

**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.**

February 28, 2012

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, February 28, 2012 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
Kenneth Klein, Esquire
Judge Jan Plum
Judge Ann Jones

Trustees Absent:

Staff Present:

Marcia J Koslov, Executive Director

Also Present:

Jim Armitage, Arroyo Insurance Services
Jim Simmonds, Arroyo Insurance Services
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.

1.0 PUBLIC COMMENT

There were no requests for public comment.

2.0 PRESIDENT'S REPORT

President Steinhauser welcomed newly hired Senior Director, Administrative Services, Patrick K O'Leary. Patrick has senior level management experience in both the public and private sectors. Following nearly 30 years as a law firm administrator with 3 major Bay-area law firms, Patrick assumed the position of Chief Administrative Officer, UC Berkeley, University Relations. Most recently, he served as Director of Operations for LECG, LLC. His areas of expertise include financial operations, planning and budgeting, endowments and grants, and all aspects of human resources and staff services.

3.0 CONSENT CALENDAR

3.1 Minutes of the January 24, 2012, Regular Board Meeting.

Upon motion by Trustee Pluim, and seconded by Trustee Goetz, the minutes of the January 24, 2012, Regular Board Meeting were unanimously approved, 6-0.

4.0 ACTION ITEM 1

Election of Board Officers. Ken Klein, Chair, Nominations Committee.

Trustee Klein nominated Susan Steinhauser for President and Trustee Jones for Vice President. There being no additional nominations for either President or Vice President, Trustee Klein moved, and Trustee Pluim seconded, the approval of Susan Steinhauser for President. The motion was approved by acclamation, 6-0.

Trustee Klein moved, and Trustee Pluim seconded, the approval of Ann Jones for Vice President. The motion was approved by acclamation, 6-0.

5.0 ACTION ITEM 2

Insurance Proposal. Jim Simmonds, CRIS, and Jim Armitage, CPCU, Arroyo Insurance, presented insurance coverages recommended for the LA Law Library.

At the request of the Board of Trustees at their October 25, 2011, Regular Board Meeting, Jim Simmonds and Jim Armitage reported on the results of an additional bid request for insurance proposals that would renew on an annual April to April basis. Arroyo discussed the proposed insurance coverages including property, general liability, automobile, umbrella and employee benefits liability. In addition, they discussed the proposal for workers compensation insurance which had significant increase in cost due to high claims ratio.

Following full review and discussion, upon motion by Trustee Juhas and seconded by Trustee Lavin, the Board of Trustees approved CNA's proposal for general insurance coverages as presented by Arroyo Insurance Services. The motion was approved, 5-1, with Trustee Pluim opposed.

Upon motion by Trustee Juhas and seconded by Trustee Klein, the Board of Trustees approved the State Fund workers compensation insurance as presented by Arroyo Insurance Services. The motion was approved, 5-1, with Trustee Pluim opposed.

6.0 DISCUSSION ITEM 1

Board Policies. Sandra Levin, Colantuono & Levin, PC, reviewed the policies that the Board of Trustees had previously adopted and identified additional policies that the Board may wish to consider for adoption.

Following Ms. Levin's presentation and robust discussion, Discussion Item 1, Board Policies, was tabled to conclude at a later date.

Ann Jones joined the meeting at 1:10 p.m.

Trustee Plum left the meeting 1:12 p.m.

Trustee Lavin left the meeting at 1:20 p.m.

7.0 EXECUTIVE DIRECTOR REPORT

The Executive Director briefly highlighted that the construction project was running smoothly, on schedule and within budget. In addition, the Law Library received notice that on January 30, 2012, Judge Ronald L. Bauer approved the final order for the class action settlement (Grant v. Los Angeles County Law Library Board of Trustees). On February 16, 2012, the Library mailed checks to 170 claimants for a total of \$12,800 of the \$30,000 budgeted for the settlement.

8.0 AGENDA BUILDING

Discussion Item 1, Board Policies, was tabled to conclude at a later date.

9.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:31 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, March 27, 2012.

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