

**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.**

October 23, 2012

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, October 23, 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 Ann Jones
Kenneth Klein, Esquire
Judge Luis Lavin
Judge Jan Plum

Trustees Absent:

Judge Mark Juhas

Staff Present:

Marcia J. Koslov, Executive Director

Also Present:

Sandra Levin, Colantuono & Levin, PC
Helen Chu, Bazilio Cobb Associates
Michael DeCastro, Bazilio Cobb Associates

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, an individual by the name of Occupy LA commented on the Security personnel.

During the three (3) minutes allocated, Mr. Tut Hayes commented on the “Request to Speak” form, daily newspapers, an English/Spanish dictionary and on ADA access to the Law Library’s main entrance.

During the three (3) minutes allocated, Mr. Frank Rodriguez read a letter he wrote objecting his layoff. President Steinhauser allowed Rodriguez to speak for one (1) additional minute to conclude his remarks.

During the four (4) minutes allocated, Mr. Lee Paradise commented on the Building Envelope Repair & Exterior Restoration Project, ADA access to the Law Library’s main entrance and the Executive Staff.

During the (3) minutes allocated, Ms. Malinda Muller commented on the achievements of Marcia Koslov during her tenure as Executive Director, noting a number of successful programs and services, culminating in the recent Pro Bono week celebration.

2.0 CLOSED SESSION

At 12:45 p.m., President Steinhauser announced that the Board would move into Closed Session. Legal Counsel, Sandra Levin was asked to remain for the closed session.

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

At 1:41 President Steinhauser reconvened the Board in Open Session.

3.0 PRESIDENT’S REPORT

3.1 Announcement of Composition of President’s Executive Director Search Committee.

President Steinhauser appointed Trustee Klein, Trustee Juhas, and Trustee Lavin to the Search Committee.

President Steinhauser asked that Sandra Levin, Legal Counsel, report on actions taken during the Closed Session.

Action 1. Ms. Levin reported that the Board unanimously authorized the Search Committee to hire a search firm at an amount not to exceed 2 to 3 months’ salary of the Executive Director. The Search Committee Chair is authorized to sign any agreement with the search firm.

Action 2. Ms Levin reported that the Board unanimously authorized the Search Committee to prepare a job announcement and brochure and to develop a process for narrowing the field of candidates.

At this time, President Steinhauser moved to Agenda Item 5.

4.0 CONSENT CALENDAR

4.1 Minutes of the October 4, 2012, Special Board Meeting.

President Steinhauser requested a motion to Agenda Item 4.1. Trustee Lavin moved and Trustee Goetz seconded approval of the consent calendar. Unanimously approved, 5-0.

5.0 ACTION ITEM 1

Review and Approval of the 2012 Fiscal Year Financial Audit.

Michael DeCastro, Principal, and Helen Chu, CPA, Cobb Bazilio Associates, presented the draft “Financial Statements and Independent Auditor’s Report for the year ended June 30, 2012.” Mr. DeCastro discussed the findings of the Audit Report and stated that the LA Law Library had received an unqualified opinion. In accordance with Government Auditing Standards, he stated that they are required to report on internal control over financial reporting. Cobb Bazilio found no significant deficiencies or material weaknesses in internal controls and no instances of non-compliance. Among the financial statement highlights for June 30, 2012, were that the findings show that the LA Law Library is in a very strong “total assets to total liabilities” position, with excellent liquidity. The change in net assets resulted in a net increase of approximately \$350,000, resulting primarily from

In conclusion, as Mr DeCastro stated that there were no significant audit adjustments or restatements required during the audit process. There were no disagreements with management or staff and no uncorrected misstatements. No management letter comments were issued.

There being no discussion, President Steinhauser requested a motion to approve Action Item 1. Trustee Jones moved and Trustee Lavin seconded, that the LA Law Library Board of Trustees accept the draft of the 2012 Fiscal Year Financial Statement and Audit as presented by Cobb Bazilio Associates with a final Audit Report to be issued for the November Board meeting. Approved, 5-0.

At this time, President Steinhauser moved back to Agenda Item 4.

6.0 DISCUSSION AND ACTION ITEM 2

The quarterly financial review was tabled.

7.0 EXECUTIVE DIRECTOR REPORT

There were no highlights for the Board at this time.

8.0 AGENDA BUILDING

Trustee Jones requested that the Board conclude their relationship with the Executive Director by the development of a document that sets forth the terms and conditions of separation, including severance, transition, etc. President Steinhauser also requested that the Executive Director create a status memo of current and on-going projects so that there will be a smooth transition for the Board and a new executive director.

9.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:50 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, November 20, 2012.

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