

**MINUTES OF THE REGULAR BOARD MEETING
OF THE BOARD OF LAW LIBRARY TRUSTEES OF
LOS ANGELES COUNTY**

**A California Independent Public Agency Under
Business & Professions Code Section 6300 et sq.**

March 22, 2011

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, March 22, 2011 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 to the Library, and transacting such other business as might properly come before the Board of Trustees.

ROLL CALL/QUORUM

Trustees Present:

Susan Steinhauser, Esquire
Judge Ann Jones
Judge Mark Juhas
Kenneth Klein, Esquire
Judge Luis Lavin
Judge Jan Plum

Trustees Absent:

Judge Reva Goetz

Staff Present:

Marcia J Koslov, Executive Director

Also Present:

Sandra J Levin, Colantuono & Levin, P.C.
Benjamin Goldman, Littler Mendelson, P.C.

President Steinhauser determined a quorum to be present, convened the meeting at 12:23 p.m. and thereafter presided. Executive Director Marcia Koslov recorded the Minutes.

1.0 PUBLIC COMMENT

Mr. Tut Hayes commented on the availability of the Board agenda and the ability to make public comments at the Board meetings.

2.0 CONSENT CALENDAR

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

3.0 PRESIDENT'S REPORT

There was no President's report.

4.0 ACTION ITEMS

4.1 Check Signature

The Executive Director presented a proposal to establish a signatory process for checks drafted by the Law Library. It was recommended that the Board approve a single signature for checks under \$2500, but that for checks between \$2500 and \$10000 a second signature is required. Following Board discussion, Trustee Pluim made a motion and Trustee Jones seconded the motion to have all checks signed by the Executive Director, but all checks over \$2500 also have the signature of the Senior Director.

4.2 Board Policies

General Counsel, Sandra Levin, presented four (4) proposed policies for Board consideration: Code of Conduct; Records Retention; Presentment of Claims against the Law Library; and Expense Reimbursement. Following discussion, the Board requested that Counsel review of these policies in light the library's position as an independent public agency. The Board requested that the policies be individually considered beginning with Presentment of Claims at the April Board Meeting. The remaining policies would be considered at future meetings.

5.0 EXECUTIVE DIRECTOR'S REPORT

The Executive Director highlighted the following:

- The proposed Partnership Agreement has been reviewed by staff of both parties, LA Law Library and LA Public Library (LAPL). It is awaiting review by legal counsel and the City Attorney's Office. We are hoping to present the Law Library / LAPL partnership proposal to the Board of Library Commissioners at their next meeting.
- In response to Board interest in receiving statistics on branch and partnership locations, President Steinhauser noted that the Executive Director would be including branch statistics as part of the quarterly statistics presented at the April Board meeting. In addition, it was noted that, as part of the year's agenda, the Executive Director would be presenting a status report on both branch and partner locations.

6.0 EXECUTIVE DIRECTOR DISCUSSION

Ralph M Brown Act. Understanding the provisions and requirements of the Ralph M Brown Act. Sandra Levin, Colantuono and Levin, General Counsel prepared a summary of Brown Act requirements for public board meetings and activities and responded to Board questions. Discussion centered on the availability of Board materials as well as the opportunity for public comment during the Board meetings.

Public Comment

Mr. Tut Hayes commented on the Board discussion of the Brown Act.

Following discussion, the Board of Trustees provided the following direction to the Executive Director:

- (1) Make the agenda and all non-closed session item materials available on the website
- (2) Make ten (10) copies of the agenda and all non-closed session item materials available at the circulation desk. The first ten (10) copies are free of charge. Additional copies will be made at the expense of the person wishing to receive the copies.
- (3) Comply with the 72-hour Brown Act notice requirement when making these materials available [and the 24-hour Brown Act notice requirement for special meetings]
- (4) Make several copies of the agenda and all non-closed session item materials available at the start of the Board meeting.
- (5) Continue the current policy to hear all public comments at the beginning of each Board meeting.

7.0 CLOSED SESSION

At 1:25 p.m. President Steinhauser announced that the Board would go into closed session for:

- 7.1 Closed Session. Conference with labor negotiator (G.C. 54957.6) Labor Negotiator: Benjamin Goldman. Employee Organization: SEIU Local 721.
- 7.2 Reconvene Open Session. The Board concluded its closed session and reconvened in open session at 2:00 p.m. During the closed session the Board provided direction to the Executive Director and to legal counsel regarding Labor Negotiations.

8.0 AGENDA BUILDING

The Board requested that a policy for Presentment of Claims Against the Law Library be an action item on the April 26, 2011 agenda.

9.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 2:00 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, April 26, 2011.

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