

**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.**

**June 29, 2010**

The Special Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, July 29, 2010 at 12:30 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 Susan Bryant-Deason  
Judge Ann Jones  
Judge Abe Khan  
Kenneth Klein, Esquire  
Judge John Wiley

**Trustees Absent:**

Judge Jan Plum

**Staff Present:**

Marcia J. Koslov, Executive Director

President Steinhauser determined a quorum to be present, convened the meeting at 12:30 p.m. and thereafter presided. Executive Director Marcia Koslov recorded the Minutes. There were no requests from the public for comment. President Steinhauser noted that as requests for public comment were more frequently, the Board may want to consider the public comment process and determine if any changes to that process were needed.

**2.0 CONSENT CALENDAR.**

President Steinhauser requested a motion to adopt the Consent Calendar. Upon motion made by Trustee Klein and seconded by Trustee Jones, the Consent Calendar was unanimously approved, 6-0.

### **3.0 ACTION ITEM**

**Rebid Building Envelope Repairs and Restoration Project:** President Steinhauser noted a very full agenda that included the FY 2010-2011 budget and recommended that the Board spend a maximum of 10 minutes on this item.

Executive Director Koslov requested approval of a second bid process redesigned to provide the Board with the costs of the individual project elements rather than a bottom line cost with possible deductives. The three pre-qualified bidders agreed to the line by line bid process.

Following a discussion on the scope of the project, the need for the all of the identified envelope repairs and the proposed restoration work, the Board requested additional time to continue the discussion at the next Board meeting. The Executive Director noted a number of questions and agreed to provide additional information prior to the next Board meeting.

### **4.0 EXECUTIVE DIRECTOR'S DISCUSSION**

President Steinhauser congratulated Marcia Koslov on the completion of five years as Executive Director.

**FY 2010-2011 Budget.** President Steinhauser requested that the Executive Director review the FY 2010-2011 budget proposal. Executive Director Koslov noted that the main source of funding, civil court filing fees, had a number of new external influences that could make those funds unpredictable for the long term.

Overview: FY 2010-2011 income is anticipated at approximately 11 million dollars with the majority of income from court filing fees. The income estimate is the result of review and analysis of the previous five year filings and actual receipts. Operating expenses are anticipated to increase approximately 7%.

Personnel: No new positions were requested. The budget includes a 3% COLA for all employees as well as a small amount for merit increases in accordance with performance evaluations.

Library Materials: The library materials budget includes book, online and other media. In general, the legal publishing industry is increasing prices at a 3% to 8% rate. The main library has purchased a number of duplicate California specific practice materials for circulation purposes. It is also expected that the collection and practice materials in the Branch locations will increase. The Executive Director discussed the concept of annualized invoicing from several of the largest publishing companies.

In response to President Steinhauser's question, Executive Director Koslov noted that approximately 18% of the library materials budget was allocated to online services, including the Member Program and online services in branch and partnership locations.

She anticipated that expenditures for online materials would continue to increase as publishers move to reduce or eliminate print services such as weekly loose-leaf services. A discussion on a “paperless library” followed.

Building Occupancy: Executive Director Koslov noted that the proposed building occupancy budget was not a significant change from FY09-10. The major cost increase was for Security services.

Supplies and Services: Executive Director Koslov noted that the bibliographic services line included \$350,000 for the labeling and processing of the materials into the Library of Congress call number system. This is the final step in the reclassification and retrospective conversion process.

President Steinhauser requested an explanation of the reimbursement and transportation lines. Executive Director Koslov explained the lines and noted that both were expense lines that required receipt documentation.

Capital Expenditures: Executive Director Koslov discussed the request for funds for the interior renovations to several staff areas of the Law Library, including workstation areas in Collection Management Services, Reference and Circulation. Also included was better access to the front restrooms during use of the training center and other library events; an upgrade the Library’s keycard and security systems, technology in the Branch locations, and life-cycle replacement of photocopiers.

### **Budget Approval.**

President Steinhauser requested that the 2.1 million dollar request for additional exterior repair and reconstruction monies be tabled as more discussion on the exterior project was warranted. Following discussion, Trustee Wiley made a motion, and Trustee Bryant-Deason seconded, to approve the FY 2010-2011 budget with two exceptions: (1) the additional Capital Expenditure for Exterior Repairs and Reconstruction noted in Footnote 21 and (2) the COLA increases for non-union staff and the merit increases for all staff as noted in Footnote 6. The motion passed unanimously, 6-0.

### **COLA and Merit.**

A discussion ensued on providing a COLA and merit increases for all staff. The Board was reminded that in the previous FY09-10 budget cycle, they had approved a COLA for all non-union, non-supervisory staff, but had not approved any merit increases. Trustees Wiley and Bryant-Deason noted the current economic climate and potential employee layoffs in other organizations and agencies. Trustee Klein noted that approval of a merit increase is an important concept and that other institutions had not held off providing increases for employees during times when the Law Library did not have funds to give.

Trustee Jones made a motion, and Trustee Klein seconded, to approve COLA and merit increases for all staff. The motion passed, 3 approved (Steinhasuer, Klein, Jones); 2 opposed (Bryant-Deason, Wiley); and 1 abstention (Khan).

President Steinhauser restated the Board action, commended the Board for their good and earnest discussion, and thanked the employees for their continued service.

**5.0 PUBLIC COMMENT**

There was no public comment.

**6.0 AGENDA BUILDING**

There were no items for agenda building

**7.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:37 p.m.

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