

**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.**

November 18, 2010

The Special Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Thursday, November 18, 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 Ann Jones
Judge Jan Plum
Judge John Wiley

Trustees Absent:

Kenneth Klein, Esquire
Judge Abe Khan

Staff Present:

Marcia J Koslov, Executive Director

President Steinhauser determined a quorum to be present, convened the meeting at 12:27 p.m. and thereafter presided. Executive Director Marcia Koslov recorded the Minutes.

2.0 CONSENT CALENDAR

Executive Director, Marcia Koslov noted that because the meeting is one week earlier than usual, county financial data was unavailable. Item 2.4 Draft Financials: FY11, July-October, 2010 was not complete and not presented. President Steinhauser requested a motion to adopt the Consent Calendar without item 2.4. Upon motion by Trustee Jones and seconded by Trustee Wiley, the Consent Calendar was unanimously approved, 4-0.

3.0 ACTION ITEMS

3.1 Approval of Compensation Adjustment, Executive Director. At their October Board meeting, the Board of Trustees finalized the Executive Director's performance

evaluation. Because Marcia Koslov was not able to attend that meeting, the Board did not release their compensation decision in open session. President Steinhauser requested a motion to increase Executive Director, Marcia Koslov's salary for the fiscal year 2010 - 2011 by 2.2%. Upon motion by Trustee Jones and seconded by Trustee Wiley, the Compensation Adjustment, Executive Director was unanimously approved, 4-0.

4.0 EXECUTIVE DIRECTOR'S REPORT

- The Approval of Final Audit Report, 2010-2011, Thompson, Cobb, Bazillo & Associates was tabled until the December, 2010 Board of Trustees meeting.
- In response to questions from the Board regarding insurance coverage for the collections at both the Pasadena and Compton locations, the Executive Director contacted Arroyo Insurance. Upon advice of Arroyo Insurance, it was determined that the Law Library should not insure partnership collections at the Pasadena Public Library or the Compton Public Library.
- Marcia Koslov distributed an updated LA Law Library brochure that includes a description of the Law Library governance, collection, services, and funding.
- During the holiday season, the Law Library staff will participate in the Los Angeles Food Bank through the donation of canned goods and non-perishable sealed items.
- The LA Law Library Member Program registered its 100th Member on October 29, 2010. Following its first e-blast, sent on November 9, to over 5,000 bar members in the Los Angeles county area, the Law Library received positive feedback and numerous requests for additional information about the Member Program.
- For the first time, the LA Law Library was used as a film location for an independent film, Rampart. If the film clip is used, the LA Law Library will receive location credit and acknowledgement. The Law Library received income of \$3,500 plus the cost of Securitas services for the evening film shoot.

Trustee Plum entered the meeting at 12:32 p.m.

6.0 EXECUTIVE DIRECTOR'S DISCUSSION (item taken out of order)

Jeff Fyffe, Principal, CLEO Construction Management, had been previously authorized by the Board of Trustees to perform the following services in connection with the Building Envelope Repair and Exterior Restoration project:

1. Obtain current understanding of Project budget / goals
2. Assess contractor bid results vs. current market conditions
3. Analyze potential benefits of alternate delivery methods
4. Develop cost reduction options to maintain budget.

Mr. Fyffe presented findings from his peer review assessment and job scope analysis for the bid specifications and drawings used in the bid proposal. Following discussion, upon

motion by Trustee Jones and seconded by President Steinhauser, the Board of Trustees approved:

1. Rebid the project with a reduced scope to allow the necessary construction to be completed within an acceptable range of the initial proposed budget of \$3.6M;
2. CLEO CM will work with Alana+Buick+Bers & Troller Mayer Associates to develop revised bid documents that clearly identify all individual cost reduction options that have been approved by LA Law Library and need to be priced for evaluation as a part of a rebid process.
3. CLEO CM to review bids and reconcile any issues required to determine the low bidder. After establishing the low bidder, CLEO CM to reconcile all the cost reduction pricing to determine the construction contract amount and the recommended award.

The motion was unanimously approved, 5-0.

5.0 CLOSED SESSION

At 1:06 p.m. President Steinhauser announced that the Board would go into closed session for:

5.1 Closed Session. Conference with legal counsel – anticipated litigation. Significant exposure to litigation pursuant to Section 54956.9, subdivision (b), Government Code. (1 case. Mindi C Grant, Claimant, on behalf of herself and all others similarly situated.)

5.2 Reconvene Open Session. The Board of Trustees reconvened the Open Session at 1:23 having concluded an executive session. Following discussion, the Board provided direction to Legal Counsel.

7.0 PUBLIC COMMENT

There were no requests for public comment.

8.0 AGENDA BUILDING

There were no items for agenda building

9.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:23 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, December 21, 2010.

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