

**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.**

January 21, 2010

The Special Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Thursday, January 21, 2010 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
Judge Jan Pluim

Trustees Absent:

Kenneth Klein, Esquire
Judge John Wiley

Staff Present:

Marcia J. Koslov, Executive Director

President Steinhauser determined a quorum to be present, convened the meeting at 12:12 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 Bryant - Deason and seconded by Trustee Pluim, the Consent Calendar was unanimously approved, 5-0.

The Items approved on consent were:

- 2.1 Minutes of the December 15, 2009 Regular Board Meeting
- 2.2 List of Checks and Warrants: December, 2009
- 2.3 Draft FY 10 Financials, July – December, 2009

3.0 ACTION ITEMS

3.1 Election of Board Officers.

Upon a motion made by Trustee Pluim and seconded by Trustee Bryant - Deason, the Board unanimously approved the election of Susan Steinhauser as President and Abraham Khan as Vice-President for the 2010 calendar year, 5-0.

4.0 CLOSED SESSION

At 12:21 p.m. President Steinhauser announced that the Board would go into closed session for:

- 4.1 Conference with legal counsel – anticipated litigation. Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9 Government Code – 1 case. Susan Niemeyer.
- 4.2 Reconvene Open Session. The Board of Trustees reconvened the Open Session at 12:40 p.m. having concluded an executive session. The Board discussed and gave direction to Legal Counsel in regards to items 4.1.

5.0 EXECUTIVE DIRECTOR'S REPORT

The Executive Director reported the following:

- Corporate Contractors have now completed the Circulation desk area, and Reference and Circulation have moved back to their respective locations. In addition, the office areas for the foreign and international staff are finished and awaiting furniture. Carpeting of the reading room and the entry hall is also complete. A new desk space for the security officers is under construction. All of the Library walls and soffits have been painted.
- The LA Law Library will host three student interns who are in their final semester at the UCLA Department of Information Studies MLIS degree program. Austin Stoub will be supervised by Ralph Stahlberg, Senior Librarian, Reference and Research Services. Nicole Kam and Charles Walmann will be supervised by Ming Lu, Senior Librarian, Cataloging. The students receive course credit and a written evaluation of their performance at the conclusion of the internship.

- Catherine Erlanger, Senior Director, Library Operations attended the “Public Libraries and Access to Justice” conference in Austin Texas, Jan 11-12 as part of a California team. Other team members were Susan Broman, Library Administrator, Adult Services, County of Los Angeles Public Library and Deirdre Benedict, Court Services Analyst, Executive Office Programs Divisions, Judicial Council of California - Administrative Office of the Courts. I served on the conference planning committee and attended as a faculty member. The focus of the conference was the development of model state programs that would increase access to justice through the public libraries. The model programs would provide public librarians with the necessary training and tools, particularly those online services that would help them respond to the justice system needs of the public.

6.0 EXECUTIVE DIRECTOR’S DISCUSSION

Main Library Building Exterior Repairs / Improvements, Bid Process

At the December Board meeting, Peterson Lambert, Allana + Buick + Bers, (ABB) identified several variations of the process used for bidding the water intrusion repairs and subsequent exterior reconstruction project. At Board direction, Jaye Nelson, Richard Ortega and Marcia J. Koslov held follow up meetings with ABB and with Bob Cartwright, County Counsel to clarify issues and respond to concerns about the process. As a result, the Executive Director presented to the Board a bid process that met the public bidding requirements for the selection of a contractor and subcontractors while providing the LA Law Library with both financial and substantive control

The steps include: a prequalification process, with an online questionnaire for prospective bidders posted on our website; review and identification of potential bidders who complete the questionnaire and pass the minimum qualifications designation; a three week bid process; sealed bids received and date-stamped; scheduled and announced public opening of bids; a comparison of all bids received for the lowest responsive and responsible bidder; and final award approved by the Board of Trustees.

Following discussion, two modifications were added to the proposed bid process. The additions were a protest procedure for both the prequalification process and the actual bid award, and, as detailed a prequalification process as possible consistent with any applicable laws. Upon motion made by Trustee Jones and seconded by Trustee Khan, the proposed procedure with the two subsequent modifications was approved 4-1, with Trustees Bryant – Deason, Jones, Khan and Steinhauser voting in favor and Trustee Plum voting opposed.

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 1:58 p.m. by President Steinhauer. The next Regular meeting of the Board of Law Library Trustees will be held on Tuesday, February 23, 2010.

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