

**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 22, 2013**

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, January 22, 2013 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 Michelle Williams Court  
Judge Reva Goetz  
Judge Mark Juhas  
Kenneth Klein, Esquire

**Trustees Absent:**

Judge Lee Smalley Edmon  
Judge Ann Jones

**Staff Present:**

Sandra J. Levin, Executive Director

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

**1.0 PUBLIC COMMENT**

During the five (5) minutes allocated, Mr. Lee Paradise commented on Agenda Item 4.1, Responses to Questions Regarding ADA Access and Signage, in addition to the Building Envelope and Exterior Restoration Project. Paradise also commented on the hiring of a new Executive Director.

**2.0 PRESIDENT'S REPORT**

President Steinhauser welcomed Judges, Michelle Williams Court and Lee Smalley Edmon on to the Board, in addition to Judge Luis Lavin's leaving the Board to fulfill his

obligation with the LA Superior Court. The President also welcomed Sandra Levin as Executive Director and wished her a successful tenure. Additionally, Trustee Klein was tasked with bringing back to the Board nominations for the Election of Officers. In the interim, Steinhauser will remain President and Judge Ann Jones, Vice President.

**3.0 CONSENT CALENDAR**

- 3.1 Minutes of the November 20, 2012, Regular Board Meeting.
- 3.2 Minutes of the December 10, 2012, Special Board Meeting.
- 3.3 Minutes of the December 18, 2012, Regular Board Meeting.
- 3.4 Statistics for the 2012 calendar year.
- 3.5 Selection of Insurance Broker.
- 3.6 Approval of LA Law Library Pay Schedule.

President Steinhauser requested a motion to approve the Consent Calendar. So moved by Trustee Juhas and seconded by Trustee Goetz, the Consent Calendar was unanimously approved, 5-0.

**4.0 DISCUSSION AND ACTION ITEMS**

- 4.1 Responses to Questions Regarding ADA Access and Signage.  
Pursuant to Board direction, Senior Director of Information Services, Jaye Nelson, presented the Board with an overview of ADA compliance with the new construction, disabled parking and signage. Follow discussion, Trustee Klein moved to post a universal ADA accessible entrance sign directing patrons to the main entrance, seconded by Trustee Goetz, the motion was unanimously approved, 5-0.
- 4.2 Approval of 2013 Meeting Dates.  
The Executive Director, Sandra Levin, proposed to the Board the following 2013 Meeting dates:

2013 DATES	
February 14	August 27
March 26	September 24
April 23	October 22
May 28	November 19
June 25	December 17
July 23	

Following discussion, President Steinhauser requested the March 26 and October 22 meetings be rescheduled. Upon request for a motion, with exception to the March 26 and October 22 meetings, Trustee Goetz moved to approve the 2013 Regular Board Meeting Schedule. Seconded by Trustee Juhas, the motion was unanimously approved, 5-0.

4.3 Review of FY2012-2013 Budget.

Senior Director for Administrative Services, Patrick O’Leary, presented a review of the FY2012-2013 Budget and year-end forecast. O’Leary brought to the attention of the Board the Library’s budget through the end of December was at a 57k deficit. This was primarily due to decreased revenue from Parking Fees and Library Services, in conjunction with an increase in salaries. The deficit is forecasted to grow to over 450k in FY2013, compared to the 165k deficit budgeted, if left unmanaged.

Additionally, extraordinary costs due to separation are forecasted at 264k by year-end. Operating costs are a concern, though extraordinary costs are not expected to increase. Staff will take steps to reduce cost so to not affect the services. The goal now is not to balance the budget immediately but rather balance revenue and costs on a go forward basis.

Following discussion, upon a request for a motion by President Steinhauser, Trustee Klein so moved to adopt option one, to receive and file this report, seconded by Trustee Goetz, the motion was unanimously approved, 5-0.

4.4 Direction Regarding Retention of Legal Counsel.

With Sandra Levin commencing employment as Executive Director and resigning as general counsel, a new arrangement for the provision of legal services will need to be arranged. Due to budget constraints, it was recommended that the Board defer retention of long term counsel and usage of outside contract counsel, conduct a needs assessment and utilize County Counsel in the interim.

Following discussion and upon request for a motion, Trustee Goetz so moved to adopt the recommendation, seconded by Trustee Juhas, the motion was unanimously approved, 5-0.

**5.0 AGENDA BUILDING**

Trustee Klein expressed his interest in having programs that involved young adults participating in educational programs facilitated at the Law Library. This was not to be its own Agenda Item but to be considered as part of the Strategic Planning.

**6.0 EXECUTIVE DIRECTOR REPORT**

The Executive Director highlighted the Checks and Warrants as part of Agenda Item 4.3, as well as the recent LACBA In Re Garcia CLE event the Law Library hosted. The event was well attended with high profile panelist. Several media outlets covered the event, including a KPCC and the LA Daily Journal. Levin also highlighted the display case that the Reference and Research team put together for the Garcia event.

**7.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:04 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Thursday, February 14, 2013.

A handwritten signature in cursive script, reading "Sandra J. Levin". The signature is written in black ink and is positioned above a horizontal line.

Sandra J. Levin, Executive Director and Secretary  
Los Angeles County Law Library Board of Trustees