

**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.**

October 26, 2010

The Special Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, October 26, 2010 at 12:00 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 Ann Jones
Judge Abe Khan
Judge Jan Plum
Judge John Wiley

Trustees Absent:

Judge Susan Bryant-Deason
Kenneth Klein, Esquire

Staff Present:

Marcia J Koslov, Executive Director

President Steinhauser determined a quorum to be present, convened the meeting at 12:18 p.m. and thereafter presided. Executive Director Marcia Koslov recorded the Minutes. There was one request for public comment.

2.0 CONSENT CALENDAR

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

3.0 ACTION ITEMS

3.1 Approval of the Insurance Coverage, 2010 – 2011. Arroyo Insurance Services.
Jim Simonds and Jim Armitage presented the November, 2010 – November, 2011 proposal for scheduled insurance coverage to the Board of Trustees. General insurances

covering general liability, employee benefits liability, automobile, umbrella coverage, inland marine (rare books and technology equipment) and crime have increased from \$81,904 in the previous year to \$82,913. Property values have increased by 4% resulting in a premium increase of \$4316, from \$35,846 to \$40,162. Earthquake insurance costs have decreased from \$172,200 to \$166,000. Overall, total premiums have decreased from \$262,767 to \$257,547. Following full review and discussion, upon motion by Trustee Wiley and seconded by Trustee Plum, the Board of Trustees approved a motion to authorize the Executive Director to enter into the contract with Arroyo Insurance Services for the insurance package presented. The motion was unanimously approved, 5-0.

3.2 Appointment of Trustee Designated Member of the Friends of the Los Angeles County Law Library Board of Directors. The Executive Director informed the Board of Law Library Trustees that Attorney Robert L Adler submitted his letter of resignation from the Friends of the Law Library Board of Directors. Five Board members expressed an interest in reappointment for another two year term as Board of Trustee appointees to the Friends' Board of Directors: David M Axelrad, Mark H Epstein, Terri D Keville, Gretchen M Nelson, and Jordan P Weiss. Robert Broadbelt was nominated as a new Trustee Designated Member for an initial two year appointment.

Upon motion by Trustee Plum and seconded by Trustee Jones, the slate of nominees for appointment as Trustee Designated Members of the Friends of the Los Angeles County Law Library Board of Directors was unanimously approved, 5-0.

4.0 EXECUTIVE DIRECTOR'S REPORT

In addition to the distributed Executive Director's Report, the Executive Director distributed a status report from Senior Director Jaye Nelson on work that had been done during her two week vacation. The Executive Director invited the Board to attend a reception for the Membership Subscription Law Libraries Conference that the LA Law Library will host on Friday, November 5, 2010. President Steinhauser stated that she was happy to see the number of classes the Law Library is presenting. She would like to see the class information added to our quarterly statistics report. Trustee Plum requested comparative information on branch and partnership locations usage. The Executive Director agreed to provide that information in early 2011.

5.0 EXECUTIVE DIRECTOR'S DISCUSSION

Helen Chu, Thompson, Cobb, Bazilio & Associates, PC presented the draft "Financial Statements and Independent Auditor's Report for the year ended June 30, 2010." Following discussion, and with the understanding that no changes to the draft will be made, upon motion made by Trustee Plum and seconded by Trustee Wiley, the LA Law Library 2010 fiscal year Financial Statement and Audit was accepted as presented with the Final Report to be distributed at the next Board of Trustees meeting.

6.0 PUBLIC COMMENT

Lee Paradise commented on the Law Library expenditures and the LA Law Library Board of Trustee reappointments.

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 1:22 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, November 16, 2010.

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