

**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.**

**September 28, 2010**

The Special Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, September 28, 2010 at 5:00 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 I Jones  
Judge Abe Khan  
Kenneth Klein, Esquire  
Judge Jan Pluim  
Judge John Wiley

**Trustees Absent:**

No Trustees were Absent

**Staff Present:**

Marcia J. Koslov, Executive Director

President Steinhauser determined a quorum to be present, convened the meeting at 5:15 p.m. and thereafter presided. Executive Director Marcia Koslov recorded the Minutes. There was one request from the public for comment on Agenda Item 3.1 and one request for comment on Agenda Item 4.0.

**2.0 CONSENT CALENDAR.**

President Steinhauser requested a motion to adopt the Consent Calendar. Upon a motion to adopt the Consent Calendar made by Trustee Pluim and seconded by Trustee Khan, the Consent Calendar was unanimously approved, 7-0.

### **3.1 ACTION ITEM**

#### **Approval of FY 11 Organizational Program / Projects Guide.**

The Executive Director presented her annual Organizational Programs/Project Guide for July, 2010-June, 2011. The Guide identifies six areas of concentration: Financial, Staff, Collection, Facility, Technology and Users/Outreach/External Relations. Among the programs and projects, the Executive Director mentioned specifically, a review of benefits package, particularly the need to prefund health benefits in accordance with GASB 45; institution of an online personnel system; initiation of a preservation policy study; continuing relocation of the books; a review of rare book collection; institution of an e-commerce system; installation of RFID tagging and book gates; installation of cameras; and collaborations with LA County Public Library and LA Public Library as well as with the California Library Association and the California State Library. President Steinhauser requested that the Executive Director add the maintenance of statistics, including branch and partnership statistics to the Guide. Upon motion made by Trustee Wiley and seconded by Trustee Klein, the Board unanimously approved the 2010-2011 Organizational Program / Projects Guide, 7-0.

### **PUBLIC COMMENT**

Mr. Tut Hayes brought to the Board's attention, California Penal Code §490.5(5)(h) states that "any library facility shall post a sign at its entrance and exit a conspicuous sign to read as follows, "In order to prevent the theft of books and library materials, state law authorizes the detention for a reasonable period of any person using these facilities suspected of committing "Library Theft" (Penal Code Section 490.5)."

### **4.0 EXECUTIVE DIRECTOR'S REPORT**

The Executive Director highlighted the following from the Executive Director's Report:

- Paula Hoffman, Senior Librarian, Foreign and International Law, attended the International Association of Law Libraries conference held at the Peace Palace at The Hague in the Netherlands, Sept 5-9, 2010.
- The Law Library hosted a tour of 24 visiting Chinese judges and attorneys from the Higher People's Court of Henan Province, China. The group was in LA for a training program on the US Court System and Laws through California State University, Dominguez Hills. Ralph Stahlberg and Paula Hoffman provided an introduction and the tours. Ming Lu, Head of Cataloging, assisted with translation.
- The LA Law Library training classes have become extremely popular. Several classes on basic Lexis training and a class on Finding Forms were filled within hours of posting. The Law Library anticipates continuing to develop a wider variety of class programs.

Trustee Khan recommended that there be a written policy directed at the development of marketing initiatives that would seek to publicize our services and define how, when and where we would place ads, support or sponsor other legal organizations and create standards for the distribution of funds to support these activities.

**PUBLIC COMMENT**

Mr. Tut Hayes reiterated his concern about signage in conjunction with California Penal Code §490.5.

**5.0 CLOSED SESSION**

At 5:50 p.m. President Steinhauser announced that the Board would go into closed session for:

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

5.2 Reconvene Open Session. The Board of Trustees reconvened the Open Session at 7:40 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 5.1.

**6.0 PUBLIC COMMENT**

There was no additional public comment.

**7.0 AGENDA BUILDING**

There were no items for agenda building

**8.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 7:40 p.m.

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