

**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.**

**January 24, 2012**

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, January 24, 2011 at 12:15 p.m., at the Los Angeles County Law Library Mildred L Lillie Main Library Building 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 Reva Goetz  
Judge Luis Lavin  
Judge Mark Juhas (via teleconference)  
Kenneth Klein, Esquire  
Judge Jan Plum  
Judge Ann Jones

**Trustees Absent:**

**Staff Present:**

Marcia J Koslov, Executive Director

**Also Present:**

Sandra Levin, Colantuono & Levin, PC

President Steinhauser determined a quorum to be present, convened the meeting at 12:15 p.m. and thereafter presided. Executive Director, Marcia Koslov recorded the Minutes.

In accordance with Government Code Section 54953(b), (c), the Honorable Mark Juhas joined via teleconference from the Supreme Court of California 350 McAllister Street, San Francisco, CA, 94102.

**1.0 PUBLIC COMMENT**

During the five (5) minutes allocated, Mr. Lee Paradise commented on the Building envelope repair and exterior reconstruction project, the main library hours of operation, and thanked the Board for extending the branch hours of operation.

During the five (5) minutes allocated, Mr. Tut Hayes commented on the newly implemented library cards, the building envelope repair and exterior reconstruction project, and on the public comment procedure.

## **2.0 PRESIDENT'S REPORT**

### *Part 1*

President Steinhauser highlighted 2011 accomplishments including the completion of a 3-year Memorandum of Understanding with SEIU, Local 721 and the commencement of the Building Envelope Repairs and Exterior Reconstruction Project. President Steinhauser announced that Board meetings will start at 12:15 p.m. for 2012 year. The President also reminded the Board of Trustees of the annual Friends Gala to be held on April 3, 2012, at the Mildred L. Lillie Main Library. The 2012 Honoree, Chief Justice, Tani G. Cantil-Sakauye, will be awarded the Beacon of Justice Award.

### *Part 2 (presented following Discussion Item 1)*

Following Discussion Item 1, the Ralph M Brown Act, President Steinhauser identified the following committees: The Nominating Committee chaired by Trustee Klein, and the Strategic Planning Committee, chaired by Trustee Juhas.

## **3.0 CONSENT CALENDAR**

3.1 Minutes of the December 20, 2011, Regular Board Meeting.

Upon motion by Trustee Goetz, and seconded by Trustee Lavin, the minutes of the December 20, 2011, Regular Board Meeting were unanimously approved, 7-0.

## **4.0 DISCUSSION ITEM 1**

Review of the Ralph M Brown Act – Sandra Levin, Levin & Colantuono

Sandra Levin presented an overview of the Ralph M. Brown Act:

- **Legislative Bodies.** The requirements of the Brown Act apply to “legislative bodies” of local government agencies. The term includes the governing body of a local agency (e.g., the Board of Directors, Board of Supervisors, Board, etc.) and any commission, committee, board or other body of the local agency, whether permanent or temporary, decision-making or advisory, created by formal action of a legislative body (Section 54952).
- **Committees.** Standing committees are subject to the requirements of the Act (Section 54952(b). However, the Brown Act does not apply to *ad hoc* committees, provided they are composed solely of members of the legislative body, do not comprise a quorum of that body, are advisory, do not have some “continuing subject matter jurisdiction,” and do not have a meeting schedule fixed by formal action of a legislative body. (Section 54952(b).) Thus, *ad hoc* committees would generally serve only a limited or single purpose, they are temporary and advisory and are dissolved when their work is done.

- **Meetings.** The central provision of the Brown Act requires that all “meetings” of a legislative body be open and public. A meeting is very broadly defined. Only six types of gatherings are not subject to the Brown Act: (1) individual contacts; (2) seminars and conferences; (3) open and publicized community meetings; (4) meetings of another legislative body for which an agenda has already been posted (like a county’s board of supervisors); (5) social or ceremonial occasions; and (6) attendance at a standing committee by a member who is not a committee member.
- **Serial Meetings.** The Brown Act prohibits a series of individual contacts if they result in a “serial meeting.” (Section 54952.2(b)(1)) These meetings commonly occur in two ways. (1) Hub and Spoke: One person (staff or member of the body) contacts a majority of the other members and shares ideas seeking consensus. (2) Daisy Chain: Member A contacts Member B who then contacts Member C and so on.
- **Staff Contact:** It is permissible to contact staff with questions and obtain information concerning agenda items, so long as the staff does not convey the opinions or positions of other Board Members. A staff member may contact a majority or all of the Board Members about a particular topic, as long as that staff member does not convey the opinion, view or discussion of another Board Member in an effort to collect concurrence or consensus on that topic.
- **Public Participation:** At a regular meeting of the body, public comment may be taken at any point in the meeting. There are two types of “public comment.” (1) Comment on any item within the subject matter jurisdiction of the local agency. (2) Comment on any specific item on the agenda. At a special meeting of the body, comment may be confined to the topic(s) on the agenda.

*At this time, President Steinhauser continued her President’s Report. Upon conclusion of the President’s Report, Trustee Juhas left the teleconference at 12:56 p.m.*

## 5.0 **DISCUSSION ITEM 2**

Board meeting dates and tentative agenda items.

At the December 20, 2011, Regular Board Meeting, the Board of Trustees approved the following Board meeting dates. In an effort to address topics of process or policy that were raised during 2011 meetings, the following tentative meeting topics have been identified.

<u>DATE</u>	<u>TENTATIVE TOPIC</u>
January 24	Brown Act Review, FY12 Budget Review
February 28	Insurance Proposal, Board Policies
March 27	Internal Procedures Audit, Board Bylaws
April 24	Branch / Partnership Report & Recommendation
May 22	Rare Books
June 26	Budget, FY 2012-2013
July 24	Executive Director Performance Evaluation

August 28	Final Report on Building Envelope Repairs and Exterior Reconstruction Project
September 25	Health Benefits for Non-represented Employees / OPEB – Prefund health benefits
October 23	FY 2012 Audit
November 20	Strategic Plan
December 18	

*Trustee Plum left the meeting at 1:06 p.m.*

**6.0 DISCUSSION ITEM 3**  
Mid-year Financial Review

The Executive Director presented a mid-year review of the FY 2012 Budget. She noted that while filing fee income continued its decline from the high point in FY 2010, the FY 2012 budget took that decline into account. At the mid-point in the Fiscal Year, the Law Library financial reports indicate revenues over expenses of more than \$608,000, slightly below the \$676,000 predicted.

**7.0 EXECUTIVE DIRECTOR REPORT**  
The Executive Director highlighted the following:

The new borrowing rules were implemented on January 1, 2012. Shortly after that, the Law Library introduced an all-in-one Library Card. The mag-stripped Library Card can be used for all Law Library services including computer sign-ups (1-hour on the database PC's, 20-minutes at the internet bar) and borrowing privileges. A card holder can add value to the Card and use it to make copies, pay for document delivery services, or register for a training class. Future equipment upgrade will allow the Card to be used at all branch locations as well as the Main Library. During the first three (3) days of institution, over 200 Library Cards were issued.

The Building Envelope Repair is generally complete except for the final punch-list items. Reconstruction of walls, planters, stairs and walkways has begun. Forms are in process of being built and the concrete pour will begin shortly. The First and Broadway corner will be reconstructed first so that that area will be ready for Friends Gala on April 3. A “Plan B” is being developed, in the event that the reconstruction of that area is not complete.

**8.0 AGENDA BUILDING**  
Prior to the July, 2012 Board meeting, the Board of Trustees would like the Executive Director to report a recommended plan of action should there be a dramatic decrease or cessation of revenues.

The Board of Trustees would like the Executive Director to include updated web statistics in the Executive Director Report at the February, 2012 Board Meeting.

**9.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:35 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, February 28, 2012.

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