

**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.**

January 29, 2009

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Thursday, January 29, 2009, 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
Kenneth Klein, Esquire
Judge Susan Bryant-Deason
Judge Abraham Khan
Judge Jan Plum

Trustees Absent:

Judge Lee Edmon
Judge John Wiley

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.

One request to speak from the public was 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 Khan and seconded by Trustee Klein, the Consent Calendar was unanimously approved, 5-0.

The Items approved on consent were:

- 2.1 Minutes of the December 16, 2008 Regular Board Meeting
- 2.2 List of Checks and Warrants (December, 2008)
- 2.3 Draft FY 09 Financials July – December, 2008

3.0 ACTION ITEM

- 3.1 Approval of 2007-2008 Fiscal Year Financial Audit. Thompson, Cobb, Bazilio & Associates, PC presented the final audit reports for fiscal year 2007-2008 at the December 16, 2008 Board of Trustees meeting. Following discussion, upon motion made by Trustee Plum and seconded by Trustee Khan, the Board unanimously accepted the Fiscal Year 2007-2008 Audit Report, 5-0.
- 3.2 Approval of Mark H Epstein as a new member of the Friends of the Los Angeles County Law Library Board of Directors. Following discussion, upon motion made by Trustee Khan and seconded by Trustee Bryant-Deason, the Board unanimously approved the addition of Mark H Epstein as a new member of the Friends of the Los Angeles County Law Library Board of Directors, 5-0.

Per the President's prerogative, Agenda Item 6.0 Closed Session was taken out of order and discussed at this time.

Per the President's prerogative, Agenda Item 7.0 Public Comment was taken out of order and discussed at this time.

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

4.0 DIRECTOR'S REPORT

This item is carried over to the next meeting.

5.0 DIRECTOR'S DISCUSSION

During the discussion of the 2008-2009 Budget, the Board requested that the Executive Director review and analyze the financial impact of library materials and personnel costs in the future. As a result of the review, the Executive Director added a third area, future facility cost considerations. The Board was asked to consider the three areas collectively but to discuss each area on an individual basis over the course of the coming 12 to 18 months. The Executive Director recommended that the Board take the issues up in the following order: (1) facility, (2) collection and (3) staff.

Facility Cost Considerations. Discussions will focus on (1) ensuring that the building is safe and structurally sound; (2) both interior and exterior deferred maintenance issues as well as updating security and furnishings to accommodate newer technology and a variety of user needs; (3) correcting issues identified in the Risk Assessment Report issued in August 2008. The exterior issues include site drainage and waterproofing for the roof, below grade construction and the detached parking facility. Interior considerations include (1) review of major systems such as HVAC, plumbing, mechanical and electrical; (2) updating service points including the reference and circulation areas, document delivery and copy center; (3) establishing appropriate service areas for self-represented litigants, general use and the legal community.

Collection Cost Considerations. Discussions will focus on (1) the print collection versus availability of information online; (2) review and updating of the collection development policy; (3) providing services in the format and at the level necessary to satisfy the wide variety of user needs; and (4) how best to provide services in courthouse branch locations or through the development of partnerships with public libraries, bar associations, or other venues.

Staffing Cost Considerations. Discussions will focus on (1) staffing levels necessary to meet demands of a wide variety of users, development of new programs, and use of the library in multiple locations and through remote access; (2) continued development of technology, outreach and marketing; (3) and thorough review of the generous benefit program offered to employees and retirees. The Board of Trustees suggested that the Executive Director compare the LA Law Library benefits plan with those of like institutions.

6.0 CLOSED SESSION

At 12:30 p.m. President Steinhauser announced that the Board would go into closed session for:

- 6.1 Conference with legal counsel – anticipated litigation. Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9 Government Code – 1 case
- 6.2 Reconvene Open Session. The Board of Trustees reconvened the Open Session at 12:55 p.m. having concluded an executive session. The Board gave direction to Legal Counsel and the Executive Director in regards to items 6.1.

7.0 PUBLIC COMMENT

A member of the public addressed some security issues he observed within the Library.

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 1:40 p.m. by President Steinhauser. The next regular meeting of the Board of Law Library Trustees will be held on February 24, 2009.

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