

**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 22, 2009

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, September 22, 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 Abraham Khan
Judge Jan Pluim
Judge Ann Jones
Judge John Wiley

Trustees Absent:

Judge Susan Bryant-Deason
Kenneth Klein, Esquire

Staff Present:

Marcia J. Koslov, Executive Director

President Steinhauser determined a quorum to be present, convened the meeting at 12:19 p.m. and thereafter presided. Executive Director Marcia Koslov recorded the Minutes.

President Steinhauser made the following announcements to the Board of Trustees: (1) Judge Lee Edmon tendered her resignation from the LA Law Library Board of Trustees due to her expanded responsibilities as Assistant Presiding Judge, Superior Court of California, County of Los Angeles. Presiding Judge Charles W McCoy has appointed Judge Ann I. Jones to fill the vacancy left by Judge Edmon. President Steinhauser acknowledged Judge Edmon's service and distinguished contributions and welcome Judge Jones to the Board. (2) President Steinhauser acknowledged the retirement of Melody Lembke, Director, Collection Management Services on September 18, 2009, acknowledged her long time service and distinguished contributions to the Library and wished her well in her new position at the University of California at Irvine's Law School Library. (3) President Steinhauser announced that Catherine A Erlanger has accepted the

position of Senior Director, Library Operations with the LA Law Library, introduced her to the Board and welcomed her to 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. Upon motion made by Trustee Wiley and seconded by Trustee Khan, the Consent Calendar was unanimously approved, 5-0.

The Items approved on consent were:

- 2.1 Minutes of the August 25, 2009 Regular Board Meeting
- 2.2 List of Checks and Warrants (August, 2009)
- 2.3 Draft FY 10 Financials, July 2009

3.0 ACTION ITEMS

- 3.1 Approval of the Branch Licenses from the Judicial Council, Administrative Office of the Courts. The Judicial Council of California, Administrative Office of the Courts, Office of Court Construction and Management has issued revocable, non-exclusive license for the use of the premises in the courthouses in Long Beach, Norwalk, Pomona, Santa Monica, Torrance & Van Nuys. These licenses replace the expired Los Angeles County lease agreements for the same occupied space.

Through discussions with Benjamin Gemperle, Alston & Bird, AOC's designated outside attorney, the licenses now include provisions for court coverage for utilities, maintenance and custodial work. Brandon Nichols, County Counsel, reviewed the proposed license agreements and made several suggestions concerning the Indemnification and the Property and Damages clauses.

The Board requested that the Executive Director hold further discussions with Benjamin Gemperle regarding the following license issues: Indemnification, Licensee's Personal Property, and Future Requirements. In addition, the Board requested additional discussion on a "right of first refusal" option that would enable the Law Library to remain in the licensed space upon payment of a rental fee, and (2) an option to obtain an exclusive license for the space. The Executive Director will share the responses to these issues with the Board and return for Board authorization of the licenses at the next meeting.

4.0 EXECUTIVE DIRECTOR'S REPORT

The Executive Director reported the following:

- The LA Law Library has selected Corporate Contractors as the lowest responsive and responsible bidder for the Interior Construction Project in the main reading room. As the initial bid process generated only two bids, a second invitation to review the construction specifications and provide a bid was issued. Seven bids were received ranging from \$123,761 - \$161,211. At their preview meeting on

Thursday, September 17, 2009, Corporate Contractors and the LA Law Library agreed upon the scope of work, work process, and a timeline. The project begins on Monday, September 21, 2009. Expected completion is mid November.

- Thompson, Cobb, Bazilio and Associates, PC began the FY09 Audit on September 8, 2009. On-site work concluded on September 18, 2009. The audit report is expected to be complete by mid-October.
- On September 9, 2009, SB 113 (Omnibus Bill) was enrolled and sent to Governor Schwarzenegger for his signature. As one of the bill's sponsors, CCCLL sent a letter requesting that the Governor sign the bill. SB 113 amends various sections of the Business and Professions Code, §6300 et seq related to County Law Libraries. In particular, SB113:
 - Amends §6321 to reflect the current filing fee distribution amounts,
 - Amends §6326 to increase the revolving account amount to \$50,000 with the ability to draft checks out of that account for amounts not to exceed \$10,000,
 - Amends §6348.4 to state that “real property acquired by a board may be sold with the proceeds to be deposited in the law library fund.”
 - Amends §6348.5 to codify the ability of a county law library to invest their funds “in the Local Agency Investment Fund or bonds of the government of the United States or of this state.”
- Jaye Nelson, Senior Director, Business Operations, attended the CCCLL Annual Meeting in San Diego. Jaye provided information on the LA Law Library Members' Program in response to a presentation by Mark Estes (Alameda County Law Library), Chair of CCCLL's Strategic Planning Committee, on redefining CCCLL and exploring a change in the business model to supplement public funding through programs such as a membership program,

5.0 EXECUTIVE DIRECTOR'S DISCUSSION

- 5.1 Bylaws of the Friends of the Los Angeles County Law Library.
As requested at the August 25, 2009 Board of Trustees meeting, the Executive Director distributed the Bylaws of the Friends of the Los Angeles County Law Library to the Board.

The issue raised at the August 25th meeting was the relationship between the Board of Trustees and the Board of Directors of the Friends. In particular, the Board of Trustees wanted clarification on its role in appointing members of the Board of the Friends.

Following discussion and review of the Bylaws of the Friends of the Los Angeles County Law Library, the Board directed the Executive Director to convey to the Friends Board that the LA Law Library Board of Trustees would like to be given sufficient notice of vacancies on the Friends Board and provided with a greater number of nominees than there are available spots.

5.2 Guidelines for Approval of Contracts.

As requested at the August 25, 2009 Board of Trustees meeting, the Executive Director presented a list of the major annual financial obligations for both the collection and operating expenditures.

Following discussion, upon motion made by Trustee Pluim and seconded by Trustee Jones, the Executive Director will submit any contract of \$100,000 + accompanied by an executive summary to the Board of Trustees for their review and consideration. The motion passed, 5-0.

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 1:25 p.m. by President Steinhauser. The next Regular meeting of the Board of Law Library Trustees will be held on October 27, 2009.

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