

**MINUTES OF THE SPECIAL 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, 2009**

The Special Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, October 28, 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 Ann Jones  
Judge Abraham Khan  
Kenneth Klein, Esquire  
Judge Jan Plum  
Judge John Wiley

**Trustees Absent:**

**Staff Present:**

Marcia J. Koslov, Executive Director

President Steinhauser determined a quorum to be present, convened the meeting at 12:22 p.m. and thereafter presided. Executive Director Marcia Koslov recorded the Minutes.

**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 Plum, the Consent Calendar was unanimously approved, 6-0.

**The Items approved on consent were:**

- 2.1 Minutes of the September 22, 2009 Regular Board Meeting
- 2.2 List of Checks and Warrants: September, 2009
- 2.3 Draft FY 10 Financials, July – September, 2009

*Trustee Wiley entered the meeting.*

**3.0 ACTION ITEMS**

- 3.1 Approval of Insurance Coverage, 2009 – 2010. Jim Armitage and Jim Simonds, Arroyo Insurance Services, presented the November, 2009 to November, 2010 proposal for insurance coverage. The coverage included insurance quotes for Property, General Liability, Employee Benefits Liability, Automobile, Umbrella, Inland Marine (Rare Books and Technology Equipment), Crime and Earthquake.

The general insurances are \$81,904; down from \$84,608. The earthquake insurance increased from \$168,790 to \$172,200. Fees and taxes have increased from \$8393 to \$8663. Total premiums have increased \$1000, from \$261,791 to \$262,767.

Following full review and discussion, upon motion made by Trustee Bryant - Deason and seconded by Trustee Jones, the Board voted unanimously to accept the proposal as presented, 7-0.

*Per the President's prerogative, Agenda Item 3.3 Action Item was taken out of order and discussed at this time.*

- 3.2 Appointment of Trustee Designated Member of the Friends of Los Angeles County Law Library Board of Directors. Charles Michael has resigned as a Member of the Board of Directors of the Friends of the Los Angeles County Law Library. This position is a Board of Trustees designated appointment.

President Steinhauser recommended the appointment of Frank J. Cooley, Assistant General Counsel, Southern California Edison Company, to fill the vacancy. Following discussion, upon motion made by Trustee Khan and seconded by Trustee Plum, the board unanimously approved the addition of Frank J. Cooley as a new member of the Friends of the Los Angeles County Law Library Board of Directors, 7-0.

- 3.3 Approval of the Licenses for Courthouse Space for the Branch Locations. The Judicial Council of California, Administrative Office of the Courts (AOC), Office of Court Construction and Management issued "Revocable, Non-Exclusive Licenses for the Use of Real Property in the six Courthouse locations in which the Law Library maintains Law Library Branch collections. Over the course of several meetings, the Board of Trustees reviewed the Licenses and directed the

Executive Director to correspond with Benjamin Gemperle, the AOC's designated outside attorney concerning a number of issues. The Executive Director reported on the responses to the issues that were raised, and following full discussion and review, upon motion by Trustee Plum and seconded by Trustee Jones, The Board of Trustees of the Los Angeles County Law Library approved the license agreements as attached for Branch locations in Long Beach, Norwalk, Pomona, Santa Monica, Torrance & Van Nuys as attached. This motion passes, 7-0.

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

#### **4.0 EXECUTIVE DIRECTOR'S REPORT**

The Executive Director reported the following:

- Corporate Contractors have finished Phase A of the Interior Construction Project in the main reading room and Phases B & C have begun. Expected completion date, including the new Reference and Circulation spaces and the build-out of two offices is mid-to-late November.

*Trustee Bryant – Deason left the meeting at 1:20 p.m.*

- At the fourth quarter All-Staff meeting, held on October 21, 2009, LA Law Library staff were recognized for both 10 and 20 years of service. 16 staff members received 10-year recognition pins and 11 staff members received a desk plaque commemorating their 20 years of service.
- The Executive Director attended the Membership / Subscription Law Libraries Roundtable, hosted by the New York City Bar Library, New York, October 15-17, 2009. Among the highlights were a discussion led by Steve Lastres, Director of Library and Knowledge Management, Debevoise & Plimpton on law firm expectations of their Membership library subscription and a discussion on the use of Social Media in Marketing presented by Adele Lemlek, Director of Marketing and Membership, NY City Bar. Also discussed was the possibility of creating formal partnerships between east coast and west coast Membership / Subscription Libraries.
- On Wednesday, October 21, 2009, the LA Law Library hosted the Fall Annual Meeting of the Southern California Association of Law Libraries. Law Library staff provided the more than 40 attendees with "behind-the-scenes" tour of the Library and the first viewing of the Members Study. Dinner was followed by a presentation from Mark Smith, attorney at Winston and Strawn, on E-Discovery and Managing Electronic Information.
- California Library Association will be holding their 111<sup>th</sup> Annual Conference and Exhibition October 30<sup>th</sup> – November 2<sup>nd</sup>.

**5.0 EXECUTIVE DIRECTOR'S DISCUSSION**

Approval of the LA Law Library 2009 Fiscal Year Financial Audit. Michael DeCastro, Thompson, Cobb, Bazilio & Associates, PC presented the final audit report for fiscal year 2008-2009. The Board requested the Executive Director address the appraisal of the Rare Book Collection within the next 90 days. Following discussion, upon motion made by Trustee Pluim and seconded by Trustee Jones, the Fiscal Year 2009 Audit Report was accepted as stated, and, that the Executive Director present appraisal information on the rare book collection within 90 days, with six (6) members voting in favor, Trustees Steinhauser, Jones, Khan, Klein, Pluim and Wiley, and one (1) member, Trustee Bryant-Deason opposed.

**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 1:30 p.m. by President Steinhauser. The next Regular meeting of the Board of Law Library Trustees will be held on Tuesday, November 17, 2009.

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