

**MINUTES OF THE SPECIAL 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.**

June 19, 2012

The Special Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, June 19, 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:

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

Trustees Absent:

Staff Present:

Marcia J Koslov, Executive Director

Also Present:

Sandra Levin, Colantuono & Levin, PC
Ben Goldman, Littler Mendelson P.C.

President Steinhauser determined a quorum to be present, convened the meeting at 12:21 p.m. and thereafter presided. Executive Director, Marcia Koslov recorded the Minutes.

1.0 PUBLIC COMMENT

During the three (3) minutes allocated, Paula Hart commented on the Branch closure recommendation of the proposed FY13 Budget and the functionality partner locations.

During the three (3) minutes allocated, Judith Yontef commented that the savings from the Branch locations would be insufficient to warrant closure of all Branch locations.

During the three (3) minutes allocated, Mayra Frausto questioned the amount of time employees would have before being laid off. Executive Director, Marcia Koslov, responded to her inquiry.

During the three (3) minutes allocated, Frank Rodriguez commented on the Law Library's financial stability and the services available to library users.

During the three (3) minutes allocated, Kay Mayorga commented on the availability of materials and services at Branch locations as well as Partner locations.

During the three (3) minutes allocated, Jacob Berkowitz commented on the Law Library's collection, facility and services.

During the three (3) minutes allocated, Kathleen Warwick commented on the improvements in the Law Library, particularly the functional space, over the past several years of Marcia Koslov's tenure. Ms. Warwick stated that there should be more emphasis on the Main Library and less on the Member Study and Partner locations.

2.0 PRESIDENT'S REPORT

There was no President's Report.

3.0 CONSENT CALENDAR

3.1 Minutes of the May 15, 2012, Regular Board Meeting.

Upon motion by Trustee Juhas, and seconded by Trustee Pluim, the Minutes of the May 15, 2012, Regular Board Meeting were unanimously approved, 7-0.

4.0 DISCUSSION AND ACTION ITEM 1

FY 2012 – 2013 Budget. Executive Director Marcia J Koslov and Patrick O'Leary, Senior Director, Administrative Services, discuss the development of the FY 2013 budget and presented recommendations for Board of Trustees approval of the FY 2013 budget.

Executive Director, Marcia Koslov, presented an overview of the proposed FY13 Budget. Following discussion, the Board requested verification of the Law Library's reduced revenue projections as compared with the number of civil litigation filings. Several members of the Board expressed surprise at the recommendation to close all of the branch locations and requested additional information relating to the consequences of branch closure and possible staff reductions as well as a review of alternatives to a "layoff" process. In particular, the Board encouraged a review of the budget for any opportunity to reduce expenditures elsewhere. There was a request for additional detail for discretionary expenditures as well as for print vs online expenditures. The Board requested assurance that the level and quality of service would not be impacted by the proposed reductions. The Board was in agreement that the earthquake insurance should be re-instated as a line item expenditure.

Trustee Plum left the meeting at 1:15 p.m.
Trustee Juhas left the meeting at 1:30 p.m.

The Board was in agreement that the budget discussion would continue at another Board meeting, to be scheduled as soon as possible. President Steinhauser requested a motion to maintain the current financial status. Trustee Jones moved that the Executive Director be authorized to continue operations as usual and to make payments and meet payroll and other expenses consistent with past practice and the prior year's budget. Trustee Klein seconded the motion and it was unanimously approved, 5-0.

5.0 EXECUTIVE DIRECTOR REPORT

There was no Executive Director Report.

6.0 AGENDA BUILDING

The Board requested that the Executive Director revise the FY13 Budget to include items discussed at the meeting and establish another Budget meeting of the Board.

7.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:38 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, July 24, 2012.

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