

**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.**

**July 1, 2013**

The Special Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Monday, July 1, 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

**Trustees Absent:**

Judge Mark Juhas  
Susan Steinhauser (via teleconference)

**Staff Present:**

Sandra J. Levin, Executive Director  
Malinda Muller, Interim Senior Director, Library Services  
Jaye Nelson, Senior Director, Information Services  
Patrick O'Leary, Senior Director, Administrative Services (via teleconference)

**Also Present:**

David Brecher, Brecher Insurance & Financial Services.

Vice President Jones determined a quorum to be present, convened the meeting at 12:18 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 the building envelope repair & exterior restoration project, objected to any layoffs and noted his recent tort claim with intent to sue the Law Library for \$40.6M.

During the three (3) minutes allocated, Mr. Frank Rodriguez commented on the building envelope repair & exterior restoration project, the member program and his opinion on Library Management. Rodriguez also commented on the strategic plan update.

## **2.0 PRESIDENT'S REPORT**

Due to the absence of President Susan Steinhauser, there was no President Report.

*At this time Vice President Jones announced that Executive Director would welcome the additional summer interns. ED Levin turned the floor to Shohreh Saljooghi who introduced two of the SCALL interns; Mayte Navarrete and Robert Avalos. ED Levin introduced Theo Benjamin, a University of Chicago intern.*

## **3.0 CONSENT CALENDAR**

- 3.1 Minutes of the June 3, 2013, Special Board Meeting for approval
- 3.2 May 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 Approval of Two Additional Borrower Fees and Charges
  - Annual fee to designate a messenger. Proposed \$16.25 reduced from \$50
  - Public fax. Proposed no change from \$1.00Staff recommends that the Board approve the recommended charges.
- 3.4 Strategic Planning Update. (no action)

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, 5-0.

*At this time President Steinhauser joined the meeting via teleconference. ED Levin noted that due to the Agenda not being posted at the remote location, President Steinhauser was not eligible to vote but could otherwise participate and the meeting could proceed as there was a quorum present at the Main Library.*

## **4.0 DISCUSSION ITEMS**

*Prior to the start of discussion, ED Levin; Interim Senior Director Muller, Senior Director Nelson and Senior Director O'Leary recused themselves and left the meeting due to a conflict of interest as the decision would affect their benefits.*

- 4.1 Approval of Dental, Vision, Life and Long Term Disability Benefit Change  
David Brecher presented a brief overview of the benefit change, noting that currently Long Term Disability, Basic Life and Voluntary Life Insurance was covered by SunLife. Dental and Vision were covered under Guardian. Brecher presented the Board with a potential savings of \$2k per year if they were to consolidate all benefits under Guardian. Administratively, the switch to one carrier would be more effective and efficient. There was no further discussion.

Brecher Insurance and Financial Services recommends that the Board approve and authorize staff to bind coverage with Guardian for dental, vision, LTD, basic life and voluntary life for one year.

Vice President Jones requested a motion to adopt the recommendation set by Brecher Insurance and Financial Services. So moved by Trustee Goetz and seconded by Trustee Court. The motion was unanimously approved, 5-0.

*At this time Senior Staff rejoined the meeting.*

4.2 Approval of Operating and Capital Expenditures Budget for Fiscal Year 2013-2014

ED Levin, presented the Board with an overview of the budget. The Board asked questions and engaged in discussion regarding: Capital projects and future approvals, maintaining service levels, civil filing fee projections, highlights of the Budget Committee discussions, depreciation, Library reserves, and staff furloughs.

Staff recommended the Board approve the operating and capital expenditure budget as recommended by the Budget Committee.

Vice President Jones requested a motion to approve the Budget Committee and Staff recommendation. So moved by Trustee Klein and Seconded by Trustee Edmon. The motion was unanimously approved, 5-0

**5.0 EXECUTIVE DIRECTOR REPORT**


ED Levin highlighted that it was her 6-month anniversary with the Law Library. She thanked the Board and Staff for their support and efforts in completing the numerous projects that were successfully executed over the past 6-months.

**6.0 AGENDA BUILDING**

There were no items for Agenda Building.

**7.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:09 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, July 23, 2013.

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