

**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.**

August 26, 2010

The Special Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Thursday, August 26, 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 Susan Bryant-Deason
Judge Abe Khan
Kenneth Klein, Esquire
Judge Jan Plum
Judge John Wiley

Trustees Absent:

Judge Ann I Jones

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. There were no requests from the public for comment.

President Steinhauser recommended that meetings begin at 12:05, if a quorum is available.

Per the President's prerogative, President Steinhauser recommended that the agenda be ordered as follows: Item 2.0; Action Item 3.1; Item 6.0; and Item 4.0. Items 3.2 and 5.0 are tabled.

2.0 CONSENT CALENDAR.

President Steinhauser requested a motion to adopt the Consent Calendar. Upon a motion made by Trustee Wiley and seconded by Trustee Khan, the Consent Calendar was unanimously approved, 5-0.

3.1 ACTION ITEM

Approval of Unaudited Annual Financial Statement and Report to the Board of Trustees. The Executive Director reported that the financial statement is presented to the Board of Trustees on an annual basis. The Executive Director noted that she had revised and significantly updated the Report section, adding introductory information and use statistics to the collection statistics. Once approved, the Statement and Report is delivered to the Board of Supervisors and County Auditor as required by California Code §6349. Upon motion by Trustee Klein and seconded by Trustee Wiley, the Unaudited Annual Financial Statement and Report was approved unanimously, 5-0.

Trustee Plum entered the meeting at 12:22.

3.2 ACTION ITEM

Approval of Organizational Program/Project Guide: July,2010- June, 2011.
Tabled.

4.0 CLOSED SESSION

At 12:55 p.m. President Steinhauser announced that the Board would go into closed session for:

4.1 Closed Session. Public Employee Performance Evaluation. Title: Executive Director. Government Code §54957.

4.2 Reconvene Open Session. The Board of Trustees reconvened the Open Session at 1:43 p.m. having concluded an executive session. Following discussion, the Board provided direction to the Executive Director and to Legal Counsel in regards to item 4.1.

Trustee Plum left the meeting at 1:15p.m.

5.0 EXECUTIVE DIRECTOR'S REPORT

Tabled.

6.0 EXECUTIVE DIRECTOR'S DISCUSSION

Tim Fyffe and Jeff Fyffe: Principals, CLEO Construction Management: Peer Review Assessment. At their July 29, 2010 Meeting, the Board of Trustees requested that the Law Library seek a peer review and job scope analysis on the bid specifications and drawings used for the Building Envelope Repair and Exterior Restoration project. CLEO Construction Management was recommended by Jensen + Partners. Tim Fyffe and Jeff Fyffe discussed preliminary work and findings based on a limited review and identified their peer review and job scope analysis process. Upon motion by Trustee Wiley, and seconded by Trustee Bryant-Deason, the LA Law Library would engage CLEO Construction Management for a peer review and job scope analysis with a budget of no more than \$20,000. Passed unanimously, 6-0.

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 1:45 p.m.

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