

**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.**

April 23, 2013

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, April 23, 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
Kenneth Klein, Esquire
Susan Steinhauser

Trustees Absent:
Judge Mark Juhas

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
Keenan & Associates:
David Rendeiro, Vice President, Municipalities
Vanessa Pena, Sr. Account Manager
Sarah D'anjou, Manager - Property & Casualty Administration

President Steinhauser determined a quorum to be present, convened the meeting at 12:17 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 objected to the sale of the rare books in addition to commenting on the Library's business practices.

During the three (3) minutes allocated, Mr. Jacob Berkowitz commented on the roles and responsibilities of the Board.

2.0 PRESIDENT'S REPORT

President Steinhauser gave thanks to all those who assisted in making the 10th Annual Friends of the Los Angeles County Law Library a success. Steinhauser also acknowledged LA Law Library who staffed a booth at the LACBA Barristers meet & greet.

3.0 CONSENT CALENDAR

- 3.1 Minutes of the March 21, 2013, Regular Board Meeting.
- 3.2 March 2013 Financial Statements and List of Checks and Warrants.
Staff recommends that the Board review, receive and file the Financial Statements and list of Checks and Warrants.
- 3.3 Conflict of Interest Code Review and Approval.
Staff recommends the resolution and proposed amendments be approved.
- 3.4 Quarterly Statistics for January – March, 2013.
- 3.5 Branch Location Conversion Update.
- 3.6 Review and Approval of LA Law Library Borrowing Rules.
Staff recommends that the Board approve the attached borrowing rules with changes to take effect immediately.
- ~~3.7 Insurance Business Package.~~
- ~~3.8 Final Cost Approval / Project Close Out for Renovation Project.~~

Executive Director, Sandra Levin, recommended Consent Items 3.7 and 3.8 be drawn from Consent and moved up for Discussion.

President Steinhauser requested a motion to approve the Consent Calendar with exception to Consent items 3.7 & 3.8. So moved by Trustee Edmon and seconded by Trustee Goetz, the Consent Calendar was unanimously approved, 7-0.

4.0 ACTION ITEMS

- 3.7 Insurance Business Package.
Senior Director for Administrative Services, Patrick K. O'Leary and Executive Director, Sandra Levin, introduced David Rendeiro, Vice President, Municipalities; Vanessa Pena, Sr. Account Manager; Sarah D'anjou, Manager - Property & Casualty Administration. The representatives from Keenan presented a brief overview of the Insurance Business Package. An optional Cyber Liability Policy was discussed for recommendation.

Staff recommended that the Board authorize Keenan to bind coverage with Argonaut for the business package and D&O/EPLI and with the consortium for earthquake coverage. In addition, Staff recommends that the Board:

Authorize Keenan to bind an additional \$5M in excess liability coverage if the total premium for that additional layer does not exceed \$10,000;

Authorize Staff to extend coverage from April 23, 2013 through July 1, 2014 to preserve the option of participating in the planned CCCLL JPA; and

Authorize Keenan to bind an additional \$1M in cyber liability coverage.

Following discussion, President Steinhauser requested a motion to adopt the staff recommendation. So moved by Trustee Jones and seconded by Trustee Juhas, the motion was unanimously approve, 7-0.

4.1 Approval to Negotiate Terms of Sale (Auction) of the Foreign Rare Books Collection with Bonhams.

Executive Director Levin briefed the Board on a sales proposal provided by Bonhams and its plan for auctioning the foreign rare books collection.

Staff recommended the Board approve in concept the sale of the foreign rare books collection at auction and authorize the Executive Director to:

1) Refine the scope of materials to be included in the sale as indicated above;

2) Negotiate the terms of a contract for Bonhams to act as the Law Library's agent for the sale at auction; and

3) Develop a written agreement and scope for Board consideration.

Following discussion, President Steinhauser requested a motion to adopt the staff recommendation. So moved by Trustee Jones and seconded by Trustee Edmon, the motion was unanimously approved, 7-0.

4.2 Review and Approval of LA Law Library schedule of Fees & Charges.

Executive Director Levin presented the Board with proposed changes to the current schedule of fees and charges to either raise charges to cover the Library's costs or to reduce them to more accurately reflect actual costs. Staff also provided a considerable analysis and detail to support each of the fees and charges.

Staff recommended the Board approve the revised schedule of fees and charges.

Following discussion, President Steinhauser requested a motion to adopt staff's recommendation. So moved by Trustee Goetz, seconded by Trustee Klein, the motion was unanimously approved, 7-0.

3.8 Final Cost Approval / Project Close Out for Renovation Project.

Following a brief overview of the negotiations that addressed invoices received in excess of budgeted amounts, Staff was able to bring the final costs of the exterior rehabilitation project within the overall budget previously approved by the Board. However, because the costs of two of the individual vendors exceeded the line

items previously presented to the Board, Staff again presented the final costs for approval.

	Original Budget	10/4/12 Board Approval	Actual Final Costs	Abv (Bel) Approval
Construction- Swinerton Builders	4,622,900	5,146,075	5,125,777	(20,298)
Construction Admin & Monitoring- ABB	193,623	250,000	268,415	18,415
Construction Administration- TMA	120,350	200,000	200,875	875
Construction Management- CLEO CM	168,000	168,000	168,000	0
Environmental Monitoring/Testing	37,602	37,937	37,937	0
Testing- Soil, Concrete and Rebar	25,000	27,639	27,639	0
Owner Contingency @ 10% ¹	516,748	0	0	0
Total	5,684,223	5,829,651	5,828,643	(1,008)

Staff recommended that the Board approve the final costs of \$5,828,643, with the final costs for the individual vendors as presented; keeping the total amount within the range presented at the meeting on October 4, 2012, but adjusting the amount payable to each individual vendor.

Following discussion, President Steinhauser requested a motion to adopt the staff recommendation. So moved by Trustee Jones, seconded by Trustee Goetz, the motion was unanimously approved, 7-0.

Per the presidents prerogative, Agenda Item 7.0, Executive Director Report, was moved up at this time.

7.0 EXECUTIVE DIRECTOR REPORT

4.3 Establishment of Special Meeting or Board Subcommittee Regarding Upcoming Budget Cycle

Executive Director Levin queried the Board for their preference on a Special Meeting or to establish a sub-committee for discussing the upcoming budget cycle. As a result of scheduling conflicts the Board moved in favor of a sub-committee. Trustee Edmon, Goetz and Juhas volunteered as the sub-committee. The committee will make recommendations to staff. Staff will then provide the Board with a full report and recommendation on the FY2013-2014 budget.

At 1:20p.m., President Steinhauser announced that the Board would close Open Session and commence Closed Session, Agenda Item 5, requesting all staff and members of the public exit, with the exception of Sandra Levin, Executive Director.

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

5.0 **CLOSED SESSION**

- 5.1 Existing Litigation/Claim (G.C. 54956.9(a)), SEIU Local 721 v. Los Angeles County Law Library, PERB Case No. LA-CE-816-M

- 5.2 Liability / Administrative Claim (G.C. 54956.95), Claimant: Frank Rodriguez, Claim against: Los Angeles County Law Library (dated 2/13/2013)

Trustee Edmon left the meeting at 1:23 p.m.


The Board reconvened Open Session at 1:45 p.m. There was no reportable action.

6.0 **AGENDA BUILDING**

There were no items for Agenda Building.

8.0 **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:46 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, May 28, 2013.



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