

**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.**

February 23, 2010

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, February 23, 2010 at 12:15 p.m., at 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
Kenneth Klein, Esquire
Judge Jan Plum
Judge John Wiley

Trustees Absent:

Judge Susan Bryant-Deason
Judge Ann Jones

Staff Present:

Marcia J. Koslov, Executive Director

President Steinhauser determined a quorum to be present, convened the meeting at 12:20 p.m. and thereafter presided. Executive Director Marcia Koslov recorded the Minutes.

President Steinhauser made the following announcements to the Board of Trustees regarding protocol changes: (1) The Board Meetings will be held in the Mildred L. Lillie Building Training Center. (2) The Board Meetings will start at 12:15 p.m. to better accommodate Trustee schedules. (3) President Steinhauser requested that a formal adjournment announcement end each Board Meeting.

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 Wiley, the Consent Calendar was unanimously approved, 5-0.

The Items approved on consent were:

- 2.1 Minutes of the January 21, 2010 Special Board Meeting
- 2.2 List of Checks and Warrants: January, 2010
- 2.3 Draft FY 10 Financials, July – January, 2010

3.0 EXECUTIVE DIRECTOR'S REPORT

The Executive Director reported the following:

- Richard Ortega worked together with Allana + Buick + Bers (ABB) and Troller Mayer Associates (TMA) to create the Exterior Renovation and Repair Prequalification Packet. The packet was posted on the LA Law Library website, www.lalawlibrary.org, on Wednesday, February 17, 2010. Those contractors who complete the prequalification questionnaire and pass the defined criteria will receive an invitation to bid by Friday, February 26, 2010.
- Leigh Ann Garcia has joined the LA Law Library as Communications Coordinator, Business Operations. Leigh worked in the communications industry for more than a decade and joins the Law Library from the non-profit sector. Leigh will be responsible for the coordination of internal and external communications that promote LA Law Library programs and services.
- The Executive Director introduced Austin Straub and Charles Walmann, interns from UCLA, MLS Program. Austin interns in Reference and Research; Charles interns in CMS. Both students graduate in June, 2010.
- Jaye Nelson, James Arnall, Applications Developer, and the Executive Director met with the Los Angeles County E-Commerce Readiness Group to complete the necessary steps that will enable the LA Law Library to accept credit and debit card payments through our website.
- The Senior Lawyers Division, LACBA, is interested in creating an archive/museum of legal materials from their members and requested LA Law Library assistance with the project. The Board of Trustees expressed reservations about the project, and raised concerns about the details of donation, ownership of the materials and the ability to store, shelve, and/or digitize archived documents, articles, and photograph. The Board advised the Executive Director to express their concerns to the Senior Lawyers Division and to keep them apprised of further discussions about the project.
- The Executive Director presented the Board with 2009 Statistics for Reference and Research Services, Circulation Desk, Document Delivery, Copy Center, Collection Management and the Web.

Reference and Research Services statistics include the following: 47,454 individual requests for information: 31,585 requests were at the Reference Desk; 15,454 requests were received by phone, email and live chat or letter. The Library is open

55.5 hours per week: 47,454 requests per year equals 912 requests per week or 16 per hour; or, 1 interaction every 3.75 minutes.

More than 18000 books circulated in 2009. The circulation desk received nearly 42,000 requests for assistance including requests for reserve materials, placing materials on hold, retrieving materials from the closed stacks, and handling registration for the public computer terminals.

Document Delivery statistics include the following: 1,395 requests were received. 60% of the requests were received by phone; with email and in-person requests equally 15% each. 913 responses were delivered via the web; the remaining responses were delivered via fax.

The Copy Center handled approximately 19,000 requests for assistance. More than 630,000 copies were made in 2009. 72% of the copies were made at the Main Library with the remainder made at the Branch locations.

Collection Management statistics include the following: 15,575 books were cataloged and/or reclassified to LC; 918 new titles (1330 volumes) were purchased and added to the collection; 7,330 new print volumes added to the collection; 51,565 non-print materials were added (microfiche, microfilm, audio CD and CD-Rom); and 9,615 volumes (8 titles) were withdrawn. There are 6,714 active continuation titles.

There were approximately 77,000 visitors to our LALawLibrary.org web site in 2009. The approximately 260,000 visits to the web site generated the following statistics: 683 average daily visits; average duration of a visit is 8 minutes 13 seconds; 73% of the visits come from the US; 27% from other countries including China, Australia, United Kingdom, Canada, France, Germany, Netherlands and Western Europe (*10% did not specify a country*)

4.0 EXECUTIVE DIRECTOR'S DISCUSSION

4.1 Mid-year Budget Review

A mid-year review of the FY10 budget reveals that income and expenditure projections were within acceptable limits.

For the July to January time period, actual income from civil filing fees in the LA Superior Court and parking fees show positive revenue. Income from Interest and Library Services are negative year-to-date from initial projections. These revenues are down because of falling interest rates, and delay in initiating the Members' Program.

Personnel expenditures are at approximately 90% of budgeted expenses due to retirements and other vacancies. Library Materials expenditures are at 97% of budget. Capital Funds budgeted for both the interior renovation project and the

exterior renovation and repair project were transferred to Asset lines. When these projects are complete, the Law Library will begin to depreciate expenses for construction and building improvements.

Trustee Pluim left the meeting at 12:55 pm.

4.2 Mid-year Review of Board Schedule

At the August 25, 2009 Board Meeting, the Executive Director presented an organizational programs / projects guide that included anticipated discussion topics for the FY10 Board meetings. The Guide was adjusted to more accurately reflect Board discussions on the annual audit, insurance contracts, interior and exterior projects, the Collection Development Policy and employee benefits.

ADJUSTED 2009-2010 BOARD OF TRUSTEE MEETING SCHEDULE

July	– Performance Evaluation
August	– FY09-10 Organizational Program Guide; Security and Rules of Conduct
September	– Interior Bid Contract
October	– Annual Insurance Proposal; FY 09 Financial Audit
November	– <i>Board Meeting Cancelled</i>
December	– Exterior Building Project
January	– Exterior Building Project – Bid Process
February	– Adjusted FY10 Budget and Board Schedule;
March	– Collection Development Policy
April	– Exterior Project – Bid Approval
May	– Benefits Study, initial discussion
June	– Budget Proposal, FY 2010-2011

The Executive Director distributed the revised Collection Development Policy to the Board of Trustees in preparation for the March, 2010 Board meeting.

The Executive Director thanked Catherine Erlanger and Channa Cajero for revising the Collection Development Policy. To begin the project, Channa reviewed the collection development policies from a number of public, membership and academic law libraries.

The Collection Development Policy serves as a guide for selecting and retaining library materials that meet the needs of the LA Law Library's users. It is intended to assist library staff in making choices that are both consistent and cost-effective. It is also intended to inform library users of the nature of the collection and the basic principles upon which selections are made. Appended to the Policy are American Library Association and the American Association of Law Libraries principles to which the LA Law Library adheres.

5.0 PUBLIC COMMENT

There was no public comment.

6.0 PRESIDENT'S REPORT

The President reminded the Board that the Friends of the LA Law Library event will take place on Wednesday, April 7, 2010. The honorees are Justice Miriam A. Vogel (ret.) and Justice Charles S. Vogel (ret.).

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 1:15 p.m. by President Steinhauser. The next Regular meeting of the Board of Law Library Trustees will be held on Tuesday, March 23, 2010.

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