

**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.**

May 25, 2010

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, May 25, 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 Ann Jones
Judge Abraham Khan
Judge Jan Plum

Trustees Absent:

Judge Susan Bryant-Deason
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 12:17 p.m. and thereafter presided. Executive Director Marcia Koslov recorded the Minutes.

2.0 CONSENT CALENDAR.

President Steinhauser called for a motion to adopt the Consent Calendar and 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 Jones and seconded by Trustee Plum, the Consent Calendar was unanimously approved, 4-0.

3.0 ACTION ITEM

- 3.1 Collection Development Policy. President Steinhauser asked the Executive Director to introduce the Policy and to address any outstanding issues that the Board might have. Trustee Jones requested information about changes between the old policy and the proposed one. Executive Director Koslov identified flexibility and adaptability to changing legal resource needs as primary among the reasons for an updated policy. It does not necessarily indicate a realignment of priorities. Trustee Jones also raised a question about the oversight ability of the Board to implement the Policy. President Steinhauser responded that the management of the collection is within the purview of the librarians. President Steinhauser asked whether the new policy was consistent with best practices and Executive Director Koslov responded that it was and that the new policy would allow staff to more easily perform their collection development responsibilities with fewer restrictions. Upon motion made by Trustee Jones and seconded by Trustee Plum, the Collection Development Policy, dated April, 2010 was unanimously approved, 4-0.
- 3.2 Meeting Dates. By consent, the Board approved moving the June meeting to Tuesday, June 29 and moving the July meeting to Tuesday, July 20, 2010.
- 3.3 Building Envelope Repairs and Exterior Restoration. President Steinhauser noted that this project was first begun in the spring of 2007. Discussion among the Board members and Peterson Lambert, ABB included the following comments:
- Executive Director Koslov stated that ABB had discussions with each of the three contractors to determine issues that affected the cost of the project. County Counsel suggested that the Law Library request that the three pre-qualified general contractors re-bid the project with a more delineated scope.
 - Trustee Jones asked how the initial costs estimates failed to capture the actual costs. President Steinhauser commented on the Law Library's need for direction and guidance in this project from the engineers and architects. Through better communication we should be able to reduce costs without compromising quality.
 - ABB noted that some of the variance in the budget was due to an increase in the scope of work from the time when the cost estimates were initially developed. The Board questioned whether a specific dollar amount should be approved for the various line items. Decisions could then be made on how to curtail costs in order to stay within the approved budget. Trustee Jones requested a new proposal identifying the changes in scope.
 - President Steinhauser suggested that the Executive Director check in with the Grand Avenue Project park developers to see if our project was still in keeping with their plans.
 - President Steinhauser requested that all costs of this project be presented to the Board, including all monies spent to date for project management, specifications and development of plans.

- ABB indicated that they could bring the project in at close to the original 3.6M without compromising the intent of the work. ABB also noted that construction should begin by the end of summer, in order to avoid the rainy season. If the Law Library went for re-bid in June, bids could be received by end of July and construction would begin by the end of August.
- The Board agreed that the Law Library would not put the project out for re-bid until more information is provided to the Board.

4.0 EXECUTIVE DIRECTOR'S REPORT
TABLED

5.0 EXECUTIVE DIRECTOR'S DISCUSSION/ACTION ITEM
WITHDRAWN

6.1 PRESIDENT'S REPORT

6.3 ADJOURNMENT

President Steinhauser noted that there was no request for public comment. There being no further business to come before the Board, the meeting was adjourned at 1:16 p.m. by President Steinhauser. The next Regular meeting of the Board of Law Library Trustees will be held on Tuesday, June 22, 2010.

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