008 Special Board Meeting
- 2.3 Draft Financials – July, 2007-May, 2008
- 2.4 List of Checks and Warrants

3.0 ACTION ITEMS

- 3.1 Approval of the Memorandum of Understanding between the Los Angeles County Law Library Board of Trustees and Local 721, Los Angeles County Employees Association, SEIU. The Executive Director presented the final Memorandum of Understanding between the Los Angeles County Law Library Board of Trustees and Local 721, Los Angeles County Employees Association, SEIU. The Board of Trustees discussed the MOU articles during Board Meeting held on May 27, 2008 and June 2, 2008. Following Board discussion, upon motion made by Trustee Klein and seconded by Trustee Plum, the Memorandum of Understanding was approved with five (5) members voting in favor, Trustees Steinhauser, Edmon, Khan, Klein, and Plum and one (1) member, Trustee Bryant-Deason abstaining.

- 3.2 Approval of the FY 2008-2009 LA Law Library Budget.
The Executive Director presented the FY 2008-2009 LA Law Library budget proposal. The proposal included projected income at \$10,931,527 and expenditures at \$10,461,300, resulting in a surplus of \$470,227. The revenue projection discussion covered filing fee impacts, interest earned and parking fee revenues. Additional discussion centered on the library services revenue projections that included fees from the establishment of a membership program, an expanded copy center and document delivery program, and Friends donations.

The discussion on expenditures included changes in personnel and benefits, in particular, hiring sufficient staff to accommodate upcoming projects and workload. Costs for “library materials” are anticipated to increase due to inflation in both print and online publications as well as the weakened dollar in overseas markets. Building occupancy costs are anticipated to remain relatively stable in FY09.

Projected supplies and services expenses include the continuation of the retrospective conversion and the reclassification projects, and installation of KOHA, an open source integrated library system. The FY 2007-2008 budget included the cost to transfer our records from our current ILS, Endeavor, to Innovated Interfaces, Inc. Following six months of preliminary implementation work, we concluded that the system did not meet our requirements for ownership and manipulation of the data, including the development of reports and integration with software for accounting and a user database. The Innovative agreement, initiated on June 29, 2007, ended on December 26, 2007 with partial payment of the agreed upon cost.

Anticipated professional service expenses include review and analysis of both interior and exterior structural integrity, continuation of the proposal for the exterior and topographical upgrade and assistance with space and shelving reorganization following the reclassification project. Anticipated capital expenditures include a new key-card security system, energy efficient lighting in the reading room and technology replacement and upgrades for public spaces and users.

Trustee Plum expressed concerned about increases in costs for both library materials and personnel. Following discussion, upon motion made by Trustee Edmon and seconded by Trustee Khan, the Board approved the FY 2008-2009 Budget and directed the Executive Director to review and analyze library materials costs and personnel costs and report to the Board in three to six months with a plan that responds to the concerns raised by the Board. The FY 2008-2009 Budget was approved, with five (5) members voting in favor, Trustees Steinhauser, Bryant-Deason, Edmon, Khan, and Klein and one (1) member, Trustee Plum, opposed.

4.0 PRESIDENT'S REPORT

There was no report given.

5.0 PUBLIC COMMENT

There was no public comment.

6.0 AGENDA BUILDING

No agenda building items were identified.

7.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:34 p.m. by President Steinhauser. The next regular meeting of the Board of Law Library Trustees will be held on July 22, 2008.

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