

**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 14, 2013**

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Thursday, February 14, 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:** Judge Michelle Williams Court  
Judge Lee Smalley Edmon  
Judge Reva Goetz  
Judge Ann Jones  
Judge Mark Juhas  
Kenneth Klein, Esquire  
Susan Steinhauser, Esquire (via Teleconference as stated on the posted agenda)

**Trustees Absent:**

**Staff Present:** Sandra J. Levin, Executive Director  
Jaye Nelson, Senior Director, Information Services  
Patrick O’Leary, Senior Director, Administrative Services  
Malinda Muller, Interim Senior Director, Library Services

Vice-President Jones 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 three (3) minutes allocated, Mr. Francisco Suarez objected to the closure of any Branch locations.

During the three (3) minutes allocated, Ms. Kay Mayorga objected to the closure of any Branch Locations.

During the three (3) minutes allocated, Ms. Victoria Ross commented on the Law Library Security Personnel.

During the five (5) minutes allocated, Mr. Lee Paradise commented on the LA Law Library Staff in addition to the objections of any Branch locations.

## **2.0 PRESIDENT'S REPORT**

President Steinhauser disclosed her location in Florida while joining the meeting via teleconference and made note of the Agenda being posted in accordance with the Brown Act.

## **3.0 CONSENT CALENDAR**

- 3.1 Minutes of the January 22, 2013, Regular Board Meeting.
- 3.2 Receipt of Employee Handbook & Personnel Policies Manual.
- 3.3 Approval of Strategic Planning Process and Schedule.
- 3.4 January 2013 Financial Statements and List of Checks and Warrants.

Vice-President Jones requested a motion to approve the Consent Calendar. So moved by Trustee Edmon and seconded by Trustee Goetz, the Consent Calendar was unanimously approved, 7-0.

## **4.0 DISCUSSION AND ACTION ITEMS**

- 4.1 Consideration of Branch Closures. Executive Director, Sandra Levin, and Interim Senior Director for Library Services, Malinda Muller.

Levin presented an overview on the realignment of the Court in addition to the court administrators whom requested the Law Library consider an immediate, cooperative transition. It was recommended that the Norwalk, Santa Monica and Pomona Branches close and explore new, collaborative service models at the aforementioned and other Branch locations going forward.

Following discussion, Vice-President Jones requested a motion to authorize the Executive Director to implement the proposed Santa Monica, Pomona and Norwalk branch closures, to expand the hours at the remaining locations and offer those hours to the branch assistants currently working in the locations that are closing, to undertake low-cost interim measures to mitigate the impacts of closure on Library patrons (including providing computer terminals or storing the core collections in the courthouse, where feasible) and to explore future service delivery options for the impacted service areas in conjunction with the strategic plan. So moved by Trustee Klein, seconded by Trustee Edmon, the motion was unanimously approved, 7-0.

- 4.2 FY2013-2014 Budget Forecast and Mid-Year Budget Adjustment. Senior Director for Administrative Services, Patrick K. O'Leary.

By request of the Board at the January 22, 2013, Regular Board Meeting, to propose budget adjustments with a goal of bringing revenue and costs into balance for the FY2013-2014, O'Leary presented to the Board a revised outline

with recommendations on budget changes in the current fiscal year and a balance forecast for the FY2013-2014.

Following discussion, Vice-President Jones requested a motion to adopt the FY2012-2013 forecast as the Library's revised FY2012-2013 budget and authorize revenue enhancing and cost saving tactics to bring revenues in line with expenses for the next fiscal year. So moved by Trustee Goetz, seconded by Trustee Court, the motion was unanimously approved, 7-0.

4.3 Consideration of Governance Resolution. Executive Director, Sandra Levin.

Levin recommended the Board adopt a governance resolution to set forth in one document the respective roles and responsibilities of the Board of Trustee and the Executive Director. In addition to this governance resolution, Levin noted the Law Library's variety of documented policies and procedures, including personnel, a collection development policy, rules of conduct within the Law Library, emergency preparedness procedures, etc.

Trustee Goetz requested a modification to Section 1.c.4. The modification would adjust the language as follows:

*"Review ~~and approve~~ invoices and sign checks and demands for warrants..."*

Following discussion, Vice-President Jones requested a motion that would modify the proposed governance resolution and approve as modified. So moved by Trustee Goetz, seconded by Trustee Edmon, the motion was unanimously approved, 7-0.

5.0 **AGENDA BUILDING**


There were no items for Agenda Building.

6.0 **EXECUTIVE DIRECTOR REPORT**

The Executive Director announced her upcoming vacation and plans for staff to keep moving forward in her absence.

7.0 **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:20 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Thursday, March 21, 2013.

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