

**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.**

August 12, 2009

The Special Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, August 12, 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
Judge Susan Bryant-Deason
Judge Abraham Khan
Judge John Wiley
Judge Jan Pluim
Judge Lee Edmon
Kenneth Klein, Esquire

Trustees Absent:

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. President Steinhauser expressed on behalf of the board their condolences on the passing of Susan Martin and praised her work with the Library.

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. At this time the Executive Director distributed an update of the 2008-2009 FY Financial materials. Upon motion made by Trustee Pluim and seconded by Trustee Pluim, the Consent Calendar was unanimously approved, 6-0.

The Items approved on consent were:

- 2.1 Minutes of the June 23, 2009 Regular Board Meeting
- 2.2 List of Checks and Warrants (June, 2009)
- 2.3 Draft FY 09 Financials: July, 2008 - June, 2009

Trustee Edmon entered the meeting at 12:25pm

3.0 ACTION ITEM

3.1 Approval of Unaudited Annual Financial Statement. The Executive Director presented the Unaudited Annual Financial Statement to the Board of Trustees. Upon approval, the Statement is forwarded to the Board of Supervisors, as required by California Business and Professions Code, Section 6350. Following discussion, upon motion made by Trustee Wiley and seconded by Trustee Khan, the Unaudited Annual Financial Statement was unanimously approved, 6-0.

3.2 Approval of CEQA findings

a. Interior Remodel Project. The Executive Director's Board Memorandum stated that County Counsel had advised that the Interior Remodel Project was "categorically exempt" from the California Environmental Quality Act under California Code of Regulations Title 14, Division 6, Chapter 3, Article 19, §15301 (Existing Facilities). Following discussion and review, upon motion by Trustee Khan and seconded by Trustee Wiley, the Board of Trustees adopted County Counsel's CEQA finding recommendation. The motion passed, 7-0.

b. Exterior Project. The Executive Director's Board Memorandum stated that County Counsel had advised that the Exterior Project was "categorically exempt" from the California Environmental Quality Act under California Code of Regulations Title 14, Division 6, Chapter 3, Article 19, §15301 (Existing Facilities) and §15302 (Replacement or Reconstruction). Following discussion and review, upon motion by Trustee Khan and seconded by Trustee Wiley, the Board of Trustees adopted County Counsel's CEQA finding recommendation. The motion passed, 7-0.

4.0 EXECUTIVE DIRECTOR'S REPORT

The Executive Director highlighted the following items:

- The LA Law Library has engaged Thompson, Cobb, Bazilio & Associates, PC (TCBA) to perform the financial audit for Fiscal Year 2009. TCBA's proposed cost to conduct the audit remains substantially the same as the previous year. TCBA will start the audit on September 8, 2009 and will be completed by November.

- New License Agreements will replace the expired Lease Agreements for space occupied by the LA Law Library in the six Courthouses in Long Beach, Norwalk, Pomona, Santa Monica, Torrance and Van Nuys. Through discussions with Benjamin Gemperle, Alston & Bird, the designated AOC outside attorney, several issues were clarified including the cost for maintenance, custodial and utilities, which will be covered by the state. The single remaining issue is the inclusion of a parking space at each location for the branch assistants. President Steinhauser suggested that the Executive Director share the finalized leases with the board before approval.

5.0 CLOSED SESSION

At 12:38 p.m. President Steinhauser announced that the Board would go into closed session for:

- 5.1 Closed Session. Public Employment. Title: Law Library Executive Director. Government Code § 54957.
- 5.2 Reconvene Open Session. The Board of Trustees reconvened the Open Session at 1:15 p.m. having concluded an executive session during which they discussed the Executive Director's performance evaluation for the past year.

Trustees Wiley, Bryant-Deason and Plum left the meeting at 1:15 pm.

Following full discussion, upon motion by Trustee Klein and seconded by Trustee Plum, the Board of Trustees unanimously acknowledged a successful year by the Executive Director but concluded that due to the current economic climate, the annual compensation package would remain at \$156,750. The motion passed, 4-0.

6.0 PUBLIC COMMENT

There was no public comment.

7.0 AGENDA BUILDING

No agenda building items were identified.

8.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:17 p.m. by President Steinhauser. The next Regular meeting of the Board of Law Library Trustees will be held on August 25, 2009.

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