

**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.**

September 23, 2008

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, September 23, 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 Jan Plum
Judge John Wiley

Trustees Absent: Judge Lee Edmon
Judge Abraham Khan
Kenneth Klein, Esquire

Staff Present: Marcia J. Koslov, Executive Director

President Steinhauser determined a quorum to be present, convened the meeting at 12:18 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. Trustee Plum asked that item 2.1 be held until the next regular meeting. Upon motion made by Trustee Wiley and seconded by Trustee Plum, the Consent Calendar items 2.2 and 2.3 were unanimously approved 4-0.

The Items approved on consent were:

- 2.2 Draft FY 09 Financials, July-August, 2008
- 2.3 List of Checks and Warrants (August, 2008)

3.0 ACTION ITEMS

3.1 Approval of 2008-2009 Organizational Program/Projects Guide. The Executive Director presented the organizational program and projects guide for the 2008-2009 fiscal year. The Guide incorporated comments and recommendations from Board members during the Executive Director's evaluation discussion and identifies the discussion topics to be brought to the Board of Trustees during the year. Upon motion made by Trustee Wiley and seconded by Trustee Plum the 2008-2009 Organizational Program/Projects Guide was unanimously approved 4-0.

Per the President's prerogative, Agenda Item 5.0 Director's Report and Agenda Item 6.0 Director's Discussion were taken out of order and discussed at this time.

4.0 CLOSED SESSION

At 12:57 p.m. President Steinhauser announced that the Board would go into closed session for:

- 4.1 Closed Session. Conference with legal counsel – anticipated litigation. Significant exposure to litigation pursuant to §subdivision (b), Government Code.
- 4.2 Reconvene Open Session. The Board of Trustees reconvened the Open Session at 1:53 p.m. having concluded an executive session. The Board discussed and gave direction to Legal Counsel and the Executive Director in regards to item 4.1.

5.0 DIRECTOR'S REPORT

The Executive Director highlighted the following items from her report:

- Compton Branch Update.
In response to questions raised at the August Board meeting, the Executive Director reported that: (1) Underground parking at the Compton Public Library is available, free and has direct internal access to the library lobby. (2) There is on-site security at the Library during all open hours. (3) The CPL hours of operation are Tuesday – Thursday, 10 am – 8 pm, Friday, 10 am – 6 pm; and Saturday, 10 am – 5 pm. As a point of reference, the LA Law Library, Compton Branch was open 10 am – 2 pm, Monday through Friday. (4) The LA County Public Library would be able to accommodate the Branch Assistant, Helen Willis, employment at the Compton Public Library as a Library Aide, a position that performs many of the tasks handled by a Branch Assistant. In addition, the Executive Director corresponded with Julius Craig Wesson, Directing Attorney, Community Legal Services, about employment opportunities for Helen.

Following the issuance of a formal notice of layoff letter to SEIU 721, General Services Director, a “meet and confer” meeting was held to discuss Helen’s options for employment. At this time, Helen’s last day of service with the LA Law Library is October 9, 2008.

The LA Law Library is working with the LA County Public Library staff to ensure a smooth transition from the Courthouse to the Public Library. The Branch will close on October 10, 2008. The law library within the CPL (collection and online services) is scheduled to re-open on October 22, 2008. The public library staff will receive initial training in early October with additional legal bibliography sessions set for later in the month. The Board of Trustees will be notified of the Grand Opening date of the Compton Public Library.

- **Branch Library Leases**

There is a 3-year lease agreements between Los Angeles County and the LA Law Library for each branch location within a courthouse. Those lease agreements expire on December 31, 2008. At expiration, tenancy is month to month, subject to the same terms and conditions. Section 2.04 states, “Either party shall have the option of terminating this lease upon giving the other party notice in writing at least sixty (60) days in advance of such termination.”

It is anticipated that the LA Superior Court courthouses will transfer from the County to the State by the end of 2008. On September 4, 2008, the Executive Director received notice that the County will assign the current lease to the Judicial Council, Administrative Office of the Court, with the same terms and conditions. The Law Library is waiting for a formal letter from the County that confirms the assignment of the lease agreements.

6.0 DIRECTOR’S DISCUSSION

In response to the Board of Trustee’s request for a thorough review of the Mildred L Lillie building and property, the Law Library hired Commercial Real Estate Inspectors, LLC (CREI). Mr. Bob Pace conducted a Risk Assessment Review of both the interior and exterior of the building. The report focused on the soundness and useful life of the building. The report evaluated five (5) integral parts of the building: Plumbing, Electrical, HVAC, Roofing, and Structural Integrity.

Mr. Pace reported that the Mildred L Lillie building was built to the highest standard available and best quality workmanship for its time. If properly maintained, the typical life of such a building is at least 100 years. The building is solid concrete with concrete structural reinforcements making it structurally sound. Seismically, the building is as good as it gets for a building constructed in the early 1950’s. Some of the plumbing system has been replaced with newer copper piping. The heating, venting, and air conditioning is well maintained, but the systems are old and it may be difficult to find parts in future. The electrical system provides sufficient power that will continue indefinitely if the system is well maintained.

The Executive Director reported that several issues identified by CREI required immediate attention and action was taken. (1) CREI indicated that a new external cleanout for the waste line system should be installed as soon as possible. The current cleanout was inside the building and initial inspection identified significant blockage of the waste line. Upon recommendation of CREI, the Law Library hired Van Pelt Plumbing Co. to install a new waste line cleanout between the building and Broadway St.

The CREI inspection indicated an immediate need for code compliant fire and life safety emergency exit lighting and signage. Following a bid process, the Library hired Emergency Exit and Sign Co. (EES) to handle the compliance issues. EES is developing a complete library floor plan detailing the type and placement of all emergency exit signage and lighting. Once complete, the Law Library will have an opportunity to select the code-compliant products that best suit the library's needs. This project is scheduled for completion by October, 2008.

Mr. Pace also strongly recommended that we maintain a schedule maintenance calendar, keep maintenance logs, and consider hiring a second maintenance person to work with our building engineer.

The Board of Trustees will revisit the individual proposed issues and recommendations in future meetings.

7.0 PRESIDENT'S REPORT

There was no report given.

8.0 PUBLIC COMMENT

There was no public comment.

9.0 AGENDA BUILDING

No agenda building items were identified.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:55 p.m. by President Steinhauser. The next regular meeting of the Board of Law Library Trustees will be held on October 28, 2008.

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