

**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 28, 2008

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, October 28, 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 Pluim
Judge John Wiley
Judge Abraham Khan
Judge Lee Edmon

Trustees Absent:

Kenneth Klein, Esquire

Staff Present:

Marcia J. Koslov, Executive Director

President Steinhauser determined a quorum to be present, convened the meeting at 12:15 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 Pluim asked that item 2.1 be held until the next regular meeting. Upon motion made by Trustee Pluim and seconded by Trustee Wiley, the Consent Calendar items 2.2, 2.3 and 2.4 were unanimously approved 5-0.

The Items approved on consent were:

- 2.2 Minutes of the September 23, 2008 Regular Board Meeting
- 2.3 Draft FY 09 Financials, July-September, 2008
- 2.4 List of Checks and Warrants (September, 2008)

3.0 ACTION ITEMS

3.1 Approval of Insurance Coverage, 2008-2009. Jim Armitage and Jim Simmonds, Arroyo Insurance Services, presented Arroyo's proposal for insurance coverage for November, 2008 to November, 2009. Following full review and discussion, upon motion made by Trustee Plum and seconded by Trustee Wiley, the Board voted unanimously to accept the proposal as presented with the caveat that Arroyo provide an alternative proposal and revised quote for a maximum earthquake coverage exposure of \$15,000,000 within 60 days, 5-0.

4.0 DIRECTOR'S REPORT

The Executive Director highlighted the following items from her report:

- Financial Update.
Following an initial meeting, Thompson, Cobb, Bazilio & Associates, PC began the field audit work on October 7, 2008. The process concluded on October 23, 2008. Preliminary reports indicate that the accounting books and records are in order and the field work "went as smoothly as possible." The FY 2007-2008 audit will be presented to the Board of Trustees at a future meeting.

The economic downturn has impacted the California Public Employees' Retirement System. It was recently reported that losses equal to about 20% since July 1, 2008, could result in increased contributions from state and local employers. Currently the Employee pays 7% into CalPERS and the LA Law Library pays 9%.

President Steinhauser inquired about the status of the LA Law Library's funds at the County Treasury, as well as the Local Agency Investment Fund (LAIF). The Executive Director reported that we recently moved \$3 million from the County to LAIF, reducing the County fund to \$2 million and increasing the funds at LAIF to \$7 million. The County funds fluctuate each month depending upon receipts and expenditures. Interest accrued in both LAIF and the County funds are retained in the fund.

- Facility Update
As discussed during the September Board meeting on facility infrastructure, the Library has hired Emergency Exit and Sign Co (EES) to handle the installation of code compliant emergency lighting and signage. All preliminary work is done and installation began on Monday, October 27, 2008. In addition to upgrading the emergency signs and lights, the process will also include the addition of battery

backups on all 24-hour lighting. Sensors will also be installed in all closed stack main aisles so that movement will turn the lights on automatically.

EES was also able to quote the lowest rate for the replacement of the old ballasts and light fixtures in the main reading room and throughout the stack area. This work will be done in conjunction with the emergency lighting and signage work. It is anticipated that all projects will be completed by the end of November.

- **Compton Branch Update**

The Compton Branch closed on October 10, 2008. All materials scheduled for relocation to either the Compton Library or the main library were boxed and removed from the Courthouse between October 14 and October 17. As of October 23, 2008, the law collection has been processed and reshelved at the Compton Library. The Technology Services Division is working to create the first “partnership portal” for Compton users to remotely access law library databases. Those databases are not currently available outside the main library. The Grand Opening for the Compton Library is scheduled for November 18, 2008. We are working with Holly Barnhill, Marketing Consultant and the Los Angeles County Public Library public information office to coordinate LA Law Library activities and announcements for the event.

Trustee Khan brought up statistic tracking in regards to the Branch / Partnership Locations. The Board requested the Executive Director to come back in the next 60-90 days with method that we plan to use to track statistics.

(Judge Edmon entered the meeting at 12:52 p.m.)

5.0 DIRECTOR’S DISCUSSION

Trustee Plum inquired about the progress of the Landscape plan. The Executive Director reported that Troller Mayer is proceeding with formal plans and documents, and they will present a full proposal early next year.

At its annual meeting, September 26, 2006, in Monterey, the CCCLL Legislative Committee proposed a series of technical amendments to the County Law Library code sections, California Business and Professions Code §6300 et seq. The organization voted to present these potential amendments as an omnibus bill at the start of the new legislative session in January. CCCLL requested that prior to November 15, 2008, each Board of Trustees review the proposal and approve/disapprove the recommended amendments for the CCCLL omnibus bill amendments. Following discussion, upon motion made by Trustee Wiley and seconded by Trustee Plum, the Board approved the suggested CCCLL amendments to the Business & Professions Code, pending review and recommendation by County Counsel, 5-0.

6.0 PRESIDENT'S REPORT

President Steinhauser thanked Jaye Nelson for attending the CCCLL Annual Meeting in Monterey. President Steinhauser also reported that the Friends of the LA Law Library will be holding their Annual Gala on Tuesday, April 7, 2009 honoring Chief Justice Ronald M. George with the Beacon of Justice Award.

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 1:23 p.m. by President Steinhauser. The next regular meeting of the Board of Law Library Trustees will be held on November 18, 2008.

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